The University of Tsukuba aims to establish free exchange and close relationships in both basic and applied sciences with educational and research organizations and academic communities in Japan and overseas. While developing these relationships, we intend to pursue education and research to cultivate men and women with creative intelligence and rich human qualities. The University of Tsukuba endeavors to contribute to the progress of science and culture.

Formerly, Japanese universities tended to remain cloistered in their own narrow, specialized fields, creating polarization, stagnation in education and research and alienation from their communities. The University of Tsukuba has decided to function as a university which is open to all within and outside of Japan.

Toward this end, the university has made it its goal to develop an organization better suiting the functions and administration with a new concept of education and research highly international in character, rich in diversity and flexibility and capable of dealing sensitively with the changes occurring in contemporary society. To realize this, it has vested in its staff and administrative authorities the powers necessary to carry out these responsibilities.
# Table of Contents

## Academic Calendar

## History

## Organization of the University

### I. Student Contact Offices

1. **Campus Life and Administration**
   - (1) Offices for Student Services
   - (2) Student Plaza
   - (3) Academic Service Offices
   - (4) Corresponding Academic Service Offices

2. **Changes in Student Status**
   - (1) Leave of Absence
   - (2) Re-enrollment
   - (3) Transfer, Study Abroad, and Change of Courses
   - (4) Withdrawal
   - (5) Dismissal and Disciplinary Action

3. **Changes in Personal Information**

### II. Campus Life

1. **“Campus life” on the University Website**

2. **Issuing Official Documents and Certifications**
   - (1) Student ID Card
   - (2) Student Discount Certificate (for travel fare)
   - (3) Student Commuter Certificate
   - (4) Certificate of Enrollment, Transcript of Academic Record and Other Documents
   - (5) Issue of Other Certificates

3. **Student Meetings and Posting / Distributing on Campus**

4. **On-campus Transportation**
   - (1) Bicycle / Motorcycle Registration
   - (2) Parking on Campus
   - (3) On-campus Transportation System (Bus)

5. **Tuition and Financial Support**
   - (1) Tuition Fee Payment
   - (2) Financial Support
     - ① Tuition Waivers and Scholarships
     - ② Student Emergency Funds

6. **Student Insurance**
   - (1) Personal Accident Insurance for Student Pursuing Education and Research (PAS: Gakkensai)
   - (2) Liability Insurance coupled with PAS: Gakkensai (Futai-baiseki)
   - (3) Comprehensive Insurance for Students Lives Coupled with PAS: Gakkensai (Futai-gakuso)
   - (4) Comprehensive Insurance for Students Lives Coupled with PAS: Gakkensai for International Students (Inbound Futai-gakuso)
   - (5) Sports Safety Insurance

7. **Study Abroad Support**
   - (1) University of Tsukuba Study Abroad Support Programs
   - (2) Other Support Programs
   - (3) Overseas Partner Universities
   - (4) Overseas Students Safety Management Assistance
   - (5) Study Abroad Insurance Coupled with PAS: Gakkensai (Futai-kaigaku)

8. **Harassment**

### III. Welfare and Support

1. **Part-time Job**
   - (1) Off-campus Part-time Jobs
   - (2) University of Tsukuba Student Job Bank

2. **Welfare Facilities**

3. **Student Residence Halls and Off-campus Housing**
   - (1) On-campus Housing Consultation
   - (2) Residence Hall Parking
   - (3) Off-campus Housing
IV. Extracurricular Activities
1. Student Organizations ................................19
2. Equipment and Facilities.................................19
   (1) Equipment Loans for Extracurricular Activities
   (2) Use of Sports and Physical Education Facilities
   (3) Student Club Houses and Other Facilities
3. Starting a New Student Organizations...20
4. Notification of Off-campus Activities / Events.........................................................20
5. University of Tsukuba Shihokai Fund........21
6. Training Facilities........................................22
   (1) Kambara Hall
   (2) Yamanaka Training Center
   (3) Tateyama Training Center
   (4) Kusatsu Seminar House

