

# Kanazawa University Tutor Manual

First Semester 2021



## Kanazawa University Organization of Global Affairs

(International Student Exchange Division, International Relations Department)

### Introduction

#### **About Tutor System**

Kanazawa University provides support for international students to be able to achieve their individual goals to study at the University. Major services are not only related to offering a suitable education and research environment on campus, but also a tutor system to assist the entirety of international students' lives in Japan.

The aim of the tutor system is to assist international students in adapting themselves to the local education and research environment. Tutors are assigned to each international student by the university, and they prepare appropriate living and learning styles for their students. International students tend to have difficulties with learning and research activities as well as language communication. They may also face various social and cultural challenges in adapting to a new life as a foreigner. Such difficulties and challenges vary from person to person. Tutors play an important role in helping each student build a living foundation in a new environment, in addition to offering learning assistance on campus. For many international students, tutors represent their first on-campus personal supporter. Tutors should work to provide advice and support suited to individual students, and for this purpose, tutors should develop an appropriate international mindset.

Additionally, the above processes will be beneficial in promoting cross-cultural understanding—creating opportunities for tutors and international students to deepen their understanding of each other's cultural backgrounds, look into their own cultures and explore effective approaches to cultural inclusion.

# Table of Contents

|  |    |
|--|----|
| 1. Tutor's Roles .....   | 1  |
| 1-1 Starting a life in Japan   |    |
| 1-2 Living in Japan  |    |
| 1-3 Learning and research activities   |    |
| 1-4 Interpersonal relationships  |    |
| 2. Confirmation Prior to Starting a Tutor Service .....                                    | 5  |
| 3. Consideration for Offering Tutor Services.....  | 6  |
| 4. Activities not subject to Tutor Reward.....   | 7  |
| 5. Contact .....   | 8  |
| 6. Documents to be Made for Tutor Activities .....   | 9  |
| 7. Reward Payment.....   | 13 |
| 金沢大学外国人留学生チューター制度実施要項  |    |
| Rules for Conducting Kanazawa University Tutor Activity System (*Japanese only) .....      | 14 |
| [Reference 1] Yearly schedule for international student tutor service administration ..... | 16 |
| [Reference 2] Formats and materials .....  | 17 |
| ① Introduction of the Tutor Webpage  |    |
| ② Procedure requested to International Students for Tutor Activities                       |    |
| ③ Tutor Activity Plan Sheet (Sample)   |    |
| ④ Tutor Activity Final Report (Format and Sample)  |    |
| ⑤ Bank Transfer Request Form (Format and Sample)   |    |

## 1. Tutor's Roles

### What does a Tutor do?

Tutors undertake a range of different roles to support international students to be able to duly engage in learning and research activities. The tutor's roles change depending on the changes of the international student's needs at each phase between the beginning of their new life and the end of stay.

In addition, tutors may be asked by their international students to help with interpersonal relationships with other students or teaching staff.

This manual provides an outline of the primary roles of tutors. You are not required to perform everything described below. Use it as necessary to create tutoring plans while discussing with your international student and his/her academic advisor. In addition to the face-to-face activities, online activities are also accepted.

Note: The online activities are available even before the international student enters Japan.

Areas of support

#### 1-1 Starting life in Japan

#### 1-2 Living in Japan

#### 1-3 Learning and research activities

#### 1-4 Interpersonal relationships

### 1-1 Starting a life in Japan

(1) Support to provide immediately after arrival in Japan

New international students arrive in Japan in April and October.

There are many procedures for new international students to complete immediately after they arrive in Japan, for which they need careful and attentive assistance.

#### ■ Checklist for support to provide immediately after arrival in Japan

| Check                    | Required/<br>Optional | Procedures to be completed by international students  |
|--------------------------|-----------------------|---|
| <input type="checkbox"/> | Required              | Address Registration*   |
| <input type="checkbox"/> | Required              | Sign up for National Health Insurance*  |
| <input type="checkbox"/> | Required              | Sign up for National Pension*   |
| <input type="checkbox"/> | Optional              | Purchase an impression seal   |
| <input type="checkbox"/> | Required              | Open a bank account   |
| <input type="checkbox"/> | Required              | Move-in procedures (dormitory, apartment)   |
| <input type="checkbox"/> | Required              | Procedures to start using public utility services   |
| <input type="checkbox"/> | Optional              | Purchase a mobile phone and subscribe to the related service  |
| <input type="checkbox"/> | Required              | Undergo a health checkup at the Health Service Center   |
| <input type="checkbox"/> | Required              | Change the initial password for KU student ID   |
| <input type="checkbox"/> | Required              | Sign up for a network account using free Wi-Fi access (at the General Education Lecture Hall entrance)            |
| <input type="checkbox"/> | Required              | Set up an Internet connection   |
| <input type="checkbox"/> | Optional              | Check the schedules of orientation sessions related to on/off-campus life, and attend the sessions with the tutor |
| <input type="checkbox"/> | Required              | Sign up for insurance for students ( <i>Gakken-Sai, Inbound futai gakuso</i> )                                    |
| <input type="checkbox"/> | Required              | Course registration   |

Note (\*): Procedures related to Address Registration, National Health Insurance and the National Pension may have already been completed at the time of starting tutor service if the international student has used the proxy application service offered by the University.

(2) Provision of basic daily living information

Give your international student basic daily living information to prepare them to lead an easy student life in Japan. Specifically, give your student a campus tour and explain how to use public transportation and how to access public services, including the city government office and regional immigration bureau.

Additionally, in order to prevent international students from causing or becoming involved in trouble with local people, it is essential to explain general rules for living in Japanese communities (warn them against the possibility of: creating a noise problem; having a hand in or becoming a victim of fraud; and joining suspicious religious groups, etc.) as well as local rules of household waste sorting and disposal.

