

# **COURSE REGISTRATION AND OTHER PROCEDURES**

**2016-2017 Academic Year**

## **Class Registration**

<b>S1/S2 Terms</b>	<b>April 5</b>	~	<b>April 15</b>
<b>A1/A2 Terms</b>	<b>September 29</b>	~	<b>October 11</b>

## **Modification of Class Registration**

<b>S1 Term</b>	<b>May 2</b>	~	<b>May 10</b>
<b>S2 Term</b>	<b>June 6</b>	~	<b>June 14</b>
<b>A1 Term</b>	<b>October 18</b>	~	<b>October 24</b>
<b>A2 Term</b>	<b>November 21</b>	~	<b>November 29</b>

- ◇ All registration starts at 9:00 on the first day, and ends at 17:00 on the last day.
- ◇ Registration is allowed only during this period through UT-mate, unless otherwise stated.
- ◇ Unregistered classes cannot be taken.
- ◇ Note that failing to register for compulsory classes results in course incompleteness.

**Graduate School of Frontier Sciences (GSFS)**

**The University of Tokyo**

## Academic Calendar 2016- 2017

	Dates
Orientation for New Students (for April entrants)	early April, 2016 ( <u>by department</u> )
S1 Term	<ul style="list-style-type: none"> <li>• April 5 to June 3 (includes exams)</li> <li>• Final exams: May 30 to June 3</li> <li>• Class Registration: April 5 to April 15 (see Note 2)</li> <li>• Modification of Class Registration: May 2 to May 10</li> </ul>
Entrance Ceremony	• April 12, 2016
S2 Term	<ul style="list-style-type: none"> <li>• June 6 to August 1 (includes exams)</li> <li>• Final exams: July 26 to August 1</li> <li>• Class Registration: April 5 to April 15 (see Note 2)</li> <li>• Modification of Class Registration: June 6 to June 14</li> </ul>
Summer Vacation	• August 2 to September 20
Graduation Ceremony (for September graduates)	(to be announced)
Orientation for New Students (for September entrants)	late September 2016
Entrance Ceremony (for September entrants)	(to be announced)
A1 Term	<ul style="list-style-type: none"> <li>• September 29 to November 18 (includes exams)</li> <li>• Final exams: November 14 to November 18</li> <li>• Class Registration: September 29 to October 11 (see Note 2)</li> <li>• Modification of Class Registration: October 18 to October 24</li> </ul> <p><u>Note:</u> September 30 (Fri) will follow Monday class schedule.</p>
A2 Term	<ul style="list-style-type: none"> <li>• November 21 to January 26, 2017 (includes exams)</li> <li>• Final exams: January 20 to January 26, 2017</li> <li>• Class Registration: September 29 to October 11, 2016 (see Note 2)</li> <li>• Modification of Class Registration: November 21 to November 29, 2016</li> </ul> <p><u>Note:</u> January 5 (Thu) 2017 will follow Wednesday class schedule.</p>
Winter Vacation	December 23, 2016 to January 4, 2017
Graduation Ceremony (for March graduates)	(to be announced)

### Class Time Schedule

1 <sup>st</sup> period	8:30 ~ 10:15
2 <sup>nd</sup> period	10:25 ~ 12:10
3 <sup>rd</sup> period	13:00 ~ 14:45
4 <sup>th</sup> period	14:55 ~ 16:40
5 <sup>th</sup> period	16:50 ~ 18:35

Note 1: The W term (January 27~March 3) is to be used for intensives and is not, in principle, a regular term per se. Some departments or programs, however, may use this time for supplementary sessions.

Note 2: Registration for both S1 and S2 terms is the same time, and registration for both A1 and A2 terms is the same time, even though the classes are held during different periods. You can also make registrations/modifications during

the "Modification" period for each term.

Note 3: Information on irregular classes and their class times is available on the GSFS website and on syllabuses in UT-mate.

The GSFS Website 'Lectures'

<http://www.k.u-tokyo.ac.jp/renewal-e/sidebar/kougi-e.html>

UT-mate 'Log-in Screen'

<https://ut-gakumu.adm.u-tokyo.ac.jp/websys/campus>

## Degree/Graduation Requirements

### Master degree

- ◇ Master students must be enrolled in The University of Tokyo (UTokyo) for a minimum for two years, obtain a minimum of thirty (30) units including compulsory courses, obtain approval of your master's thesis, and pass all final examinations.<sup>1</sup> Generally, a master program should be completed within three years, four years in approved exceptional cases.<sup>2</sup>
- ◇ The normal time to satisfy graduation requirements is two years. However, students with a superior academic record may graduate after being enrolled for a minimum of one year.<sup>3</sup>

### Doctoral degree

- ◇ Doctoral students must be enrolled in The University of Tokyo for a minimum for three years, obtain a minimum of 20 units including compulsory courses, obtain approval of your doctoral dissertation, and pass all final examinations.<sup>4</sup> Generally, a doctoral program should be completed within five years, six years in approved exceptional cases.<sup>2</sup>
- ◇ The normal time to satisfy graduation requirements is 3 years. However, students with a superior academic record may graduate after being enrolled for the time period<sup>5</sup>.

<sup>1</sup> Article 2 Item 5, Article 5; The University of Tokyo Graduate School Academic Regulations

<sup>2</sup> Article 27; The University of Tokyo Graduate School Academic Regulations

<sup>3</sup> Article 3; Graduate School of Frontier Sciences Academic Regulations

<sup>4</sup> Article 2 Item 5, Article 6; The University of Tokyo Graduate School Academic Regulations

<sup>5</sup> Article 4; Graduate School of Frontier Sciences Academic Regulations

## Course Registration Period and Procedures

### Online Registration

Before submitting class schedules through the online UT-mate Course Registration System, be sure to obtain your advisor's approval<sup>6</sup> regarding your proposed selection of courses. To submit class schedules through online Course Registration System, use the UT-mate website:

<https://ut-gakumu.adm.u-tokyo.ac.jp/websys/campus> (link also available in the GSFS website navigation bar)

The UT-mate manual and other instructions are downloadable on the GSFS website:

[http://www.s.u-tokyo.ac.jp/en/offices/gso/pdf/User\\_manual\\_for\\_students\\_Oct\\_2008.pdf](http://www.s.u-tokyo.ac.jp/en/offices/gso/pdf/User_manual_for_students_Oct_2008.pdf)