V. University Health Center / Student Counseling Room
1. Health Check-up...........................................23
2. First-Aid Assistance and Psychiatric Consultation..........................................................24
   (1) First-Aid Assistance (Internal Medicine, Orthopedics, and Dental Treatment)
   (2) Psychiatric Consultation (Psychiatry)
   (3) Sick Note and Medical Certificate
   (4) Hours of Operation
   (5) Consultation Fees and Other Charges
3. Student Counseling Room and General Consultation Service.......................................25
   (1) General Consultation Service
   (2) Student Counseling Room
   (3) Peer Support

VI. Career Support
1. Support Services at Division of Career Services.........................................................27
2. Survey on Career Plans / Course Progress.......................................................................28
   (1) Survey on Career Plans
   (2) Survey on Course Progress
3. Division of Career Services Website..........28

VII. Support Services for Students with Disabilities and LGBT Students
1. Support for Students with Disabilities.......29
2. Support for LGBT Students.........................29

VIII. Libraries
1. Library Hours.................................................30
2. Services and Facilities..................................30
   (1) Reference Service
   (2) Inter-Library Loan
   (3) Photocopying Library Material
   (4) Volunteer Counter
   (5) Seminar Rooms and Study Cubicles
   (6) Workspace for Blind and Visually-impaired Users
   (7) Using PCs: Zengaku Computer System
   (8) Learning Square and Student Support Desk
   (9) Learning Commons “Eureka!” (Art and Physical Education Library)
   (10) Learning Commons and Tutor Desk (Library on Library and Information Science)
3. Lending Services...........................................32
4. University of Tsukuba Library Website (Tulip)..............................................................32

X. The Regulations
University of Tsukuba, National University Corporation Regulations on Student Activities
Application and Report Forms for Student Organization
# Academic Calendar 2019-2020

<table>
<thead>
<tr>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester (April 1, 2019 - September 30, 2019)</strong></td>
</tr>
<tr>
<td><strong>First Day of the Academic Year</strong></td>
</tr>
<tr>
<td><strong>Spring Recess</strong></td>
</tr>
<tr>
<td><strong>Entrance Ceremony</strong></td>
</tr>
<tr>
<td><strong>Freshman/New Student Orientation</strong></td>
</tr>
<tr>
<td><strong>Spring Semester Classes Begin</strong></td>
</tr>
<tr>
<td><strong>Spring Sports Day</strong></td>
</tr>
<tr>
<td><strong>Spring Modules A and B Final Examination Week</strong></td>
</tr>
<tr>
<td><strong>Spring Modules A, B and C Final Examination Week</strong></td>
</tr>
<tr>
<td><strong>Spring Semester Classes End</strong></td>
</tr>
<tr>
<td><strong>Final Examination Preparation Day</strong></td>
</tr>
<tr>
<td><strong>Summer Recess</strong></td>
</tr>
<tr>
<td><strong>Commencement Ceremony</strong></td>
</tr>
<tr>
<td><strong>Graduate School Commencement Ceremony</strong></td>
</tr>
<tr>
<td><strong>Fall Semester Classes Begin</strong></td>
</tr>
<tr>
<td><strong>Fall Semester Classes End</strong></td>
</tr>
<tr>
<td><strong>Winter Recess</strong></td>
</tr>
<tr>
<td><strong>Fall Modules A, B and C Final Examination Week</strong></td>
</tr>
<tr>
<td><strong>Fall Semester Classes End</strong></td>
</tr>
<tr>
<td><strong>Final Examination Preparation Day</strong></td>
</tr>
<tr>
<td><strong>Spring Recess</strong></td>
</tr>
<tr>
<td><strong>Commencement Ceremony</strong></td>
</tr>
<tr>
<td><strong>Graduate School Commencement Ceremony</strong></td>
</tr>
<tr>
<td><strong>Last Day of the Academic Year</strong></td>
</tr>
</tbody>
</table>