■ Checklist for provision of basic daily living information

| Check                    | Tasks to be completed by tutors  |
|--------------------------|--|
| <input type="checkbox"/> | Give a campus tour   |
| <input type="checkbox"/> | Explain how to use public transportation   |
| <input type="checkbox"/> | Explain how to access the city government office and Kanazawa Branch Office of the Immigration Bureau of Japan |
| <input type="checkbox"/> | Explain general rules for living in Japanese communities   |
| <input type="checkbox"/> | Explain local rules of household waste sorting and disposal  |
| <input type="checkbox"/> |  |

1-2 Living in Japan

The following is a list of common tasks tutors are expected to help international students while living in Japan.

- (1) Completing utilities payment procedures
- (2) Application for National Health Insurance premium reduction/exemption
- (3) Renewal of the Special payment system for students of National Pension Plan
- (4) Apartment search
- (5) Part-time job
- (6) Preparation of applications for graduate school
- (7) Submission of a Notification of Moving Out before returning to the student's home country

(1) Completing utilities payment procedures (target: all international students)

Even Japanese students may find it difficult to sign up for utility services (gas, water and electricity) and pay related fees. Please teach your international student where/who to contact and how to complete necessary procedures.

(2) Application for National Health Insurance premium reduction/exemption (target: international students who will stay over one year)

International students with National Health Insurance receive a set of application documents for insurance premium reduction/exemption sent by the Kanazawa City government around April every year. Advise your international student, if applicable, to complete application procedures by the deadline.

International students may have difficulty processing the procedures, or even understanding what the documents are about, particularly due to language barriers. So, tell your international student to expect the documents to be delivered from the city hall around this time of the year, and consult with you after receiving them.

If the application documents are not delivered to applicable international students, it will be necessary to contact the Kanazawa City Hall Medical Insurance Department (TEL: 076-220-2255) to inquire about the issue. Help your international student with contacting the service, as necessary.

Medical expenses exceeding a certain amount are eligible for a tax refund. Application for refund requires submission of receipts for medical bills. Explain to your international student about this requirement and advise him/her to retain the receipts.

(3) Renewal of the Special payment system for students of National Pension Plan (target: [international students 20 years old and above](#))

International students who have participated in the National Pension Plan receive a notice (return postcard) at the beginning of April every year from Japan Pension Service (local Branch Office) to confirm whether or not the application for the Special payment system for students will be renewed. Advise your international student, if applicable, to complete application procedures by the deadline.

International students may have difficulty processing the procedures, or even understanding what the documents are about, particularly due to language barriers. So, tell your international student to expect the notice to be delivered from Japan Pension Service (local Branch Office) around this time of the year, and consult with you after receiving it.

(4) Apartment search (target: [all international students](#))

If your international student is planning to move out and find a private apartment to live in, help him/her to find an appropriate room, for example, by accompanying the student to the Kanazawa University Co-operative office that offers related service and real estate agencies, as necessary.

(5) Part-time job (target: [all international students](#))

(5-1) Obtain permission to engage in unauthorized activities

When international students obtain a part-time job in Japan, they must in advance obtain permission to engage in unauthorized activities, as required by the Immigration Control Act.

If your international student is planning to obtain a part-time job, explain about this requirement, and advise him/her to complete the necessary procedures at the Kanazawa Branch Office of the Immigration Bureau of Japan as soon as possible.

(5-2) Consult the academic advisor and obtain approval in advance

Advise your international student to consult his/her academic advisor beforehand about obtaining a part-time job and obtain the advisor's approval without fail.

(6) Preparation of applications for graduate school (target: [international students planning to apply for graduate school](#))

To help international students to prepare applications for graduate school, tutors should provide information and guidance on relevant issues such as: how to prepare for entrance examinations effectively, whether or not past examination questions are publicly accessible, and when and how appropriate applications for admission will be made available. (Tutors need to provide suitable assistance, particularly with preparing for examinations, to meet the needs of individual students according to the degree course—Master's or Doctoral—and specialized courses selected).

Application for graduate school involves huge documentation tasks to ensure accurate completion of many complicated forms and submission by the due date. This task may be too difficult for international students to fulfill on their own and need sufficient support. Help your

international student actively, for example by accompanying him/her to the graduate school admissions office.

(7) Submission of a Notification of Moving Out before returning to the student's home country  
(target: all international students)

International students must complete certain procedures to move out (submission of a Notification of Moving Out) at the city hall before returning to their home country. Along with this, they need to return their National Health Insurance Card to the local government (which is essential to prevent ineffective delivery of premium bills). It is also necessary to contact the local branch office of Japan Pension Service to withdraw from the National Pension Plan (which is essential to prevent notices and information from continuing to be delivered to an invalid address).

When your international student is leaving, advise him/her to make sure to complete these moving-out procedures at the city hall, and provide necessary assistance.

### 1-3 Learning and research activities

#### **Tutors support international students to be able to adapt themselves to the learning and research environment under the instruction of the academic advisor.**

The University Library offers learning support services for international students. The support is provided at university libraries by a Library Learning Advisors (LiLA) in cooperation with the relevant academic advisor. When your international student needs help with learning, suggest that he/she use these services.

| Learning Support Services provided at KU libraries   |   |
|--|---|
| <p>Learning support services are offered to international students on the topics listed below at the Central Library and the Natural Science &amp; Technology (NST) Library (learning support desk, international exchange room, etc.)</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Preparation for reporting/presentation assignments, and writing a thesis/research papers</li><li><input type="checkbox"/> General problems with learning at university</li><li><input type="checkbox"/> Problems with learning in science and technology areas</li><li><input type="checkbox"/> Usage of the library and retrieval of research materials</li></ul> |  |
| <p>Please refer to the updated schedule of service hours from the link: <a href="http://library.kanazawa-u.ac.jp/learning/">http://library.kanazawa-u.ac.jp/learning/</a></p>  |   |

### 1-4 Interpersonal relationships

(1) Relationship with the academic advisor

Students' relationship with their academic advisor has a significant impact on their engagement in academic activities. In particular, it is essential for international students at graduate school to build and maintain trusting relationships with their academic advisor in order to ensure solid study and research activities.