[http://www.s.u-tokyo.ac.jp/en/offices/gso/pdf/How\\_to\\_use\\_the\\_UT-mate\\_system.pdf](http://www.s.u-tokyo.ac.jp/en/offices/gso/pdf/How_to_use_the_UT-mate_system.pdf)

### Class Registration

S1/S2 terms	April 5, 2016	~	April 15, 2016
A1/A2 terms	September 29, 2016	~	October 11, 2016

### Modification of Class Registration

S1 term	May 2, 2016	~	May 10, 2016
S2 term	June 6, 2016	~	June 14, 2016
A1 term	October 18, 2016	~	October 24, 2016
A2 term	November 21, 2016	~	November 29, 2016

### Course Registration at the Student Affairs Section

If you are unable to register for courses through the online UT-mate Course Registration system, then you could register by submitting the designated forms to the Student Affairs Section. You can download the *Course Registration Form* and the *Time Table of Selected Courses* from UT-mate. After consulting with your advisor, obtain his/her approval<sup>6</sup> regarding the proposed selection of courses, and submit the completed forms to the Student Reception Counter at the Student Affairs Section.

### Student Reception Counter

Student Reception Counter Hours: 9 a.m.-12 noon, 1 p.m.-5 p.m. (except Saturdays, Sundays, and national holidays)  
1<sup>st</sup> floor, Transdisciplinary Sciences Building, Kashiwa Campus

### Course Registration Form

MS Word file [http://www.k.u-tokyo.ac.jp/j/syllabus/Signup\\_Form.doc](http://www.k.u-tokyo.ac.jp/j/syllabus/Signup_Form.doc)

PDF file [http://www.k.u-tokyo.ac.jp/j/syllabus/Signup\\_Form.pdf](http://www.k.u-tokyo.ac.jp/j/syllabus/Signup_Form.pdf)

### Time Table of Selected Courses

MS Word file [http://www.k.u-tokyo.ac.jp/j/syllabus/Subject\\_Table.doc](http://www.k.u-tokyo.ac.jp/j/syllabus/Subject_Table.doc)

PDF file [http://www.k.u-tokyo.ac.jp/j/syllabus/Subject\\_Table.pdf](http://www.k.u-tokyo.ac.jp/j/syllabus/Subject_Table.pdf)

<sup>6</sup>Articles 6-8; Graduate School of Frontier Sciences Academic Regulations

## **Important Reminders**

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1. Registration for *courses longer than one academic year* need only be done once: during the first term registration period, and need not be repeated after that. Re-registration for the same course in the following term is not required.
2. Be sure to register for all compulsory lectures, practical courses, laboratories, etc. designated by your department/program after consulting your advisor.
3. Students may not take two or more courses concurrently scheduled for same time period.
4. In principle, registration requests are accepted *only* during the prescribed registration periods. (As a rule, grades will not be recorded for any coursework for which a student is not registered.)
5. Students may not re-register for previously completed courses for which they earned a grade of “C” or higher.
  - ◇ In the event that a student retakes a successfully completed course, any units for the additional coursework will *not* be counted toward the student’s degree requirements, regardless of whether the course was retaken during a different year, was conducted by a different instructor, was offered for a different number of units, was changed to a different course title, or involved changes in the syllabus.
  - ◇ Furthermore, if a student retakes a successfully completed course that was taught by the same instructor with the same syllabus but underwent a change in name due to the reorganization of the former Department of Environmental Studies, units received for the additional coursework will *not* be counted toward the student’s degree requirements.
6. All GSFS departments and programs have their own policies concerning units for required subjects, units acceptable from The University of Tokyo undergraduate schools, other GSFS departments, or other UTokyo graduate schools. General policies are outlined in the following section. Please note that GSFS students are ineligible to take undergraduate courses designed for first- and second-year undergraduate students.

## **Course Units\***

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### **Programs**

MASTER PROGRAM: minimum of 30 units

M1 = 1st yr. Master Course

M2 = 2nd yr. Master Course

DOCTORAL PROGRAM: minimum of 20 units

D1 = 1st yr. Doctoral Course

D2 = 2nd yr. Doctoral Course

D3 = 3rd yr. Doctoral Course

### **Course Name**

The official names of most courses are Japanese. English names in these guidelines represent a best-effort translation (see GSFS course catalog).

### **Language of Instruction**

Japanese language is used in most courses. Courses in which the language of instruction is English are designated by an “E” in the “Comments” column in the GSFS course catalog (far right column). The GSFS website also has a list of courses in English: check the link labeled “Lectures and Timetables” in the navigation menu of the GSFS website:

<http://www.k.u-tokyo.ac.jp/j/syllabus/inenglish2016.pdf>

### **Units from Outside Your Department**

Departments often restrict the number of units from outside the department program that may be applied as part of the required units to satisfy the graduation requirements of your program. \*Be sure to consult with your advisor before registering for any classes.

\*The information herein is accurate at the time of publication. However, course codes, course names, or even the courses required *may* change during an academic year. Consult your advisor or department office concerning the actual graduation requirements and related academic guidelines for your program of study and any other program-specific questions that you may have. Any questions regarding GSFS general academic and administrative matters should be directed to the Students Affairs Section. For your own sake, be sure to obtain your advisor's approval before registering for courses, and also carefully confirm all relevant information at the time of registering.

Course units shall be obtained by completing subjects according to the rules described below and the GSFS course catalog of 2016 academic year. Note that additional instructions on course units may be issued at the orientation sessions of each GSFS department. Each GSFS department limits the number of course units from subjects offered by other undergraduate schools or by other departments, graduate schools or education units (collectively referred to as *non-GSFS subjects*) that may be admitted towards completion of a particular course (i.e. required units). While these limits are not intended to restrict the number of non-GSFS subjects that a student can take, non-GSFS subject units exceeding these limits shall not be counted towards required units.

### University-wide Open Courses\*

Master and doctoral course students in the Department of Integrated Biosciences and Department of Computational Biology and Medical Sciences may take the following university-wide open subjects as part of the required units to satisfy the graduation requirements of your program.

47000-11	Life science archive seminar for graduate course I	1 unit
47000-12	Life science archive seminar for graduate course II	1 unit
47000-13	Life science archive seminar for graduate course III	1 unit
47000-14	Life science archive common lecture I	1 unit
47000-15	Life science archive common lecture II	1 unit
47000-16	Life science archive common lecture III	1 unit

\*Be sure to consult with your advisor before registering for any classes.

