

Service Activities of FOLC to Overseas Universities

Forum for On-demand Lecture Circulation

<Application for Membership>

- Please fill in the attached application form and send it to the **Secretariat of the Forum for On-demand Lecture Circulation** by e-mail or fax.
e-mail: staff@folc.jp /Fax: +81-3-3203-4613
- **Please note the following conditions for admission.**
 1. An application can only be submitted by universities or institutions of higher learning.
 2. Universities or institutions of higher learning submitting an application are to be listed as a member of FOLC. Therefore, if FOLC judges that the application is submitted by individuals without consensus from the university/institution, FOLC will not accept the application.
 3. The board of directors examines the contents of application submitted by each prospective member and decides whether or not to approve admission of the said prospective member. Procedures for filing applications usually take about one month. Admission decision shall be reported to a contact person of the university/institution promptly.

FOLC strives to provide the various information that will accelerate the circulation of on-demand lectures among universities and institutions of higher learning.

[Activities for supporting the circulation of on-demand lectures among universities/institutions of higher learning]

The following are the management guidelines applied to the university/institution receiving on-demand lectures provided by other university/institution.

1. A recipient institution which wishes to receive on-demand lectures is to select lectures or courses from those that have been registered in the database on the FOLC website.
2. A person in charge of the recipient institution is to contact a person in charge of the sender institution and to conclude a contract between the institutions based on the conditions set by the sender institution.

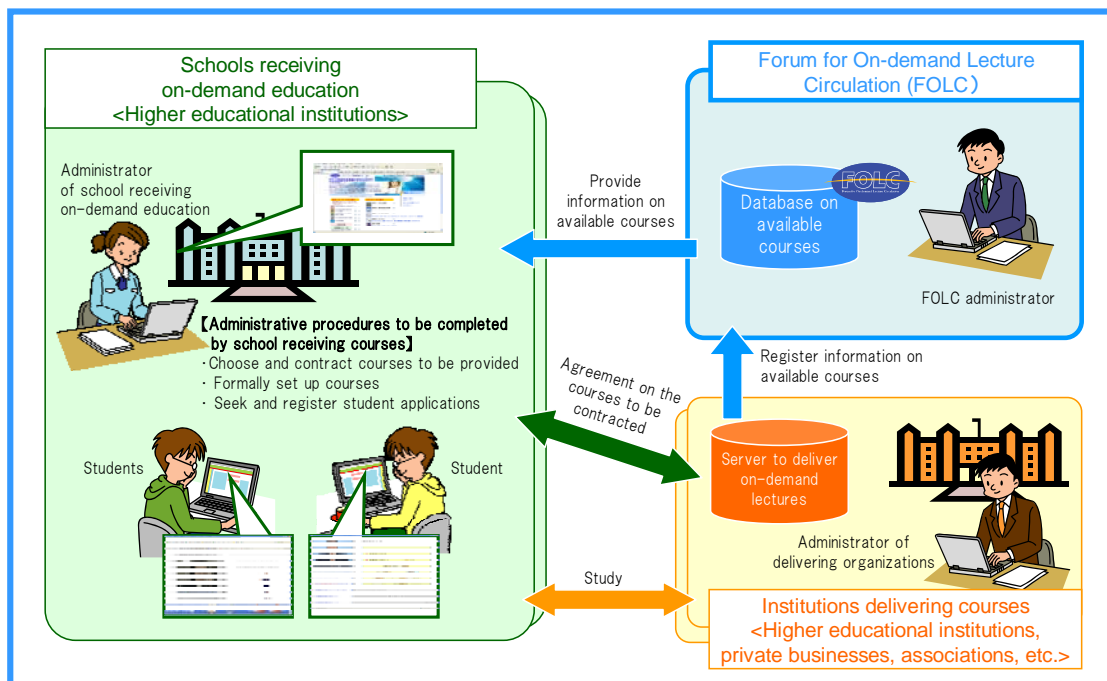
The major items that shall be decided are as follows:

(Please decide the items based on discussions between the recipient institution and the sender institutions as needed.)

- Period for implementing courses
 - Person in charge of the technical support
 - IT environment for access to on-demand lectures
 - Reception fee
 - Handling of courses (whether a course is credited or not)
 - Details of documents required by the recipient institution
 - Method of evaluation
3. The recipient institution is to recruit students and submit the list of information on the registered students (names and email addresses) to the sender institution.
4. The sender institution is to register the students in its own LMS and to issue an account to the students respectively before starting the course.

*LMS is a Learning Management System that enables to manage student records and distribution of course materials when providing e-learning through the Internet or intranet.

Diagram of Operation for Circulating On-demand Lectures/Courses



<Services for members provided by FOLC>

1. **Registration of course information in the database on the FOLC website**

FOLC accepts the course information to be registered in the database submitted by the members that wish to provide on-demand lectures.

2. **Support for providing lectures/courses as a sender institution**

FOLC assists in finding an opportunity for sender institutions to provide lectures/courses through the provision of course information registered in the database on the FOLC website. However, please note that a contract concerning the terms and condition for implementing courses shall be directly arranged and concluded between the sender institution and the recipient institution without involvement of FOLC.

3. **Support for receiving lectures/courses as a recipient institution**

Members of FOLC, both universities and institutions of higher learning, can receive courses registered in the database on the FOLC website. However, please note that a contract concerning the terms and condition for implementing courses shall be directly arranged and concluded between the sender institution and the recipient institution without involvement of FOLC.

<Notes>

The courses currently registered in the database on the FOLC website are in Japanese only. In addition, please pay special attention to the availability of receiving lectures/courses by overseas universities or institutions because most Japanese sender institutions assume that the lectures/courses are to be offered to other Japanese universities. (Any inquiries concerning receiving lectures/courses may be sent directly to the sender institution.)

4. **Provision of free programs**

Thanks to the cooperation by members of FOLC and cooperating companies, the following programs have been offered to help the members lay foundation for adopting on-demand lectures for free of charge. Those programs can be utilized effectively to support campus life as well as to train faculty and staff while experiencing on-demand lectures. The members of FOLC can access to the lectures via the website available for members by using an account issued by the Secretariat of FOLC.

(List of available programs)

- ① Job Hunting for Foreign Students (Language: Japanese)
- ② Chinese Language for Business (Language: Chinese)
- ③ System Analysis "WISDOM" (Language: Japanese)
- ④ Women in Business in the Philippines (Language: English)
- ⑤ How to Make Long-term Holding Investors/Individual Share Holders and about IR Type General Shareholder Meeting (Language: Japanese)
- ⑥ "Sencha-jyuku" – to Cultivate the Five Senses (Language: Japanese)