Tutors are expected to play a coordinating role between their international students and academic advisors, as appropriate, to ensure good relations between the two.

Tutors may occasionally face difficulties in performing this task. In such a case, they should advise their international student to visit the teaching staff in charge of such issues at the Organization of Global Affairs and ask for support without delay. Privacy protection measures will be properly taken. (Tutors may meet the responsible teaching staff on behalf of their international students.)

(2) Relationships with Japanese students

It will not be easy to address interpersonal problems that occur between international students and Japanese students or other international students. However, tutors should attentively listen to their international students' situation and share some tips for getting along with others.

Many international students wish to make friends with Japanese students. As part of a tutor's roles, you are expected to work actively to expand networks involving international students, introducing your friends and those of your international student to each other.

## **2. Confirmation Prior to Starting a Tutor Service**

This section provides a list of items for tutors to confirm with their international student before starting to offer a tutor service, mainly to minimize the risk of creating distrust toward each other.

(1) Objectives and goals of studying in Japan

Ask your international student about his/her objectives and goals of studying in Japan, for example, to earn credits, gain a degree, or have cross-cultural or other experiences.

(2) Japanese-language skills

Check the skill level of your international students, for example, their difficulty in having basic everyday conversation, or their command of Japanese when engaging in technical discussions.

(3) Financial base

Check whether your international student is a MEXT scholarship student or a self-financed international student, and whether or not he/she is a recipient of any other scholarship programs.

\* Some self-financed international students may be forced to obtain a part-time job to earn a living. Tutors should understand the situation of such students, who are usually time-pressed and financially tight. Confirm if your international student is working in (or planning to obtain) a part-time job, and whether or not he/she has obtained a permission to engage in unauthorized activities.

(4) lifestyle and practice requiring particular attention

Check with your international student regarding any religious restrictions on various everyday activities (eating and drinking, praying, etc.). Special consideration needs to be given to these restrictions when inviting international students to events held by research labs.

(5) Contact information (postal address, phone number, email address, etc.)

Confirm your international student's postal address, phone number and email address in order to secure alternative contact channels (contact information) in addition to the primary contact tool, such as a smartphone app. (LINE etc.).

International students, who have an individual Kanazawa University ID account, can also be reached using the messaging function on the Acanthus Portal. Familiarize yourself with the relevant process.

(6) Other

Maintain active contact with your international student.

When meeting your international student for the first time, start by introducing yourself first. Be aware that international students expect a great deal from their tutor and tutor services.

### **3. Consideration for Offering Tutor Services**

This section summarizes points to consider for tutors in fulfilling their responsibilities, mainly to minimize the risk of creating distrust toward each other.

#### (1) Cultural differences

Language barriers and different lifestyles tend to cause misunderstanding. Communication between people with different cultural backgrounds can become more difficult than you think, and what is commonly known in your culture may not be so in other cultures. To prevent potential, and remove actual, misunderstanding caused by cultural differences, it is important to talk with your international student in a serious and sincere manner.

#### (2) Personal chemistry

Interpersonal relationships may become unavoidably affected by chemistry between persons involved. It is possible that you may find it overly difficult to fulfill tutoring roles for this reason.

If you do face such a situation, you can choose to request a personnel change. You should first consult the academic advisor or the responsible teaching staff (Assoc. Prof. Atsuro Tsutsumi) at the Organization of Global Affairs without delay before applying for relevant procedures.

#### (3) Make frequent contact to keep in touch

There can be a number of reasons for you losing contact with your international student, such as receiving no response to your contact attempts; and being too busy to make contact for a while, resulting in a higher hurdle for resuming contact.

It may happen that you receive no response to your contact attempts for a while. However, this does not constitute an excuse for losing access to each other. Tutors should make active efforts to keep in touch with their international students. If you cannot reach your student after a single contact attempt, try again more than once.

As international students become accustomed to living in Japan and doing campus activities, they make less frequent contact with their tutors compared to immediately after their arrival in Japan. Still, tutors should work to ensure that both parties adequately keep in touch, particularly in preparation for an emergency situation.

#### **4. Activities not subject to Tutor Reward**

Tutor activities are paid according to rewarding guidelines. Activities determined to be not subject to reward payment in light of the guidelines or based on the judgment of the academic advisor are not reportable, meaning that entries of ineligible activities will be rejected (removed or corrected).

**The following is a summarized list of activities not subject to tutor rewards.**

These activities are not reportable.

If you have difficulty determining the eligibility of specific activities, ask Mr. OTA Akira or Mr. BITTMANN Heiko who are consulting advisors for international students or the International Student Section.

- (1) Activities that are not directly associated with learning and research activities (having a meal together, participating in a party, offering a car ride, giving a sightseeing tour, etc.)
- (2) Activities that can be carried out by international students completely on their own without the help of their tutor
- (3) Sharing status updates

Here are specific examples from rejected reporting

- Went to the supermarket with the international student to buy groceries.
- Had Japanese conversation with the international student over *okononiyaki*.
- Took the international student to Kenrokuen for sightseeing.
- Checked with the international student in need of help with ongoing on- and off-campus life

- (4) Assistance to international students with documentation tasks related to duties as a teaching assistant (TA)/research assistant (RA)/library learning assistant (LiLA), when applicable  
→ If your international student needs help for this purpose, advise him/her to contact the relevant section in person.

- (5) Duplicate reward claim resulting from reporting tutor services and other services entrusted by the University (TA, RA, LiLA, etc.) performed in overlapping time frames  
You cannot perform a double service at the same time. If you undertake services entrusted by the University in addition to tutor services, you cannot report the two services performed in overlapping time frames and receive a reward for both. Identified cases of duplicate receipt of a reward may be subject to refund.