### GSFS Common Courses\*

Master and doctoral course students in the Department of Advanced Materials Science, Department of Advanced Energy, Department of Integrated Biosciences, Department of Computational Biology and Medical Sciences, Department of Ocean Technology, Policy and Environment, Department of Human and Engineered Environmental Studies, and Graduate Program in Sustainability Science Global Leadership Initiative may take the following Common Subjects as part of the required units to satisfy the graduation requirements of your program.

47000-01	Special Lecture on Frontier Science I	2 units
47000-02	Special Lecture on Frontier Science II	2 units
47000-03	Special Lecture on Frontier Science III	2 units
47000-04	Special Lecture on Frontier Science IV	2 units

Dept. of Advanced Materials Science:	These units satisfy graduation requirements
Dept. of Advanced Energy:	Up to 2 units satisfy graduation requirements
Dept. of Integrated Biosciences:	Up to 2 units satisfy graduation requirements
Dept. of Computational Biology and Medical Sciences:	These units satisfy graduation requirements
Dept. of Ocean technology, Policy and Environment:	Up to 2 units satisfy graduation requirements
Dept. of Human and Engineered Environmental Studies:	Up to 4 units satisfy graduation requirements
Graduate Program in Sustainability Science Global Leadership Initiative:	These units satisfy graduation requirements

Master and doctoral course students in the Department of Integrated Biosciences, Department of Computational Biology and Medical Sciences and Department of Human and Engineered Environmental Studies may take the following Common Subjects as part of the required units to satisfy the graduation requirements of your program.

47000-05	Special Lecture on Frontier Science V	2 units
47000-06	Special Lecture on Frontier Science VI	2 units

Master and doctoral course students in all GSFS departments and programs may take the following Common Subjects as part of the required units to satisfy the graduation requirements of your program.

47000-31	Special Lecture on Frontier Science VII	1 unit
47000-32	Special Lecture on Frontier Science VIII	1 unit
47000-33	Special Lecture on Frontier Science IX	1 unit
47000-34	Special Lecture on Frontier Science X (E)	1 unit**
47000-35	Special Lecture on Frontier Science XI (E)	1 unit**

(E) classes taught in English. \*\*Registration handled by KIO Office only.

Transfer of academic units from subjects taken at overseas graduate schools, or internships completed at overseas universities, research institutions, or companies may be admitted as *GSFS Overseas Fieldwork I-IV* for GSFS master and doctoral course students. In this case, the number of units shall be limited to 10, and decisions on whether all or part of these units may be applied to the required units of the department or program shall be made by the relevant GSFS department. Students who wish to transfer units should contact the Student Affairs Section.

47000-21	Overseas Researches on Frontier Sciences I	1 unit
47000-22	Overseas Researches on Frontier Sciences II	2 units
47000-23	Overseas Researches on Frontier Sciences III	3 units
47000-24	Overseas Researches on Frontier Sciences IV	4 units

Master and doctoral course students in the Department of Advanced Materials Science, Department of Integrated Biosciences, Department of Computational Biology and Medical Sciences, Department of Environment Systems, Department of Human and Engineered Environmental Studies and Department of International Studies may take the following Common Subjects as part of the required units to satisfy the graduation requirements of your program.

47000-50 Stress Management - to enjoy your student life and your social life 2 units

Master and doctoral course students in the Department of Advanced Materials Science, Department of Computational Biology and Medical Sciences, Department of Human and Engineered Environmental Studies and Department of International Studies may take the following Common Subjects as part of the required units to satisfy the graduation requirements of your program.

47000-51 Exercise for Health and Fitness I 2 units  
47000-52 Exercise for Health and Fitness II 2 units

\*Be sure to consult with your advisor before registering for any classes.

### Education Program for Creativity in Transdisciplinary Sciences (CRETS)

Master and doctoral course students studying under the CRETS program must take a total of at least 6 subject units in the CRETS program curriculum including at least 4 units from subjects in the following list of courses:

47100-65 Introduction of Transdisciplinary Measurement Science 1 unit  
47100-66 Introduction of Advanced Nano-probes 1 unit  
47100-73 Practical Advanced Transdisciplinary Measurement Science 1 unit  
47110-39 High-speed Numerical Simulation 1 unit  
47110-40 Applied Transdisciplinary Design 1 unit  
47130-51 Introduction to Data Driven Science I 1 unit  
47130-52 Introduction to Data Driven Science II 1 unit

A certificate of completion shall be awarded at the end of S2 Term or A2 Term to those who satisfactorily complete the required units.

### Department of Advanced Materials Science

*Master Course*

*Registration*

Students must take at least 30 units including:

47103-03	Advanced Materials Science Seminar IA	3 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47103-04	Advanced Materials Science Seminar IB	3 units	M2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47104-03	Special Research on Advanced Materials Science IA	6 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47104-04	Special Research on Advanced Materials Science IB	6 units	M2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year

A maximum of 4 units for undergraduate coursework completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

A maximum of 10 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47103-05	Advanced Materials Science Seminar IIA	2 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47103-06	Advanced Materials Science Seminar IIB	2 units	D2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47103-07	Advanced Materials Science Seminar IIC	2 units	D3 1 <sup>st</sup> term in the 3 <sup>rd</sup> year
47104-05	Special Research on Advanced Materials Science II-A	4 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47104-06	Special Research on Advanced Materials Science II-B	4 units	D2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47104-07	Special Research on Advanced Materials Science II-C	4 units	D3 1 <sup>st</sup> term in the 3 <sup>rd</sup> year

A maximum of 2 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

### Department of Advanced Energy

*Master Course*

*Registration*

Students must take at least 30 units including:

47110-21	Special Lecture on Advanced Energy Engineering I	2 units	S1, S2
47113-01	Seminar in Advanced Energy Engineering I	2 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47114-01	Special Research on Advanced Energy Engineering I	12 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47113-04	Special Seminar in Advanced Energy Engineering I	1 unit	M1 A1, A2
47113-05	Special Seminar in Advanced Energy Engineering II	1 unit	M2 A1, A2

A maximum of 6 units for coursework in undergraduate coursework (a maximum of 2 of the 6 units), other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of the master course provided approval of your advisor is obtained.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47113-02	Seminar in Advanced Energy Engineering II	2 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47114-02	Special Research on Advanced Energy Engineering II	12 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year

A maximum of 6 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

**Nuclear Fusion Research Education Program**

The Nuclear Fusion Research Education Program is administered by the Department of Advanced Energy and the Department of Complexity Science. Master and doctoral course students in the program may take the program's courses as part of the required units to satisfy the graduation requirements of your department. A certificate of completion shall be awarded at the end of final term to those who satisfactorily complete the required units.

