

## REGULATIONS FOR GRADUATION

### Regarding Curricula / Scheduling

1. Lessons are from Monday through Friday.
2. The daily-lesson schedule is as follows:

|                        | Morning       | Afternoon     |
|------------------------|---------------|---------------|
| 1 <sup>st</sup> Period | 09:00 ~ 09:45 | 13:20 ~ 14:05 |
| 2 <sup>nd</sup> Period | 09:45 ~ 10:30 | 14:05 ~ 14:50 |
| 3 <sup>rd</sup> Period | 10:40 ~ 11:25 | 15:00 ~ 15:45 |
| 4 <sup>th</sup> Period | 11:25 ~ 12:10 | 15:45 ~ 16:30 |
| 5 <sup>th</sup> Period | 12:15 ~ 13:00 | 16:35 ~ 17:20 |

### Regarding Graduation, Promotion, Make-up, etc.

1. All subjects to be taken must be completed as compulsory.
2. To earn graduation qualifications as 'Senmon-shi', students must acquire 100 credits or more over two years. However, they must score at least 550 on TOEIC (or 2nd Grade of STEP) or pass the TES TOEIC Equivalency Test.  
"Kamokuto Risyusei"; one-year students, should earn 50 credits.
3. Students who are absent from class for more than 20% of their total school hours will not be permitted to graduate or be promoted regardless of their performance, except in cases of those who take supplementary paid lessons or join the study-abroad program held by TES.
4. In evaluating student performance for each subject, 100 points can be regarded as a perfect result, whereas 60% is minimally passing.

• Grading-Scale

| A        | B       | C       | D       | F (Failure) |
|----------|---------|---------|---------|-------------|
| 100 – 90 | 89 – 80 | 79 – 70 | 69 – 60 | 59 – 0      |

5. Students who were absent from examinations for justifiable reasons or who have some failed subjects can sit for supplementary paid examinations for those subjects.
6. Students who have not completed their predetermined course are automatically required to quit school. However, by repeating their course for another year, they may receive graduation qualification.(Not applicable to "Ryugakusei")
7. Students who register for the 2-year course need to complete that course for graduation qualification, otherwise such students are considered as being withdrawn from school.
8. Cheating Policy : Mid-term and Final Exams  
TES has a strict policy against cheating which includes monetary penalties and potential expulsion. This policy is distributed in writing at Orientation.

### ※客観的な指標の算出方法

履修科目の成績評価を点数化し、全科目の平均を算出する。  
(100点満点で点数化)

## シラバス・財務資料等の閲覧について

シラバスにつきましては、毎週実施している個別相談会及び体験入学の参加者で、ご希望される方には閲覧が可能です。

一般の方で、閲覧をご希望される方は、ご予約の上、来校ください。

シラバスの他、「実務経験者教員等による授業科目の一覧表」「財務資料」等も閲覧できます。

それぞれ予約が必要です。

閲覧時には、ご本人であることを確認できる身分証明が必要になります。