**Notes:**

1. For the Anniversary of the University, classes will not be cancelled but will be held on Tuesday, October 1.
2. Due to post-festival clean-up of the University Festival, classes on Tuesday, November 5 will be postponed (excludes classes at the Tokyo campus).
3. The schedule for the regular health checkup will be announced at a later time. Classes for undergraduate schools, colleges and graduate schools during the scheduled health checkup will be cancelled (excludes classes at the Tokyo campus).
4. To meet the required number of school days, some classes will be held on the days stated below (excludes classes at the Tokyo campus).
   - May 9: Monday classes will be held.
   - July 19: Monday classes will be held.
   - October 18: Monday classes will be held.
   - November 6: Monday classes will be held.
   - November 7: Tuesday classes will be held.
   - November 26: Friday classes will be held.
   - January 16: Friday classes will be held.
   - January 22: Monday classes will be held.
5. Classes on Wednesday, November 27 - Friday, November 29 will be recessed due to the Examination for University Admissions upon Recommendation (Suisen nyūshi shiken) and its related events (excludes classes at the Tokyo campus).
6. Classes on Friday, January 17 and Monday, January 20 will be recessed due to the National Center Test for University Admissions (Daigaku nyūshi sentā shiken) and its related events. (excludes classes at the Tokyo campus).
7. For the School of Medicine, the University will schedule March 10, 2020 as the date of graduation, but the commencement ceremony will be held on the date scheduled above.
8. One academic year contains two semesters (spring semester and fall semester) which includes six modules, Spring A, Spring B, Spring C, Fall A, Fall B and Fall C. Each module has five weeks.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1962</td>
<td>The Tokyo University of Education decided to integrate five departments and to seek a place for the relocation of those departments.</td>
</tr>
<tr>
<td>September 1963</td>
<td>A Cabinet meeting approved the construction of the Science City in the Tsukuba area.</td>
</tr>
<tr>
<td>September 1967</td>
<td>A Cabinet meeting approved the relocation of 36 institutions including the Tokyo University of Education into the Tsukuba area.</td>
</tr>
<tr>
<td>November 1969</td>
<td>A committee for the preparation and examination of the establishment of a new university in Tsukuba was set up in the Ministry of Education, Science and Culture.</td>
</tr>
<tr>
<td>May 1970</td>
<td>The Diet enacted the Tsukuba Science City Construction Law.</td>
</tr>
<tr>
<td>June 1971</td>
<td>The Tokyo University of Education adopted a basic draft plan for a new university in Tsukuba.</td>
</tr>
<tr>
<td>July 1971</td>
<td>The study group for the establishment of a new university in Tsukuba reported to the Minister of Education, Science and Culture with their account on “what a new university in Tsukuba should be.”</td>
</tr>
<tr>
<td>October 1971</td>
<td>A committee to prepare for the establishment of a new university in Tsukuba was formed in the Ministry of Education, Science and Culture.</td>
</tr>
<tr>
<td>May 1972</td>
<td>A Cabinet meeting decided to establish and relocate 42 institutions, including Tsukuba Shin Daigaku (provisional), to Tsukuba. According to the Law which amended part of the Act for Establishment of National Schools (Act No. 19 of 1972), an office for the preparation of the establishment of the University of Tsukuba was created in the Tokyo University of Education.</td>
</tr>
<tr>
<td>October 1973</td>
<td>According to the Law which amended part of the Act for Establishment of National Schools (Act No. 103 of 1973), the University of Tsukuba was founded. The University of Tsukuba was founded with the First Cluster of Colleges, School of Medicine, School of Health and Physical Education, and University Library. MIWA Tomoo was inaugurated as President.</td>
</tr>
<tr>
<td>April 1975</td>
<td>The Second Cluster of Colleges, School of Art and Design, and Master’s and Doctoral Programs of the Graduate School were established.</td>
</tr>
<tr>
<td>August 1976</td>
<td>MIYAJIMA Tatsuoki was inaugurated as President.</td>
</tr>
<tr>
<td>October 1976</td>
<td>The University Hospital was opened.</td>
</tr>
<tr>
<td>April 1977</td>
<td>The Third Cluster of Colleges was established.</td>
</tr>
<tr>
<td>March 1978</td>
<td>The Tokyo University of Education was closed.</td>
</tr>
<tr>
<td>October 1978</td>
<td>The College of Medical Technology and Nursing was established as an annex to the university.</td>
</tr>
<tr>
<td>April 1980</td>
<td>FUKUDA Nobuyuki was inaugurated as President.</td>
</tr>
<tr>
<td>April 1986</td>
<td>ANAN Kouichi was inaugurated as President.</td>
</tr>
<tr>
<td>April 1989</td>
<td>Evening courses in the main fields were opened in the Master’s Programs of the Graduate Schools.</td>
</tr>
</tbody>
</table>
April 1992  ESAKI Leo was inaugurated as President.
Inauguration of the first system of a cooperative graduate school system in Doctoral Programs.