Master Course

Students must take at least 30 units including their department's compulsory subjects and 6 or more Nuclear Fusion Research Education Program subject units (see list below).

Doctoral Course \*(E) classes taught in English.

Students must take at least 20 units including their department's compulsory subjects and 2 or more Nuclear Fusion Research Education Program subject units (see list below).

*Registration*

47110-25	Plasma Diagnostic Techniques	2 units	S1, S2
47110-26	Plasma Applications	2 units	S1, S2
47110-15	Fundamentals of Plasma Physics	2 units	A1, A2
47110-16	Nonlinear Theory	2 units	A1, A2
47110-18	Plasma Physics and Controlled Nuclear Fusion	2 units	S1, S2
47110-34	Fusion Energy Engineering	2 units	S1, S2
47110-35	Fusion Science Special Lecture I (E)	1 unit	A1, A2
47110-36	Fusion Science Special Lecture II (E)	1 unit	A1, A2
47130-40	Plasma Wave Physics	2 units	S1
47130-02	Turbulence-induced Transport	2 units	A1, A2
47130-38	Advanced Nuclear Fusion Science and Engineering	2 units	S1, S2
47130-39	Practical Exercises in Nuclear Fusion	2 units	S1, S2

**Department of Complexity Science and Engineering**

Master Course

*Registration*

Students must take at least 30 units including:

47133-01	Seminar on Complexity Science and Engineering I	6 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47134-01	Special Research in Complexity Science and Engineering I	12 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year

A maximum of 6 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 2 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

Doctoral Course

*Registration*

Students must take at least 20 units including:

47133-02	Seminar on Complexity Science and Engineering II	6 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47134-02	Special Research in Complexity Science and Engineering II	12 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year

A maximum of 2 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you who have received 8 or more units from lecture courses within the Department of Complexity Science and Engineering either as a doctoral or master student, and have obtained the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

**Department of Integrated Biosciences**

Master Course

*Registration*

Students must take at least 30 units including:

	<i>one</i> subject from		
47140-38	Breakthrough Now and Then I (Pre-school)	2 units	S1, S2
47140-39	Breakthrough Now and Then II (E)	2 units	S1, S2
	<i>one</i> subject from		
47143-05	Debate on Ethics in Science and Technology	2 units	S1, S2
47143-06	Debate on Topics in Science and Technology (E)	2 units	S1, S2

and the following 4 subjects

47140-34	Frontiers in Molecular Biology (E)	1 unit	register in 1st term
47143-02	Seminar in Integrated Biosciences	4 units	register in 1st term
47143-03	Research Project Planning	2 units	register in 1st term
47144-01	Research of Integrated Biosciences I	12 units	register in 1st term

A maximum of 4 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47143-04	Advanced Seminar in Integrated Biosciences	8 units	register in 1st term
47144-02	Research of Integrated Biosciences II	12 units	register in 1st term

Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

**Department of Computational Biology and Medical Sciences (CBMS)**

*Master Course*

*Registration*

Students must take at least 30 units including:

47244-01	Special Research in Computational Biology and Medical Sciences I	12 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47243-15	Seminar in Computational Biology and Medical Sciences I	4 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47240-25	Research Ethics and Clinical Ethics I	1 unit	S1, S2

A maximum of 10 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47243-16	Compulsory Exercise for PhD Students I	1 unit	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47243-17	Compulsory Exercise for PhD Students II	1 units	D2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47244-02	Research in Computational Biology and Medical Sciences II	10 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47243-18	Seminar in Computational Biology and Medical Sciences II	8 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year

Enrolled students in the doctoral course who do not finish the master course at CBMS must take Research Ethics and Clinical Ethics I (47240-25) in S1Term in the 1<sup>st</sup> year of doctoral course.

**Department of Computational Biology and Medical Sciences Bio-IP Course**

*Master Course*

*Registration*

Students must take at least 30 units including:

47244-01	Research in Computational Biology and Medical Sciences I	12 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47243-15	Seminar in Computational Biology and Medical Sciences I	4 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47240-24	Business Model Analysis in Bioindustry	1 units	S1, S2
47240-22	Introduction to Intellectual Property Law in Biotechnology I	1 units	S1, S2
47240-23	Introduction to Intellectual Property Law in Biotechnology II	1 units	A1, A2
47243-08	Seminar of Intellectual Property in Biosciences I	2 units	S1, S2
47243-09	Seminar of Intellectual Property in Biosciences II	2 units	A1, A2
47240-25	Research Ethics and Clinical Ethics I	1 unit	S1, S2

A maximum of 10 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47243-16	Compulsory Exercise for PhD Students I	1 unit	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47243-17	Compulsory Exercise for PhD Students II	1 unit	D2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47244-02	Research in Computational Biology and Medical Sciences II	10 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47243-18	Seminar in Computational Biology and Medical Sciences II	8 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year

Even though you may take courses in undergraduate programs or in other departments, graduate schools, or education units at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

Enrolled students in the doctoral course who do not finish the master course at CBMS must take Research Ethics and Clinical Ethics I (47240-25) in S1Term in the 1<sup>st</sup> year of doctoral course.

**Division of Environmental Studies: Common Subjects**

Master and doctoral course students in the Department of Natural Environmental Studies; Department of Ocean Technology, Policy, and Environment; Department of Environment Systems; Department of Human and Engineered Environmental Studies; Department of Socio-Cultural Environmental Studies; Department of International Studies and Graduate Program in Sustainability Science



Global Leadership Initiative may take the following Common Subjects as part of the required units to satisfy the graduation requirements of your program. Be sure to consult with your advisor first.

**Environment Management Program (MOT)**

Master and doctoral course students taking the Environmental Management Program must take at least 8 unites from the following subjects. Students at the Department of Natural Environmental Studies; Department of Ocean Technology, Policy, and Environment; Department of Environment Systems; Department of Human and Engineered Environmental Studies; Department of Socio-Cultural Environmental Studies and Department of International Studies may take the following subjects as part of the required units to satisfy graduation requirement. In addition to registering in UT-mate, students must also register with the program coordinator. A certificate of completion shall be awarded at the end of S2 Term or A2 Term to those who satisfactorily complete the required units.