Example: Duplicate reward claim by reporting tutor services and other services as TA, RA, LA, etc. performed in overlapping time frames

Tutor Activity Final Report

Friday, April 24 12:00 - 14:00

Checking Japanese expressions in research presentation materials

TA Work Log

Friday, April 24 13:00 - 16:00

Organization of research data

Tutor activity reporting that constitutes a duplicate reward claim (as exemplified above), if identified, must be deleted. Also, please note that once the Tutor Activity Final Report is submitted, no requests for correcting tutoring hours entered will be accepted.

## 5. Contact

### 5-1 Advising and Consulting

| Name               | Phone        | Email                           |
|--------------------|--------------|---------------------------------|
| Mr. OTA Akira      | 076-264-5807 | akirao@staff.kanazawa-u.ac.jp   |
| Mr. BITTMANN Heiko | 076-264-5780 | Bittmann@staff.kanazawa-u.ac.jp |

### 5-2 Advising and Consulting in each college or graduate school

| Belong                                 | Name         | Phone        | Email  |
|--|--------------|--------------|--|
| Institute of Human and Social Sciences | Ms. Miyazaki | 076-264-5442 | miyaetsu@staff.kanazawa-u.ac.jp                        |
| Institute of Sciences and Engineering  | Ms. Kishida  | 076-234-4936 | kishida@se.kanazawa-u.ac.jp<br>wic@se.kanazawa-u.ac.jp |
| Organization of global affairs         | Ms. Yun XUE  | 076-264-5130 | claraxue@staff.kanazawa-u.ac.jp                        |

### 5-3 Administrative section for tutor activity

| Division and section          | Phone        | Email                       |
|-------------------------------|--------------|-----------------------------|
| International Student Section | 076-264-5193 | ryukou@adm.kanazawa-u.ac.jp |

### 5-4 Student affairs sections

| College or graduate school  | Phone    | Email        |
|---|----------|--------------|
| Philosophy in Interdisciplinary Sciences  | 264-6047 | yugogaku@    |
| Human and Social Sciences,<br>Human and Socio Environmental Study (M, D)<br>Law (M)     | 264-5968 | n-ryugak@    |
| Science and Engineering,<br>Natural Science and Technology (M, D)                       | 234-6838 | s-gaku@      |
| Medical   | 265-2130 | t-igaku1@    |
| Medical Sciences [Medicine] (M, D)<br>Advanced Preventive Medical Sciences (D)          | 265-2124 | t-daigakuin@ |
| Medical and Pharmaceutical Sciences   | 234-6987 | iyaku-gaku@  |
| Pharmaceutical (B, M, D)  | 234-6981 | y-gakumu@    |
| Health Sciences (B, M, D)   | 265-2517 | t-igaku2@    |
| Frontier Science Initiative (M, D)  | 264-5970 | s-yugo@      |
| Organization of Global Affairs<br>@ 3 <sup>rd</sup> floor of KU Administration Building | 264-5237 | st-exch@     |

(Note) The area code "076" is added before the above number(s)..  
The address "adm.kanazawa-u.ac.jp" follows @.

### 5-5 Health Service Center

| Name        | Place                        | Phone        |
|-------------|------------------------------|--------------|
| Main Office | Kakuma Campus (Central Area) | 076-264-5255 |

|                    |                            |              |
|--------------------|----------------------------|--------------|
| South Branch       | Kakuma Campus (South Area) | 076-234-6803 |
| Takaramachi Branch | Takaramachi Campus         | 076-265-2133 |

---

## 6. Documents to be Made for Tutor Activities

This section describes documents to be created and submitted by individual tutors for performing tutor activities.

**Prepare the following three documents online using the Student Information Service (system), which is accessible from Acanthus Portal.**

- (1) Tutor Activity Plan Sheet
- (2) Tutor Activity Record
- (3) Tutor Activity Final Report

### (1) Tutor Activity Plan Sheet

- Create a tutoring plan that describes what you will do to support the international student assigned to you before starting to provide tutor service. To achieve effective planning, make sure to discuss with the student and the academic advisor.
- When two tutors are assigned to one international student, each tutor is required to create and submit a Tutor Activity Plan Sheet separately. When one tutor is assigned to two international students, the tutor is required to create and submit one Sheet separately for each student.
- To create a Tutor Activity Plan Sheet, access the Student Information Service page. Go to Portfolio and open the Tutor page. Click Enter on the Activity Plan Sheet to display an input screen. Enter information as required, referring to the separate examples.

The screenshot shows the SIS interface with the 'Portfolio' section selected. The 'Tutor' page is active. A table with columns for '対象留学生名' (Target International Student Name), '学籍番号' (Student ID), '所属' (Department), '活動計画書' (Activity Plan Sheet), and '活動記録' (Activity Record) is displayed. A red arrow points to the '登録' (Register) button in the '活動計画書' column. Below the table, there are checkboxes for '指導教員に送る' (Send to Supervisor) and '担当事務職員に送る' (Send to Staff), and a '送信' (Send) button.

- Complete input, and click Download on the Activity Plan Sheet to download the completed Tutor Activity Plan Sheet (Excel format). Ask the academic advisor of the international student to confirm this Tutor Activity Plan Sheet.

The screenshot shows the SIS interface with the 'Portfolio' section selected. The 'Tutor' page is active. A table with columns for '対象留学生名' (Target International Student Name), '学籍番号' (Student ID), '所属' (Department), '活動計画書' (Activity Plan Sheet), and '活動記録' (Activity Record) is displayed. A red arrow points to the '登録ダウンロード' (Register Download) button in the '活動計画書' column. Below the table, there are checkboxes for '指導教員に送る' (Send to Supervisor) and '担当事務職員に送る' (Send to Staff), and a '送信' (Send) button.

- Ask the academic advisor to approve it from the Acanthus Portal with the system of "Student Information Service" after confirming the content.