April 1996  Evening courses in the main fields were opened in the Doctoral Programs of the Graduate Schools.

April 1998  KITAHARA Yasuo was inaugurated as President.

April 2000  The Graduate School of Pure and Applied Sciences, the Graduate School of Systems and Information Engineering, and the Graduate School of Life and Environmental Sciences were established with the reorganization of the Doctoral Program.

April 2001  The Graduate School of Humanities and Social Sciences, the Graduate School of Business Sciences, and the Graduate School of Comprehensive Human Sciences were established with the reorganization of the Doctoral Program.

April 2002  Inauguration of the first system of a cooperative graduate school system in the Master’s Program.

October 2002  According to the Law which amended part of the Act for Establishment of National Schools (Act No. 23 of 2002), the University of Tsukuba and the University of Library and Information Science were amalgamated.
The School of Library and Information Science and the Graduate School of Library, Information and Media Studies were established.

April 2004  According to the National University Corporation Act (Act No. 112 of 2003), the University of Tsukuba became a National University Corporation.
IWASAKI Yoichi was inaugurated as President.
Inauguration of the second cooperative graduate school system in the Doctoral Program. (Doctoral Program in Materials Science and Engineering, Graduate School of Pure and Applied Sciences)

April 2005  Introduction of the second cooperative graduate school system in the Doctoral Program.
(Doctoral Program in Advanced Agricultural Technology and Sciences, Graduate School of Life and Environmental Sciences)

April 2006  Establishment of the first overseas office in the Republic of Tunisia.

April 2007  Establishment of the Schools of Humanities and Culture, Social and International Studies, Human Sciences, Life and Environmental Sciences, Science and Engineering, Informatics, Medicine and Medical Sciences, as a result of the reformation of the undergraduate system.

September 2007  Opening of the Student Plaza

April 2009  YAMADA Nobuhiro was inaugurated as President.

April 2013  NAGATA Kyosuke was inaugurated as President.
Establishment of the Global Commons
Faculties

Faculties have a fundamental responsibility to both education and research related to its academic field. It plays a role to comprehensively promote the development of its expertise and collaboration with other academic fields as planned from a holistic perspective.

| Faculty of Humanities and Social Sciences | Faculty of Human Sciences |
| Faculty of Business Sciences              | Faculty of Health and Sport Sciences |
| Faculty of Pure and Applied Sciences      | Faculty of Art and Design |
| Faculty of Engineering, Information Systems | Faculty of Medicine |
| Faculty of Life and Environmental Sciences | Faculty of Library, Information and Media Science |

Schools and Colleges

Organized in accordance with their educational purposes, the Schools take inclusive responsibility for undergraduate education. Each Schools consists of multiple Colleges that are academically close. Since the range of their intended fields of study are limited and highly specialized, in the fields of Physical Education and Arts are not organized into Colleges, they provide suitable education for their purposes as “Specialized Schools”.

The Colleges belong to the corresponding Schools, taking primary responsibility for undergraduate education and serving as a base for student class composition.