			<i>Term</i>
47195-01	Sustainability Perspectives in Environmental Issues (E)	2 units	S1, S2
47195-02	Fundamentals of Environmental Planning	2 units	A1, A2
47195-03	Environmental Business	2 units	A1, A2
47195-04	Environmental Economics	2 units	S1, S2
47195-05	Introduction to Environmental Systems	2 units	S1, S2
47195-06	Fundamentals of Natural Environmental Studies (E)	2 units	S1, S2
47195-07	Introduction to Socio-Cultural Environmental Studies	2 units	S1
47195-09	Business and Finance for Sustainable Development (E)	2 units	A1, A2
47195-10	Special Lecture on Project Management	2 units	S1, S2

\*(E) classes taught in English.

**Integrated Environment Design Program (IEDP)**

Master and doctoral course students taking Integrated Environment Design Management must take at least 6 units from the following subjects including Theory of Integrated Environmental Design (47196-17). Students at Department of Natural Environmental Studies; Department of Ocean Technology, Policy, and Environment; Department of Environment Systems; Department of Human and Engineered Environmental Studies; Department of Socio-Cultural Environmental Studies; Department of International Studies and the Graduate Program in Sustainability Science Global Leadership Initiative may take the following subjects as part of the required units to satisfy graduation requirement. A certificate of completion shall be awarded at the end of final term to those who satisfactorily complete the required units.

			<i>Term</i>
47196-07	Architecture Design Studio	4 units	S1, S2
47196-08	Urban Design Studio	4 units	A1, A2
47196-09	Natural Environmental Design Studio I	2 units	S1, A1
47196-10	Natural Environmental Design Studio II	2 units	S1, A1, A2
47196-11	Rural Design Studio	2 units	A1, A2
47196-15	Landscape Design Studio	4 units	S1, S2
47196-16	Architectural Structure Design Studio	4 units	A1, A2
47196-17	Integrated Environment Design Theory	2 units	S1, S2

**Brazil-Japan Collaborative Courses on Naval Architecture and Offshore Engineering**

Distance Intensive Lectures of Brazil-Japan Collaborative Courses on Naval Architecture and Offshore Engineering are offered in English every other year by Kyushu University, Yokohama National University, University of Sao Paulo, Federal University of Rio de Janeiro, University of Campinas, Federal University of Pernambuco, Federal University of St. Catarina, and The University of Tokyo.

Master and doctoral course students in the Department of Ocean Technology, Policy and Environment, Department of Environment Systems, Department of Human and Engineered Studies, and Department of Socio-Cultural Environment Studies may take the courses of Brazil-Japan Collaborative Courses on Naval Architecture and Offshore Engineering as part of the required credits to satisfy graduation requirement of your program.

Master and doctoral course students in Graduate Program in Sustainability Science--Global Leadership Initiative may take up to four credits of the courses of Brazil-Japan Collaborative Courses on Naval Architecture and Offshore Engineering as part of the required credits to satisfy graduation requirement of the program.

**Department of Natural Environmental Studies**

*Master Course*

*Registration*

Students must take at least 30 units including:

<i>one subject from</i>			
47155-01	Seminar in Natural Environmental Studies I	2 units	register in 1st term
47155-02	Seminar in Natural Environmental Studies II	2 units	register in 1st term
<i>one subject from</i>			
47157-01	Research Work in Natural Environmental Studies I	4 units	register in 1st term
47157-02	Research Work in Natural Environmental Studies II	4 units	register in 1st term

	<i>one subject from</i>		
47157-47	Extensive Fieldwork on Natural Environmental Studies	1 unit	S1
47157-48	Practice in Environmental Information Science	2 units	S1, S2
47157-49	Practice in Natural Environmental Studies	2 units	S1, S2

and *five* subjects (10 units) from among courses marked with \* in the GSFS course catalog.\*\*

\*(E) classes taught in English. \*\*see p. Souiki-32 in the GSFS course catalog

A maximum of 6 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 4 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

	<i>one subject from</i>		
47155-03	Advanced Seminar on Natural Environmental Studies I	2 units	register in 1st term
47155-04	Advanced Seminar on Natural Environmental Studies II	2 units	register in 1st term
47155-05	Advanced Seminar on Natural Environmental Studies III	2 units	register in 1st term

	<i>one subject from</i>		
47157-03	Advanced Research Work in Natural Environmental Studies I	4 units	register in 1st term
47157-04	Advanced Research Work in Natural Environmental Studies II	4 units	register in 1st term
47157-05	Advanced Research Work in Natural Environmental Studies III	4 units	register in 1st term

\*(E) classes taught in English.

A maximum of 8 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs or in other departments, graduate schools, or education units at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

**Department of Ocean Technology, Policy, and Environment**

*Master Course*

*Registration*

Students must take at least 30 units including:

47234-01	Research on Ocean Technology, Policy and Environment Is	2.5 units	M1	S1, S2
47234-02	Research on Ocean Technology, Policy and Environment Iw	2.5 units	M1	A1, A2
47234-03	Research on Ocean Technology, Policy and Environment IIs	2.5 units	M2	S1, S2
47234-04	Research on Ocean Technology, Policy and Environment IIw	2.5 units	M2	A1, A2
Spring entry progression: 47234-01 → 47234-02 → 47234-03 → 47234-04				
Fall entry progression: 47234-02 → 47234-01 → 47234-04 → 47234-03				

A maximum of 18 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 8 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47234-11	Special Research on Ocean Technology, Policy and Environment Is	2.5 units	D1	S1, S2
47234-12	Special Research on Ocean Technology, Policy and Environment Iw	2.5 units	D1	A1, A2

*Doctoral Course (cont'd)*

*Registration*

Students must take at least 20 units including:

47234-13	Special Research on Ocean Technology, Policy and Environment IIs	2.5 units	D2	S1, S2
47234-14	Special Research on Ocean Technology, Policy and Environment IIw	2.5 units	D2	A1, A2
47234-15	Special Research on Ocean Technology, Policy and Environment IIIs	2.5 units	D3	S1, S2
47234-16	Special Research on Ocean Technology, Policy and Environment IIIw	2.5 units	D3	A1, A2

Spring entry progression: 47234-11 → 47234-12 → 47234-13 → 47234-14 → 47234-15 → 47234-16

Fall entry progression: 47234-12 → 47234-11 → 47234-14 → 47234-13 → 47234-16 → 47234-15

Units for undergraduate coursework or for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor.