• **The deadline for the academic advisor to approve the Tutor Activity Plan Sheet is shown below:**

- **Deadline: Friday, May 7, 2021**

**(2) Tutor Activity Record**

- Keep a tutor activity log on the Tutor page within Student Information Service by entering information for each session held within a week.
- Provide specific details to the extent possible (when, where, what, how) to describe activities. You may also attach related photos for reference.
- Click Enter in the box below Activity Record to display an input screen. Enter information as required, referring to the separate Introduction of the Tutor Webpage.

- When input has been completed, inform your international student so that he/she will confirm the completed input on the same page. (For this purpose, the international student needs to log in to the Student Information Service.) **For performed tutor activities to be paid, the related record must be approved by your international student.** If your student needs help with processing the approval procedures, suggest that he/she refer to the separate Procedure Requested to International Students for Tutor Activities.
- **Duration of each tutoring session must be within a range from 30 minutes up to two hours (in 30 minute units), and the semester total hours within 15 hours.**
- Incorrect records or ineligible tutor activities will be ineligible for reward payment.
- For details, please refer to “4. Ineligible Tutor Activities” (page 7).

**Points to note about tutoring hours**

- For the duration of a tutoring session, the system is programmed so as to reject input outside the range of 30 minutes to two hours.
- The semester total tutoring hours to be spent on one international student must not exceed 15 hours.
  - When two tutors are assigned to one international student, the combined semester total must not exceed 15 hours.
  - When one tutor is assigned to more than one international student, the semester total per student must not exceed 15 hours.
- Tutor services must be performed generally on a one-on-one basis.
  - When two tutors are assigned to one international student, they must not have a session together with the same student.
  - When one tutor is assigned to more than one international student, the tutor must not have a session with more than one student together at the same time.

- If you undertake services entrusted by the University in addition to tutor services, you cannot report the two services performed in overlapping time frames and receive a reward for both. Make sure that your report does not include such inappropriate entries. Identified cases of duplicate receipt of rewards will be subject to refund.

### (3) Tutor Activity Final Report

- Upon completing tutor service for the semester, download the relevant Tutor Activity Final Report from the Tutor page. The Report has been created automatically based on the entered and approved records of activities.

- **Be sure to make a final check** of the Tutor Activity Final Report using the checklist on the following page before checking the “Finished” and touching “Confirm.”
- **Enter the Tutor Activity Final Report by the details below.**
  - **Deadline: Friday, October 8, 2021**
  - If you cannot enter it by the deadline, please inform International Student Section of the reason and the expected date that you complete it beforehand.
  - Method: Submit an original copy of the Tutor Activity Final Report with your seal affixed on it
  - If you have done no tutor activities in this semester, enter “No activity” to the activity description on the tutor page. Check “Finished” and touch “Confirm.”

■ Checklist for making the Tutor Activity Final Report

| Check                    | Make sure that:   | Point to note  |
|--------------------------|---|--|
| <input type="checkbox"/> | The report includes no ineligible activities, such as having a meal, participating in a party, doing sightseeing, and activities that can be easily completed by your international student on his/her own.   | Delete ineligible tutor activities, if any.  |
| <input type="checkbox"/> | <p>All activities have been approved by your international student.</p> <ul style="list-style-type: none"> <li>▀ See the checkbox below Approval for each activity entry on the input screen for activity records (details). </li> <li>▀ If any entries remain unapproved, you will be warned about it by a message displayed on a downloaded complete form saying: "This report includes activities that need to be approved by your international student."</li> </ul> | Reward will not be paid for activities that are not approved by your international student |
| <input type="checkbox"/> | Activity hours and dates are correct.<br>Activity details and locations are specifically presented.<br>(For example, give the official name of a laboratory.)   |  |
| <input type="checkbox"/> | Time frame of the tutoring session does not overlap that of work performed for other paid services (as TA, RA, ALA, LiLA, etc.)   | Delete tutor activities that constitute a duplicate claim of reward.                       |
| <input type="checkbox"/> | Your name, address, affiliation and year at university indicated in the relevant section near the bottom of the page are correct.   |  |
| <input type="checkbox"/> | Printed single-sided on A4 paper  |  |
| <input type="checkbox"/> | Your seal is affixed in the appropriate section next to your name.  |  |
| <input type="checkbox"/> | You have confirmed the deadline and section (location) for submission   |  |

## **7. Reward Payment**

### 7-1 Reward for tutor services and payment

Tutors are paid 950 yen (including tax) per hour of service as a reward.

The reward is paid to each tutor in or after December for the first semester and in or after April for the second semester after the entered Tutor Activity Final Report is confirmed and reviewed and necessary procedures are completed. **Payment is made through the bank account each student has registered with the University** (No cash payment option is available).

### 7-2 Registration and retention of bank account for reward payment

#### (1) Registration of bank account for reward payment (if applicable)

**Required documents:** 1. [Bank Transfer Request Form](#); 2. [Photocopy of bank book or cash card](#)

- If you have never registered a bank account with the University to receive a reward payment, submit the following two items together to the International Student Section: 1. Bank Transfer Request Form filled out with required information and your signature; and 2. a photocopy of the relevant bank book or cash card.
- If you have already registered a bank account with the University to receive reward payments, you need not perform the same process again unless there are any changes to the previously registered address or the registered account has changed, in which case, submit the following item(s) to the International Student Section: 1 Bank Transfer Request Form filled out with the required updated information (and 2. a photocopy of the relevant bank book or cash card, if necessary)
- The bank account to register with the University to receive tutor reward payments must be registered in the name of the tutor.
- In the case of no tutor activities performed over the semester, bank account registration is not required.

#### (2) Retention of a bank account for reward payments

Do not cancel or change the bank account registered with the University to receive tutor reward payments before you confirm receipt of payment.

