

KALCS English Paper Reviewing Tutorial

1) 2020 course period

2020/10/1 ~ 2021/1/31 (All weekdays)

Session times

① 12: 00 ~ 13: 00 ② 13: 15 ~ 14: 15 ③ 14: 30 ~ 15: 30 ④ 15: 45 ~ 16: 45

2) Tutorial sessions are only available for Full-time faculty and staff and Regular graduate students.

- Prior to session, you may be asked to show your student ID card or verify your identity.

3) Guidance content

• English academic papers and academic presentation manuscripts in English written by the applicant will be reviewed during reserved session slot.

Solve problems in expression while scanning.

- It is not intended to provide full proofreading of the entire dissertation like a proofreader.
- Although the instructor has experience in reviewing dissertations, he cannot give advice on academic content.
- Due to the contract, you cannot ask the instructor to read the dissertation outside the time specified before or after instruction.

4) Guidance place

- Zoom only
- It is necessary for the applicant to prepare a personal computer (with microphone and camera).

5) Number of slots that can be applied for per month

- Up to 6 slots for faculty and staff
- Up to 4 slots for graduate students

6) Cancel

- In principle, cancellation after application is prohibited (* Please make a reservation only for the minimum required slots).
- Cancellations will be accepted on the reservation system only for unavoidable reasons such as public affairs and illness (guidance).

Up to 1 hour before the start).

- If you do not attend the zoom meeting within 10 minutes of the start of instruction without prior notice.

It will be regarded as " No notification cancellation" and the subsequent use of this service will be denied.

7) How to apply

- Please apply from the reservation site below.
- The reservation site uses a private system. Personal information protection, etc. is determined by the relevant company, and the university is aware of it.
- There may be advertisements may be posted on the reservation site, but the university is not involved in the content.

How to make a reservation

<https://reserva.be/reservationkobeuniversity>

You can make a reservation from your smartphone or PC.

STEP 1



Here you can change the calendar notation on the reservation screen.

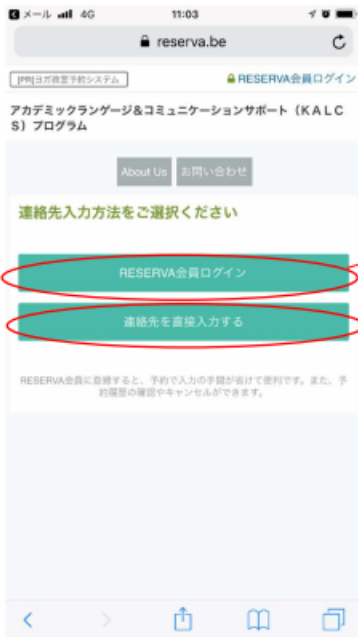
Select the desired date and time.
Click [予約する]

STEP 2



Confirm the date and time.
Click [予約を進める]

STEP 3



If you have registered as a member,
select [RESERVA 会員ログイン]

If not Click [連絡先を直接入力する]

STEP 4



To log in as a RESERVA member
First, register as a new member.
(You can register for free)
Log in with Facebook or
You can also log in with Google.

STEP 5

メール 4G 11:03
reserva.be

About Us お問い合わせ

氏名 *
姓
名
氏名(カナ) *
セイ
メイ
メールアドレス
abcde@example.com
メールアドレス(確認) *
abcde@example.com
※携帯キャリアのアドレスを入力する場合、携帯キャリアの受信許可リストに「reserva.be」を追加してください。
電話番号 *
電話番号

連絡事項
連絡事項がございましたらご入力ください

確認する

At the top, please enter your name, email address and phone number.

In addition, please fill in this space "連絡事項" with the following information.

- 1) Name in English
- 2) Attributes (Professor or PhD., M graduate student)
- 3) Affiliated graduate school
- 4) Field name of the dissertation you want to receive guidance (in English)
- 5) Student number (graduate students only)

After input your information,
Click [確認する]

STEP 6

au 4G 11:06
reserva.be

予約日が数分前のシステム RESERVA会員ログイン

アカデミックランゲージ&コミュニケーションサポート (KALCS) プログラム

About Us お問い合わせ

予約メニュー 英文作成及び論文校正・英語プレゼンテーション
個別指導 [12:30-13:30]
予約日時 2016年05月01日 12:30~13:30

氏名 *
氏名(カナ) *
メールアドレス *
※携帯キャリアのアドレスを入力する場合、携帯キャリアの受信許可リストに「reserva.be」を追加してください。
電話番号 *
電話番号

連絡事項

RESERVA利用規約に同意して

戻る 完了する

If you can confirm your information,
Click [完了する]

STEP 7



Registration is now complete !

STEP 8



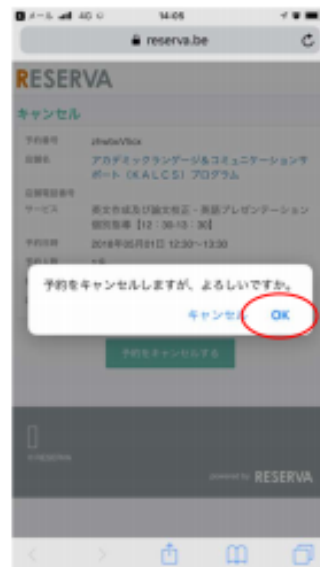
A reservation confirmation email will be sent to the registered address.
Please confirm.

Cancellation of reservation



At the bottom of the reservation confirming email, there is an URL to cancel.

Click [予約をキャンセルする] on the next screen.



Cancellation completed !