**Department of Environment Systems**

*Master Course*

*Registration*

Students must take at least 30 units including:

47163-29	Researches on Environment Systems I	2 unit	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47163-30	Researches on Environment Systems II	2 unit	M2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47164-21	Experiments on Environment Systems I	4 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47164-22	Experiments on Environment Systems II	4 units	M2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year

A maximum of 18 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 8 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47163-31	Special Researches on Environment Systems I	2 unit	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47163-32	Special Researches on Environment Systems II	2 unit	D2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47163-33	Special Researches on Environment Systems III	2 unit	D3 1 <sup>st</sup> term in the 3 <sup>rd</sup> year
47164-23	Special Experiments on Environment Systems I	4 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47164-24	Special Experiments on Environment Systems II	4 units	D2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year
47164-25	Special Experiments on Environment Systems III	4 units	D3 1 <sup>st</sup> term in the 3 <sup>rd</sup> year

Units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

**Department of Human and Engineered Environmental Studies**

*Master Course*

*Registration*

Students must take at least 30 units including:

47173-14	Special Exercises in Human and Engineered Environment I	6 units	M1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
47173-16	Special Exercises in Human and Engineered Environment III	4 units	M2 1 <sup>st</sup> term in the 2 <sup>nd</sup> year

A maximum of 12 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 8 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

Courses in the GSFS course catalog marked by [ ※ ] may be taken only by students registered in the Health Science Education Research Program.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47173-15	Special Exercises in Human and Engineered Environment II	6 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
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A maximum of 6 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

Courses in the GSFS course catalog marked by [ ※ ] may be taken only by students registered in the Health Science Education Research Program.

**Department of Socio-Cultural Environmental Studies**

*Master Course*

*Registration*

Students must take at least 30 units including:

1) minimum of 4 units from Practice (*enshuu*) courses other than the following Practice courses:

47183-11	Seminar on Socio-cultural Environment I	2 units	S1,S2
47183-12	Seminar on Socio-cultural Environment II	2 units	A1,A2
47183-13	Seminar on Socio-cultural Environment III	2 units	S1,S2
47183-14	Seminar on Socio-cultural Environment IV	2 units	A1,A2

2) minimum of 6 units from Lecture (*kougi*) courses, and

47184-01	Study on Socio-cultural Environment	6 units	register at 1 <sup>st</sup> term in 1 <sup>st</sup> year
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A maximum of 10 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 8 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

*Doctoral Course*

*Registration*

Students must take at least 20 units including:

47184-02	Special Study on Socio-cultural Environment	8 units	D1 1 <sup>st</sup> term in the 1 <sup>st</sup> year
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A maximum of 10 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

Doctoral students who matriculated from outside any of the departments in the Division of Environmental Studies must take 8 units from within the lecture courses offered by the departments of the division. Be sure to consult your advisor.

For both Master and Doctoral Courses, the units for up to 2 of the following courses in the Graduate School of Humanities and Sociology, Faculty of Letters may be applied to the graduation requirements of your master or doctoral course:

*Registration*

Introduction to Applied Ethics (Graduate School of Humanities and Sociology)	2 units	see catalog
Special Lecture on Applied Ethics (Graduate School of Humanities and Sociology)	2 units	"
Practice in Applied Ethics (Graduate School of Humanities and Sociology)	2 units	"

\*Consult your advisor before registering.

### Department of International Studies

#### *Master Course*

Students must take at least 30 units.

A maximum of 12 units for undergraduate coursework or for coursework in other departments coursework in other departments, graduate schools, or education units (undergraduate coursework is limited to a maximum of 8 units) completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor.

#### *Doctoral Course*

Students must take at least 20 units.

A maximum of 6 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course.

### Graduate Program in Sustainability Science Global Leadership Initiative

*Master Course* \*(E) classes taught in English.

Students must take at least 30 units including:

- 1) 4 units from the Basic Compulsory Courses on Sustainability Science
- 2) minimum 6 units from the Compulsory Elective Lecture Courses
- 3) minimum 8 units from Exercise Courses
- 4) 8 units from Master's Research on Sustainability Science

A maximum of 4 units for undergraduate coursework or for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your master course provided you obtain the approval of your advisor. Students in master's course need to register Master's Research on Sustainability Science in the first term in the first year.

*Doctoral Course* \*(E) classes taught in English.

Students must take at least 20 units including:

- 1) 2 units from the Advanced Compulsory Courses on Sustainability Science
- 2) minimum 2 units from Exercise Courses
- 3) 2 units from Global Leadership Exercise
- 4) 12 units from Doctoral Research on Sustainability Science

Enrolled students in the doctoral course who have not taken any courses offered in the Graduate Program in Sustainability Science-Global Leadership Initiative Minor Program are required to take courses of at least 6 units total, which must include at least 2 units from Basic Compulsory Courses on Sustainability Science and 2 units from Exercise on Research Methodologies in Sustainability Science from Master program courses in addition to the above mentioned minimum requirement.

A maximum of 2 units for coursework in other departments, graduate schools, or education units completed at UTokyo may be applied to the graduation requirements of your doctoral course provided you obtain the approval of your advisor. Even though you may take courses in undergraduate programs at UTokyo, no such units may be applied to the graduation requirements of your doctoral course. Students in doctoral course need to register Doctoral Research on Sustainability Science in the first term in the first year.

### Graduate Program in Sustainability Science—Global Leadership Initiative Minor Program

(This program applies only to students starting in 2013 or later.)

Courses of this program are the same as the Graduate Program in Sustainability Science—Global Leadership Initiative (GPSS-GLI). Students enrolled in the GPSS-GLI Minor Program must take courses of at least 6 units in total, which must include at least 2 units from Basic Compulsory Courses on Sustainability Science and 2 units from Exercise on Research Methodologies in Sustainability Science from Master program courses.

Students enrolled in the doctoral course of the GPSS-GLI may apply up to ten 10 units earned in excess of the required units for GPSS-GLI Minor Program to the required units for the doctoral course.

See GSFS course catalog, or contact the GPSS-GLI office for further information.