## 金沢大学外国人留学生チューター制度実施細則

### (趣旨)

第1条 金沢大学における外国人留学生チューター制度（以下、「チューター制度」という。）の実施については、他に定めのあるもののほか、この細則の定めるところによるものとする。

### (目的)

第2条 チューター制度は、外国人留学生に対して、指導教員の指導の下に、本学に在籍する学生が、個別の課外指導補助を行うことにより、外国人留学生の学習・研究環境への適応を図ることを目的とする。

### (対象留学生)

第3条 チューター制度の対象となる外国人留学生は、次の各号のいずれかに該当する者とする。

- (1) 学域にあつては、入学後1年以内の正規生
- (2) 大学院にあつては、入学後1年以内の正規生又は研究生。ただし、日本の大学又は大学院を卒業又は修了した者を除く
- (3) その他教育上特に必要があると認められる者

### (指導補助期間)

第4条 外国人留学生に対して個別の課外指導を行う期間は、原則として入学後の1年間とする。ただし、教育上特に必要があると認められる場合は、この限りでない。

### (実施期間・時間数及び担当人数)

第5条 チューター制度の実施期間は、毎年度4月から翌年2月までの11か月とし、原則として次の2期に分けるものとする。

前期 4月から9月まで

後期 10月から翌年2月まで

- 2 実施時間数は、留学生1名に対し、原則として前期15時間、後期15時間、年間30時間を上限とし、予算の範囲内で実施する。
- 3 1名のチューターが担当することができる留学生は、原則として2名以内とする。

### (チューターの選定)

第6条 チューターの選定は、各部署の長の推薦に基づき、国際機構運営会議（以下、「運営会議」という。）の議を経て、国際機構長（以下、「機構長」という。）が行う。

- 2 各部署の長は、第3条各号の一に該当する外国人留学生に対してチューターを配置しようとする場合は、当該外国人留学生の指導教員の申請に基づき、本学に在籍する正規生で次の各号の一に該当する者のうちからチューター候補者を選考の上、別紙様式1により機構長に推薦するものとする。

(1) 当該外国人留学生の専攻する分野に関連のある分野を専攻し、かつ、チューター活動に必要な日本語能力を有する者

(2) 前号以外の学生で、当該外国人留学生の指導教員が必要かつ適切と認める者

- 3 各部署の長は、前項によるチューター候補者の推薦にあたって、次の各号の一に該当する場合は、別紙様式2の理由書を機構長に提出しなければならない。

(1) 第3条第3号に該当する者としてチューターの配置を希望する場合

(2) 第4条に定める期間を延長してチューターを配置する場合

(3) 第5条第2号に定める時間を越えてチューターを配置する場合

(4) 第5条第3号に定める人数を越えて留学生を担当させる場合

(5) 前項に該当しない者をチューター候補者として推薦する場合

4 各部局長は、選定されたチューターについて、やむを得ない事情により変更しようとする場合は、後任のチューター候補者を前項の規定に準じて選考の上、別紙様式 3 により機構長に申請するものとする。

5 前項の規定による申請を受けた機構長は、運営会議の議を経て、変更の可否を決定する。

(指導内容)

第 7 条 チューターは、指導教員の指導の下に当該外国人留学生と協議の上作成した活動計画書（別紙様式 4）に基づき、学力及び日本語能力を補充し、日常生活上の助言等を行うものとする。

(実施報告)

第 8 条 チューターは、指導を行った後直ちに別紙様式 5 の実施報告書を作成して指導教員の確認を受けるとともに、実施期間終了後所定の期日までに機構長に提出しなければならない。

(謝金)

第 9 条 チューターには謝金を支給する。

(事務)

第 10 条 チューター制度の実施に関する事務は、国際部留学企画課において処理する。

(雑則)

第 11 条 この細則に定めるもののほか、チューター制度の実施に関し必要な事項は、運営会議の議を経て、機構長が別に定める。また、外部資金により受け入れする留学生のチューター制度の実施に関し必要な事項は、個別に判断する

附 則

この細則は、平成 18 年 4 月 1 日から施行する。

附 則

この細則は、平成 19 年 4 月 1 日から施行する。

附 則

この細則は、平成 24 年 4 月 1 日から施行する。

附 則

この細則は、平成 25 年 3 月 1 日から施行する。

附 則

この細則は、平成 26 年 4 月 1 日から施行する。

附 則

この細則は、平成 29 年 10 月 1 日から施行する。

附 則

この細則は、平成 30 年 4 月 1 日から施行する。

附 則

この細則は、平成 31 年 4 月 1 日から施行する。

附 則

この細則は、令和 1 年 5 月 1 日から施行する。

[Reference 1] Yearly schedule for international student tutor service administration

Tutor services are offered from April to September in the first semester and from October to February in the second semester in principle, and tutors are selected for each semester every year. (Even if a tutor is assigned to the same international student for two consecutive semesters, an application is required for each semester.)

| 1st semester (spring)  | 2nd semester (autumn)        | Details   |  |
|------------------------|------------------------------|---|--|
| Mid-February           | Mid-August                   | International Student Section requests the student affairs section of each division (Colleges or Graduate Schools) to call for tutor applications.  |  |
|                        |                              | [Academic advisor]<br>The academic advisor of each international student registers tutor applicants with the relevant student affairs section.  | [Tutor]<br>Tutor applicants offer themselves to the relevant student affairs section or academic advisor without delay.  |
| Mid-March to Mid-April | Mid-September to Mid-October | Registration of tutor applicants by academic advisors and tutor applications (via related division head) are closed.<br>Two separate closing dates for application are set for each semester: mid-March/mid-September for tutor selection decided before the arrival of international students; or otherwise mid-April/mid-October.<br>The International Student Section reviews applications and sends the results to relevant student affairs sections. |  |
|                        |                              | [Academic advisor]<br>The academic advisor receives the application result from the student affairs section and shares it with the international student and the selected tutor applicant to be paired, providing each with the other's contact information.  | [Tutor]<br>Registered tutor applicants ask the relevant student affairs section or academic advisor for application results. Selected tutors contact the paired international students using the information provided. |
| Late March to April    | Late September to October    | [Tutor]<br><a href="#">Attend a tutor orientation session on the website.</a><br><a href="#">Create a Tutor Activity Plan Sheet and have it approved by the academic advisor by the <b>deadline</b>.</a>  |  |
| April to September     | October to February          | [Tutor]<br>Keep an activity log for each session held within a week, <a href="#">completing the Activity Record</a> on the Tutor page. <a href="#">Make sure the completed entries are approved by the international student. Any incorrect entries need to be corrected on the system immediately.</a>   |  |
| Early October          | Early March                  | [Tutor]<br><a href="#">Complete the Tutor Activity Final Report by checking #Finished" and touching "Confirm."</a> <a href="#">By the same day that you complete the Tutor Activity Final Report, submit Bank Transfer Request Form (original); and photocopy of bank book or cash card to the International Student Section.</a>   |  |
| Around December        | Around April                 | Reward payment is made to each tutor.   |  |

