

1. Purpose

- The purpose of the tutoring program is to support regular (Japanese program) students who take G30 courses* conducted in English.

*Some courses such as language classes and physical education are excluded.

2. Activities and Language

- Tutoring activities may include support with class preparation, review, assignments, and general understanding of the course content (the tutor and tutee may decide details flexibly).
 - The tutor is expected to support the tutee in understanding the course and keeping up with it; however, the tutor is not responsible for the tutee's grades or obtaining credits.
 - The language used during tutoring sessions should be **English**.
 - If the tutor agrees, English language support such as preparation for exams (e.g., Eiken, TOEIC) is also possible.
 - Activities such as socializing (e.g., meals, watching movies, outings, participating in exchange events) or helping the tutor practice Japanese are **not considered part of tutoring activities**.
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3. Hours and Schedule

- Total activity time: **Minimum 15 hours, maximum 30 hours per semester** (until the first week of August 2026).
 - Each session should be approximately **30 minutes to 2 hours**, typically once a week.
 - You may choose the day and time for tutoring freely, but please meet regularly every week. The tutee should not contact the tutor only when they have questions. We recommend **setting a fixed day and time each week**. If you cannot meet at the usual time, please arrange an alternative in advance and continue your sessions regularly.
 - Sessions must be conducted **outside of class hours** and should not conflict with either student's schedule.
 - If the tutee is auditing a G30 course, tutoring sessions should be minimized during exam periods, taking the tutor's study time into consideration.
 - Scheduling may be challenging, so please make efforts to coordinate effectively.
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4. Process and Flow

1. The tutee registers for NU-EMI and receives a confirmation email.
 2. The tutee replies to confirm their email address.
 3. NU-EMI shares information with the course instructor.
The instructor decides whether tutoring is appropriate and nominates a tutor candidate. NU-EMI contacts the candidate to confirm availability. Once accepted, the pair is finalized and both students are notified.
 4. The tutor contacts the tutee to arrange the first session.
 5. **Tutoring begins!** (Face-to-face is recommended but online is also acceptable.)
 6. In the first session, decide availability, schedule, and general activity plan for each month.
 7. The tutor submits a **Tutoring Plan** to NU-EMI.
 8. Both tutor and tutee keep records of session dates and activities.
 9. Participate in the **Tutor/Tutee Lunch Lab event** (date TBD).
 10. After the final session, the tutor submits an **Activity Report** to NU-EMI.
 11. The tutor shares the report with the tutee.
 12. The tutee reviews the report and completes a confirmation survey (details will be provided later).
 13. After collecting the documents from all tutors hired for the semester the accounting process will begin. Payment will be around in September.
 14. If the tutor plans to close their Japanese bank account in July or earlier due to graduation or other reasons, please inform the NU-EMI office at least three months in advance.
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5. Issues and Cancellation

- In principle, tutoring should continue throughout the semester until the final class.
 - If the tutee drops the course, tutoring will end at that point.
 - If either party cannot continue, they must promptly inform the tutor/tutee, the instructor, and NU-EMI.
 - If the tutee cannot be contacted for two weeks, report immediately to NU-EMI.
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6. Responsibilities

- Please respond promptly to emails from the NU-EMI office and submit documents on time.