## Grades

Student achievement in GSFS departmental subjects is generally assessed according to the following grading system:

A	superior	優	<i>yu</i>
B	good	良	<i>ryou</i>
C	fair	可	<i>ka</i>
D	fail	不可	<i>fuka</i>

However, the following subjects have been graded based on a pass-fail system:

Department	Course Code	Course	Units
GSFS Common Subjects	47000-31	Special Lecture on Frontier Science VII	1
	47000-32	Special Lecture on Frontier Science VIII	1
	47000-33	Special Lecture on Frontier Science IX	1
Integrated Biosciences	47140-38	Breakthrough Now and Then I (Pre-school)	2
	47140-39	Breakthrough Now and Then II (E)	2
Division of Environmental Studies: Common Subjects	47197-07	Brazil-Japan Internship on Naval Architecture and Offshore Engineering	1
Natural Environment Studies	47157-47	Extensive Fieldwork on Natural Environmental Studies	1
Environment Systems	47163-06	Internship on Environmental System	2
	47163-09	Seminar on Environment Systems	2
International Studies	47190-46	Summer Program	2
	47190-64	Basic Mathematics for International Studies	1
	47194-03	Masters Internship I	2
	47194-04	Masters Internship II	2
	47194-05	Doctoral Internship I	2
	47194-06	International Studies Doctoral Internship II	2

## Miscellaneous Procedures

### Student Reception Counter

Office: Student Affairs Section, GSFS  
1<sup>st</sup> floor, Transdisciplinary Sciences Building, Kashiwa Campus

Office hours: 9 a.m. – 12 noon, 1-5 p.m. (Mon. – Fri., closed noon-1 p.m. and weekends)

Contact number: 04-7136-4008, -4009 (extension 64008, 64009)

E-mail address: k-kyomu@adm.k.u-tokyo.ac.jp

### Information for GSFS students

Information on class starting dates/cancellations and other notices is posted on the GSFS Cybouz electronic bulletin board (see below), so be sure to bookmark this site and check it regularly for new information. Also, notices are occasionally posted on the bulletin board in front of the School Affairs Section, so be sure to take a look at the board regularly as well.

### GSFS “Frontier-Net (Cybouz)” electronic bulletin board <https://www.k.u-tokyo.ac.jp/cgi-bin/cbag/ag.cgi>

Basically, Cybouz is for on-campus users only. When you access Cybouz from off campus, log in with your FNet ID which is distributed when you first enroll in a Master or Doctoral course, using VPN service provided by GSFS.

### Forms

As for the documents required for academic procedures, download from the GSFS website below, or visit the Student Affairs Section.

*Student Procedures URL (Japanese only)*

[http://www.k.u-tokyo.ac.jp/renewal/sidebar/administrative\\_procedures.html](http://www.k.u-tokyo.ac.jp/renewal/sidebar/administrative_procedures.html)

### Issuance of certificates

◇ *Japanese certificates*  
Usually available 2 working days after a request is received.

◇ *English certificates*  
Usually available 7 to 10 working days after a request is received.

Reference URL: <http://www.k.u-tokyo.ac.jp/e/faq/cert.html>

### Automatic Certificate Issuing Machine

An Automatic Certificate Issuing Machine is located in the inside lobby area on the 1<sup>st</sup> floor of the Transdisciplinary Sciences Building. Those with a UTokyo student account can use this machine to obtain certain certificates.

For locations, please see <http://www.k.u-tokyo.ac.jp/renewal/sidebar/map.pdf>

## Reissuing Student ID

If you lose or damage your student ID, a request to reissue your ID should be made at the Student Reception Counter. The process normally takes about two weeks. If you have a damaged ID card, return it to the Student Affairs Section when requesting a replacement.

## Change of Address/Name

If you change your address, telephone number, or other personal information, be sure to make the appropriate changes online using the UT-mate system. If you should change your name, bring an official copy of your Certificate of Residency to Student Affairs. A new student ID must be issued when your name is changed.

## Leave of Absence

### Procedures

- ◇ Students who want to take a leave of absence must fill in the proper request form available at the Student Affairs Section, and return the form with the approval stamp of your advisor and the head of your department at least one (1) month in advance.
- ◇ If the leave of absence is due to sickness/illness, consult the Student Affairs Section.
- ◇ Requests will not be accepted if the student's tuition payments are in arrears, or if the paperwork is not completed properly.
- ◇ In addition, the following documents related to the reasons for leaves of absence must be attached to the request form:

Reasons of Leaves of Absence*	Documents required (please attach)
Personal: Financial reasons	written statement of reasons (one A4 page, free format)
Personal: Sickness/Illness	physician's certificate (copy)
Study and research at a foreign educational/research institution, etc.	written acceptance letter from the foreign educational /research institution where you will study/research (copy)
Research overseas	specific research plan (one A4 page, free format)

\* If your reason for leave of absence does not fall in any of the categories stated above, consult the Student Affairs Section as soon as possible.

### Duration and effect on degree or program completion time limits

The five periods below are applicable for leave of absence. In principle, the 1<sup>st</sup> day of the month is the beginning of leave; the last day of the month is the end of any leave of absence. Regardless of the class term in the year, these periods are applied for the absence of your leave. Students are permitted to take it up to one year for any single request for leave of absence. The periods longer than one period may be applied for the leave of absence as well (① from April 1 to March 31 of following year. ② from April 1 to September 30. ③ from October 1 to March 31 of following year). Consult Student Affairs Section before application.

<sup>7</sup> Article 29, The University of Tokyo Graduate Schools Academic Regulations

- (1) April 1 - May 31
- (2) June 1 - August 31
- (3) Sept. 1 – November 30
- (4) December 1 – January 31
- (5) February 1 – March 31

### Returning to school

- ◇ If the need for a leave of absence no longer exists prior to the end of an approved period of leave of absence, the student may request early readmission by filling in the proper request form available at the Student Affairs Section and returning the form with the approval stamp of your advisor and the head of your department at least one (1) month in advance the desired date of readmission.
- ◇ Students returning at the expected end of a period of leave of absence must also submit this form to the Student Affairs Section.
- ◇ Students who take a leave of absence due to sickness/illness must attach a copy of a physician's certificate to the request form certifying that you may return to the university without further health problems.

### Tuition

- ◇ Students are generally exempted from paying tuition during leaves of absence. However, please note that there are cases where this exemption is *not* granted, depending on the month in which the leave request is submitted.
- ◇ Readmitted students are required to pay the tuition beginning with the half of the academic year in which the month of readmission occurs (first half of the academic year: April 1 to September 30 or second half of the academic year: October 1 to March 31 of following year) by the end of the month of readmission.
- ◇ Tuition already paid shall *not* be refunded.

