

## 大学教員準備セミナー(PFFS) 2025年度募集要項

### Preparing Future Faculty Seminar(PFFS) Application Guidelines For AY2025

#### I. COURSE OVERVIEW

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This class is for graduate students of our university to acquire the basic knowledge and skills necessary for teaching in classes. Completion of this course qualify the students to become Teaching Fellows (hereafter TFs), who assist in teaching by taking on some responsibilities in the class. The course also aims to support the development of academic careers in the future.

\*The TF Program is designed to further improve the quality of university education and to help graduate students acquire educational and teaching skills and build their educational careers through educational experience. For the details, please check the Study Support Site as follows.

[https://www.ritsumeai.ac.jp/pathways-future/eng/course/ta\\_es.html/](https://www.ritsumeai.ac.jp/pathways-future/eng/course/ta_es.html/)

\*Graduate students who plan to apply for the TF Program are required to earn the credits for this course. However, if the graduate students have participated “Preparing Future Faculty Seminar (PFF)” offered by the Graduate Student Career Path Support Center in the past and a certificate of completion has been issued, they are not required to earn the credits for this course.

Course Name	Preparing Future Faculty Seminar
Course Offering Year	All Graduate Students (Except for Master’s programs in Graduate School of Law and Graduate School of Management)
Class Format	Remote Class (live-streamed or on-demand depending on class)
Grade Evaluation	Pass / Fail
Course Credit Registration Limit	Not included
Completion Requirements	Not included
Course Registration	Selection-Based Course (Students need to apply to take the course during the designated period for each course. The eligibility to take a course is determined after selection by the instructors etc.)

## II. COURSE REGISTRATION

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### 1. COURSE

Course Code	Class	Language	Term	Period	Instructor	Number of Participants	Date of the first class
71681	ZA	Japanese	Spring Semester	Tue 5	Nakajima Hidehiro	15	April 8(Tue)
71682	ZB	Japanese	Fall Semester	Wed 1	Kozai Yoshimi	15	October 1(Wed)
71683	ZC	Japanese	Fall Semester	Sat 2	Nakajima Hidehiro	15	September 27(Sat)
71684	ZD	Japanese	Winter Intensive (*3)	Syllabus Reference	Kozai Yoshimi	15	February 3(Tue)
71685	ZE	English (*1)	Winter Intensive (*3)	Syllabus Reference	Nakajima Hidehiro	15	February 2(Mon)

(\*1) In ZE class, the language is English. It is recommended that students take this class if the class they are assigned in the TF Program is offered in English.

(\*2) If students wish to take the courses offered in the Fall Semester or Winter Intensive, they must be enrolled for the entire year to be selected in the Spring Semester. Students who are not enrolled during the Fall Semester such as the Completion of the Spring Semester are not eligible to apply.

(\*3) The date of Notification of Grades Grade Results Announcement for Winter Intensive is March 13(Fri), 2026.

### 2. RELATED SCHEDULE

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Regarding the application, please read these guidelines and syllabus carefully and complete the procedure.

First Application	Application Period	March 28(Fri) 6:30 a.m. ~April 3(Thu) 11:00 a.m.
	Announcement of Selection Results	April 7(Mon) 5:00 p.m.
	Update Date for "Course Registration and Grade Status"	April 9(Wed)
Second Application	Application Period	September 22(Mon) 6:30 a.m. ~September 29(Mon) 11:00 a.m.
	Announcement of Selection Results	September 30(Tue) 5:00 p.m.
	Update Date for "Course Registration and Grade Status"	October 1(Wed)

\*In the second application period, only classes that have vacancies after the first application period are open for the fall semester and winter intensive courses. If the classes are filled during the first application period, there is no recruitment for the second application period.

### 3. PROCESS FROM THE APPLICATION TO THE ANNOUNCEMENT OF RESULTS

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- ① Access the application form. (<https://forms.office.com/r/2tT20htjym>)

manaba+R→Link to “Graduate School of ○○ Students Page”→Top Page→Study Support Site→Graduate Schools→Inter-Graduate School Common Subjects/Other Graduate School Course Registration System etc.

- ② Log in to the application form, fill in the required fields (such as Student No. and the class you wish to take etc.) and apply.

-After the Announcement of Selection Results-

- ③ Access the Announcement to Individuals in manaba+R and check the selection results.

-After Update for “Course Registration and Grade Status”-

- ④ Log in to CAMPUS WEB from manaba+R, and check “Course Registration and Grade Status” to confirm that the courses you have been approved to take are registered.

### III. PRECAUTIONS FOR APPLICATION AND AFTER ANNOUNCEMENT OF SELECTION RESULTS

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- It is possible to take classes many times even if the credits were earned in the past.
- If the first class is held before the announcement of selection results, please attend the class without waiting for the results.
- Regarding the application, please make sure to check this application guidelines and syllabus.
- Please make sure that the class for which you are applying for registration does not overlap with another class for which you register.
- When applying for registration, you need to choose the class which you wish to take. The administrative office assigns based on your order of preference. If the number of applicants exceeds the maximum number of participants, priority is given to the doctoral students who plan to apply for the TF Program. After that, selection will be made among the applicants for the class.
- When the application is approved, the administrative office registers the application for the course, so each student does not need to register by themselves. It is not possible to cancel the application due to withdrawing from courses or modifying the course registration
- Log in to CAMPUS WEB from manaba+R and make sure to check the course registration results in “Course Registration and Grade Status”.

- Students are not allowed to attend a class different from the one for which they have been approved.

#### **IV. INQUIRIES**

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Institute for Teaching and Learning, Ritumeikan University

Office: Office of Academic Affairs (Management Group)