[Reference 2] Formats and materials

- ① Introduction of the Tutor Webpage
- ② Procedure requested to International Students for Tutor Activities
- ③ Tutor Activity Plan Sheet (Sample)
- ④ Tutor Activity Final Report (Format and Sample)
- ⑤ Bank Transfer Request Form (Format )

Note: The schedule of the Proxy Application Service for the city hall has not been decided by now. It will be informed later.

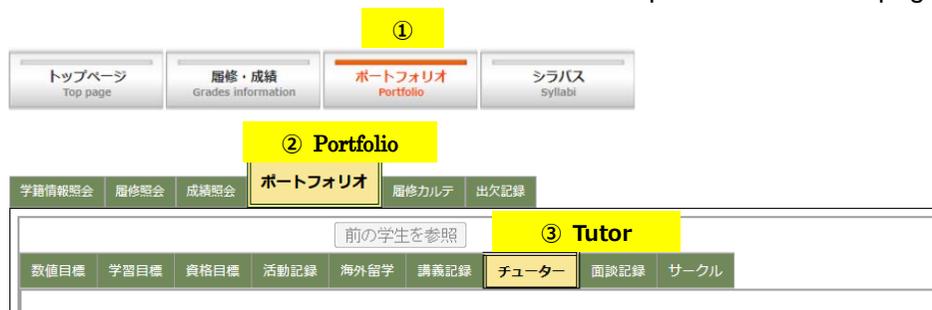
## 学務情報サービスのチューターページの説明 Introduction of the Tutor Webpage

### チューター用 (For Tutor)

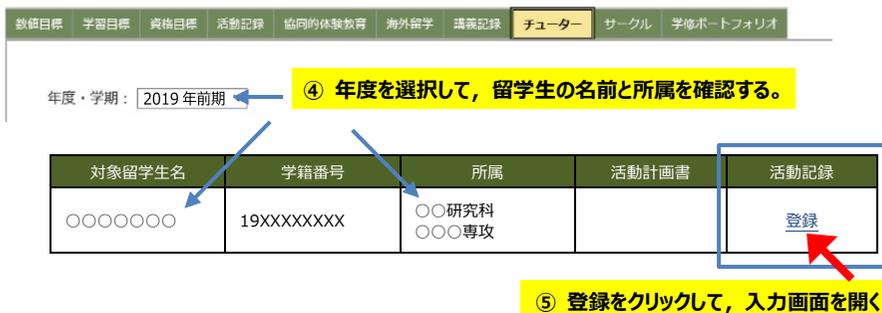
1. アカサポータルから学務情報サービスへログインします。



2. チューターのページを開きます。



3. 年度を選択し、担当留学生の名前と所属を確認してください。「登録」をクリックして活動記録を追加します。



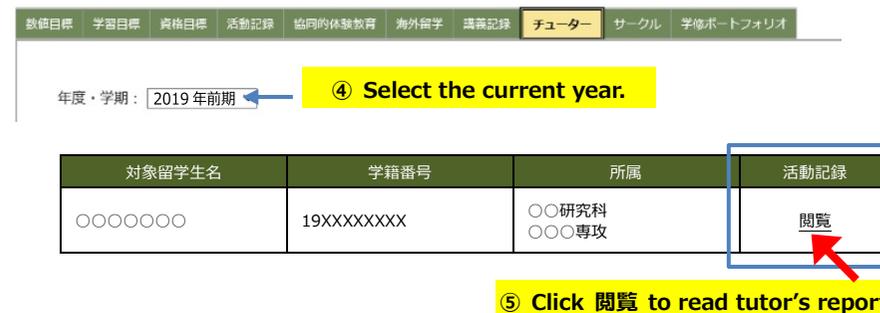
### 留学生用 (For International Students)

1. Log in to "Student Information Service" through Acanthus Portal.



2. Open the Tutor Webpage as shown below.

3. Select the current semester, and then you can read the tutor activity reports written by your tutor.



4. 登録ページにて、活動内容をできるだけ詳細に記入してください。記入した後、留学生から「承認」をもらってください。

| 活動内容詳細  |   |  |                          |                          |
|---|---|--|--------------------------|--------------------------|
| 活動日時  | 活動内容  | 活動画像   | 削除                       | 承認                       |
| 活動日<br><input type="text"/><br>開始時間<br><input type="text"/><br>活動時間(分)<br><input type="text" value="30"/> | <div style="background-color: yellow; padding: 5px;">           どこで、何について、どのように補助したか、活動詳細をご記入ください。         </div> <div style="background-color: yellow; padding: 5px; margin-top: 10px;">           下の欄には、活動場所を記入してください。         </div> | <div style="border: 1px dashed gray; padding: 5px; text-align: center;">             ここに画像ファイルをドロップしてください。           </div> <div style="margin-top: 5px;"> <input type="button" value="参照..."/> ファイルが選択されていません。<br/> <input type="button" value="取込"/> </div> <div style="border: 1px dashed gray; padding: 5px; text-align: center; margin-top: 10px;">             ここにドロップしてください。           </div> <div style="margin-top: 5px;"> <input type="button" value="参照..."/> ファイルが選択されていません。<br/> <input type="button" value="取込"/> </div> | <input type="checkbox"/> | <input type="checkbox"/> |