### Student IDs

If your student ID expires during a leave of absence, request a new ID at the Student Reception Counter after returning to school at the Student Affairs Section. Please bring your expired ID.

## Student Visa

If international students who hold a student visa take a leave for more than three (3) months, the student visa will be terminated even if the visa is still valid in accordance with Japanese Immigration Law. Student visa holders who remain in Japan while taking a leave must change his/her status of eligibility from "student" to another status category. Failure to comply with Japanese Immigration Law may cause you to be regarded as an illegal alien.

When returning to school, application to a certificate of eligibility will be necessary to reenter to Japan, or changing your status to a student visa is necessary.

## Procedures for Overseas Travel

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Students who travel abroad for a short period for whatever reason must obtain permission from their advisor first and submit a *Notification of Overseas Trip* to Student Affairs Section.

Students who travel abroad for two months or more to study or do research must obtain permission from their advisor first and submit the necessary form(s) at least one month before the scheduled date of departure to the Student Affairs Section.

### When you take a leave of absence and go abroad

- ◇ Follow all the procedures required for a leave of absence. The period of being abroad will NOT be counted as part of the limit on degree completion and length of enrollment.
- ◇ Only when the reason to take a leave of absence is to study and/or research at a foreign educational/research institution, students may request to have that coursework evaluated for up to a maximum of ten (10) units of a master course and a doctoral course. All procedures are handled by the Student Affairs Section.

### When you do not take a leave of absence and go abroad to study

- ◇ Students are required to submit to the Student Affairs Section a *Request Permission to Study or Research Abroad* after obtaining the approval stamp of your advisor. In addition, you must also submit a written acceptance letter from the foreign educational/research institution where you will study/research.
- ◇ Approval of this form of study is generally limited to a maximum of one (1) year. The period of study overseas will be counted as part of the limit on degree completion and length of enrollment.
- ◇ Students who take courses in their field of study at a foreign university, etc. may request to have that coursework evaluated for up to a maximum of ten (10) units of a master course and a doctoral course. All procedures are handled by the Student Affairs Section.
- ◇ Students must pay tuition even while attending a foreign university.

### When you do not take a leave of absence and go abroad to do academic research at a foreign institution

- ◇ Students are required to submit an *Application for Going Abroad* to the Student Affairs Section after obtaining the approval stamp of your advisor. In addition, you must also submit a written acceptance letter from the foreign educational/research institution where you will study/research.
- ◇ The total of each period of being abroad is generally limited to half of the time limit of degree completion; that is, one year for master students and eighteen months for doctoral students. The period overseas will be counted as part of the limit on degree completion and length of enrollment.
- ◇ Students must pay tuition even while attending a foreign university.

\* In all of the cases described above, students must inform the Student Affairs Section of their address overseas before departure, and must file a notice of residence (*zairyuu todoke*) at the local Japanese embassy or consulate after arriving at their overseas destination. The procedure to go abroad includes the submission of an application form for going abroad, research plans and schedules of the research (an A4, free format.)

### Required Documents

Objective	Required Documents
Overseas travel or going back home (overseas) for a short period	"Notification of Overseas Trip"
Requesting leave of absence	"Request for Leave of Absence" and the documents explaining the reasons
Studying abroad	"Request for Permission to Study Abroad", and a written acceptance letter from the host institution
Visiting overseas for academic purpose	"Application for Going Abroad", "Research Plan", and "Schedule of Research" (A4, free format)

## ***The OSSMA (Overseas Student Safety Management Assistance) Service***

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The University of Tokyo (UTokyo) now requires all students travelling overseas for study purposes who are (a) taking part in programs organized, applied through or recommended to the host university by UTokyo, or (b) receiving financial aid (scholarships, etc.) through UTokyo or have been issued orders by UTokyo to go overseas, to enroll in OSSMA (Overseas Student Safety Management Assistance) Service operated by Emergency Assistance Japan Co. Ltd. For all students travelling overseas any time after June 1, 2015, please apply for OSSMA at least one month before you travel. For details, see the website below.

<http://www.u-tokyo.ac.jp/en/current-students/ossma.html>

Even in situations where there are no obligations to sign up for OSSMA, students of UTokyo who so wish may apply for OSSMA. Furthermore, applicants for OSSMA are required to obtain travel insurance and to register the insurance details through the members-only website.

Please note that OSSMA cannot be used to cover private holidays. However, if your private trip takes place during your official travel, the private trip should be included in your OSSMA coverage.

Important:

\* You have to pay your own individual member fee in principle.

\* The OSSMA service is a support service to manage the safety of students while overseas which requires advance payment of membership fees, and is not an insurance service. Please be aware that medical costs such as hospital fees, examination fees and counseling fees etc. are the responsibility of each member. Therefore, travel insurance must be obtained along with this service.

\* Applicants for OSSMA are required to register the travel insurance details, expected date of return etc. through the members-only website.

### ***Procedures for Extending Period of Enrollment***

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- ◇ Students who would like to extend their length of enrollment must consult their advisor first. After that, you must fill in the proper request form available at the Student Affairs Section, and return the form with the approval stamp of your advisor and the head of your department at least one (1) month in advance: by the end of February for an extension from April, and by the end of August for an extension from October.
- ◇ Requests will *not* be accepted if the student's tuition payments are in arrears, or if the procedure forms have not been properly completed. Note that the form must be submitted every year.

### ***Procedures for Withdrawing from the University***

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- ◇ Students who would like to withdraw from GSFS are required to consult their advisor first. After that, you must fill in the proper request form available at the Student Affairs Section, and return the form with the approval stamp of your advisor and the head of your department at least one (1) month in advance.
- ◇ Requests will *not* be accepted if the student's tuition payments are in arrears or if the procedure forms have not been properly completed.

### ***Contact information***

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Student Affairs Section, Graduate School of Frontier Sciences

Tel: 04-7136- 4008, 4009 (ext. 64008, 64009)

Fax: 04-7136-4010 (ext. 64010)

E-mail: [k-kyomu@adm.k.u-tokyo.ac.jp](mailto:k-kyomu@adm.k.u-tokyo.ac.jp)

Office Hours: 9 am- 12 noon, 1 pm-5 pm (except Saturdays, Sundays, and national holidays)

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The remaining part of the original Japanese version explains classes and units that students must obtain for a teaching license in Japanese secondary schools. If you are interested in becoming a teacher at junior high school or high school, please refer to the Japanese version available at the Student Affairs Section.