

NUPACE Course Enrolment Form (Autumn 2026)

Thank you for opening your courses to NUPACE students this spring semester. This 'NUPACE Course Enrolment Form' is to provide course instructors with student information for course enrolment.

If you plan to use TACT (TOKAI Academic Combination Tools) to conduct your classes, please be advised that, as NUPACE students are not degree-seeking students, they are not pre-registered in the system. Therefore, it is necessary to add them manually. Please refer to the instructions on the reverse side of this form for details.

Course Title: _____

Student Name: _____

Student Number: _____

School of Affiliation at Nagoya University: _____

Student Status at Nagoya University: ☐ Undergraduate ☐ Graduate ☐ Research

Year Level: _____

Principal e-mail: _____

THERS e-mail: _____

Further information on NUPACE course registration and related schedule refer to:

<https://nupace.iee.nagoya-u.ac.jp/en/faculty/instructor.html>



If you have any questions, please contact the relevant offices below:

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(TACT registration procedures are on the reverse side)

Adding NUPACE students to the TACT (TOKAI Academic Combination Tools) System

◆ Access the TACT site at: <https://tact.ac.thers.ac.jp/portal/>

- ① Click "Login (THERS Account)" and log-in into the TACT site with your THERS account and password.
- ② After logging-in, your course(s) name will appear on the upper part of the site. Click the course name accordingly and move to the course site.
- ③ Click 'Site Info', which is located on the left hand of the site.
- ④ Click the Add Participants tab located on the upper part of the site.
- ⑤ There will be a box for entering the student(s) information. Enter the student's number adding a prefix 'NUS:' (e.g., NUS:123456A7). Note that each student's number should be entered as an individual line.
- ⑥ Once the student's information is entered, click the Continue button.
- ⑦ Select the 'role' that you would like to assign to the newly added participant(s). In the case of NUPACE students, click 'student' and proceed by clicking the Continue button.
- ⑧ In this section, you can select whether or not to notify the student(s) that she/he is registered to TACT. Select an option accordingly and click the Continue button.
- ⑨ As a last step, confirm the student(s) information. If no modifications are necessary, complete the procedures by clicking the Finish button. Thank you very much for your co-operation.

【Note】

NUPACE students who were added manually to the TACT system will not appear on the roster available in the NU- Portal. The Student Exchange Division will request course instructors to confirm the roster of NUPACE students approximately in mid-November through the Student Affairs Division of each School.