※ システムの改修によるレイアウトの変更がありますので、実際の画面の指示に従って記入してください。

5. 学期終了する際、実施報告書をシステムより出力してください。エクセルファイルをA4サイズで印刷して、捺印の上、原本を提出してください。

| 対象留学生名  | 学籍番号       | 所属             | 活動計画書 | 活動記録   |
|---------|------------|----------------|-------|--|
| ○○○○○○○ | 19XXXXXXXX | ○○研究科<br>○○○専攻 |       | <input type="button" value="登録"/><br><input type="button" value="ダウンロード"/> |

チューター実施報告書をここからダウンロードしてください。

4. After reading the report, please remember to check "Approval"!

| Activity content details          |  |  |  |
|-----------------------------------|--|--|--|
| Date Time                         | Activities detail  | Activities Image   |  |
| 2019/04/08<br>16:30<br>~<br>17:00 | 17時から指導教員との面談がありました。<br>総合教育講義棟エントランスで待ち合わせし、キャンパス内の建物や通路を案内しながら、面談の場所（指導教員の居室）まで案内しました。<br><br>人間社会 5号館 | There is no image.<br><br><br><br>There is no attached file. | <input checked="" type="checkbox"/> Approval<br> |

## Procedure requested to International Students for Tutor Activities

Your tutor makes a plan sheet and reports activities done every time he/she supports you according to the rules of KU Tutor Activities.

International Student, you are requested to follow the two instructions below:

1. Your tutor makes a “Tutor Activity Plan Sheet.”

He/She talks with you and your academic advisor to decide the description and makes the plan for the tutor activities. You are requested to cooperation with your tutor to make the plan.

2. Your tutor makes a “Tutor Activity Report” describing when, what, where and how he/she did as the tutor activities.

Please approve his/her report on the website, “Acanthus” portal. (Please refer to the [Figures] below.

For your information : The time period of tutor’s supports must be 30 minutes or more and within 2 hours per activity in the unit of 30 minutes generally.

International Student can ask your tutor for his/her supports up to 15 hours per semester.

### [Figures]

- A) Login the Acanthus portal and go to  Student Information Service .

- B) Go to the Tutor Page.



- C) Select the current semester and read the tutor activity reports written by your tutor.



- D) Please approve the report.



END

## 外国人留学生チューター活動計画書

提出日: 2021年5月11日

|  |       |                         |            |       |
|--|-------|-------------------------|------------|-------|
| 作成者(チューター)   | 所属・学年 | 自然科学研究科<br>自然システム学専攻 M2 | 氏名<br>(署名) | 宙田 義男 |
| 対象留学生(フルネーム)   | 所属・学年 | 自然科学研究科<br>自然システム学専攻 M1 | 氏名         | 金 大生  |
| <p>1 対象留学生の研究テーマ又は金沢大学での勉学の目的</p> <p>自然科学研究科の修士課程に入学したので、今後2年間で修士を修了して、いずれは大学院の入試を受けて博士(後期)課程で「〇〇」というテーマの研究を続けていきたいとのこと。</p> <p>日本語は現在の日本語のレベルは簡単な言葉しかわからないので、生活や勉学に困らない程度に上達したいとのこと。</p> <p>日本文化及び金沢の歴史、風土、生活を知り、教養を深めたいとのこと。</p> |       |                         |            |       |
| <p>2 活動予定期間</p> <p style="text-align: center;">2021年4月1日 ~ 2021年9月30日</p>  |       |                         |            |       |
| <p>3 活動予定内容</p> <p>・新規渡日直後のサポートとして、銀行口座の開設、携帯電話の契約等の諸手続きへの同伴をはじめ、生活上必要になる情報(ごみの分別、キャンパスの案内や買い物の場所など)を提供して、大学生活を円滑にすすめていけるよう不備なく支援したい。</p>  |       |                         |            |       |
| <p>4 活動方法(時間, 場所等)</p> <p>・渡日直後の2週間は一番不安も多く、手続きも多いので、メールで連絡をとりながら必要に応じて支援することにした。</p> <p>・活動場所は、その都度必要な場所(銀行や市役所、携帯電話ショップ等)に直接同伴することとした。</p>   |       |                         |            |       |
| <p>5 指導教員の所見</p> <p>金君は研究室のほかのメンバーと積極的にコミュニケーションをとっているが、まだまだ日本語の理解度が低いようであるためチューターの支援が必要に思える。宙田君の活動予定内容や活動方法は適切であり、金君にとってとても助けになるだろう。</p>  |       |                         |            |       |



記入例

### 外国人留学生チューター実施報告書

|       |       |              |
|-------|-------|--------------|
| チューター | 所属・学年 | 自然研D 数物科学 1年 |
|       | 学籍番号  | 1824XXXXXX   |
|       | 氏名    | 金沢 太郎        |
| 留学生氏名 |       | 金 大生         |
| 指導教員名 |       | 金大 教員        |

学期総合計

時間 0 分

| 回 | 実施日 | 実施時間 | 時間数 | 実施内容      | 実施場所 |
|---|-----|------|-----|-----------|------|
|   |     |      |     | チューター活動なし |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |
|   |     |      |     |           |      |

以上のとおり報告します。

(チューター)

|             |                   |
|-------------|-------------------|
| 現住所         | 金沢市角間町木3番地 ○○アパート |
| 所属・学年       | 自然科学研究科 数物科学専攻    |
| チューター氏名(署名) | 金沢 太郎             |

(実施責任者)

|       |                  |
|-------|------------------|
| 所属・職名 | 国際機構・教授          |
| 氏名    | BITTMANN HEIKO 印 |

青地の箇所を自筆で記入してください。押印して、提出してください。