| School of Humanities and Culture | College of Humanities |
| School of Comparative Culture    | College of Comparative Culture |
| School of Japanese Language and Culture | College of Japanese Language and Culture |
| School of Social and International Studies | College of Social Sciences |
| School of International Studies | College of International Studies |
| School of Human Sciences         | College of Education |
|                                 | College of Psychology |
|                                 | College of Disability Sciences |
| School of Life and Environmental Sciences | College of Biological Sciences |
|                                 | College of Agro-Biological Resource Sciences |
|                                 | College of Geoscience |
| School of Science and Engineering | College of Mathematics |
|                                 | College of Physics |
|                                 | College of Chemistry |
|                                 | College of Engineering Sciences |
|                                 | College of Engineering Systems |
|                                 | College of Policy and Planning Sciences |
| School of Informatics           | College of Information Science |
|                                 | College of Media Arts, Science and Technology |
|                                 | College of Knowledge and Library Sciences |
| School of Medicine and Medical Sciences | School of Medicine |
|                                 | School of Nursing |
|                                 | School of Medical Sciences |
| School of Health and Physical Education, Health and Sport Sciences | School of Art and Design |
Graduate Schools
The University of Tsukuba offers Master’s Programs, Doctoral Programs and Professional Degree Programs. The Master’s Programs are not divided into the conventional specialized fields. They are an interdisciplinary education aiming to produce professionals with academic and technical expertise and offering re-education opportunities for the general public. The Doctoral Programs aim to produce highly specialized researchers and research-oriented professionals in their respective fields, offering advanced education for cultivating a high degree of specialization based on extensive knowledge. Further, the Professional Degree Programs emphasize practical training and education and aim at producing human resources with highly specialized professional abilities.

In Doctoral Programs, there are 3 types of studying: 1) graduate program divided into separate 2-year master’s and 3-year doctoral program, 2) Three-years Doctoral Program, 3) Five-year Consecutive Program.

<table>
<thead>
<tr>
<th>Master’s Program</th>
<th>Master’s Program in Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of Humanities and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Business Sciences</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Pure and Applied Sciences</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Systems and Information Engineering</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Life and Environmental Sciences</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Comprehensive Human Sciences</td>
<td></td>
</tr>
<tr>
<td>Graduate School of Library, Information and Media Studies</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Doctoral Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of Business Sciences</td>
</tr>
<tr>
<td>· Law School Program (Law School)</td>
</tr>
<tr>
<td>· MBA Program in International Business</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Professional Degree Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of Business Sciences</td>
</tr>
</tbody>
</table>

School of Integrative and Global Majors (SIGMA)
In December 2011, SIGMA was established for the purpose of directing and implementing interdisciplinary degree programs (various multidisciplinary education and research programs).

In addition to the conventional Doctoral Programs, a new interdisciplinary degree program, the Bachelor’s Program in Global Issues, was established in April 2017. Also, the “Ph.D. Program in Humanities” which was adopted in the WISE Program (Doctoral Program for World-leading Innovative & Smart Education) was established in April 2019 as the most interdisciplinary and cutting-edge degree program where faculty members are mobilized across disciplines, conducting education and research in SIGMA.

<table>
<thead>
<tr>
<th>Bachelor's Program</th>
<th>Bachelor's Program in Global Issues (BPGI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph.D. Program in Human Biology</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Program in Empowerment Informatics</td>
<td></td>
</tr>
<tr>
<td>Master’s / Doctoral Program in Life Science Innovation</td>
<td></td>
</tr>
<tr>
<td>Ph.D. Program in Humanities</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master’s / Doctoral Programs</th>
</tr>
</thead>
</table>

Centers
In the University, various centers have been established as an academic research facility in order to conduct the most advanced research, contribute research outcome to the society or provide education and so on to students and employees.
<Advanced Research Centers>
Conducting research activities in relevant fields with objectives to attract excellent and talented personnel from all over the world and to serve as an international research base.

<table>
<thead>
<tr>
<th>Center for Computational Sciences (CCS)</th>
<th>Center for Artificial Intelligence Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Science Center for Survival Dynamics, Tsukuba Advanced Research Alliance (TARA)</td>
<td>Proton Medical Research Center</td>
</tr>
<tr>
<td>Tsukuba-Plant Innovation Research Center</td>
<td>Mountain Science Center</td>
</tr>
<tr>
<td>Shimoda Marine Research Center</td>
<td>Microbiology Research Center for Sustainability (MiCS)</td>
</tr>
<tr>
<td>Plasma Research Center</td>
<td>Transborder Medical Research Center</td>
</tr>
<tr>
<td>Alliance for Research on Mediterranean and North Africa</td>
<td>Tomonaga Center for the History of the Universe</td>
</tr>
<tr>
<td>Center for Cybernics Research</td>
<td>Tsukuba Research Center for Energy Materials Science</td>
</tr>
<tr>
<td>Center for Research in Isotopes and Environmental Dynamics</td>
<td>Research Center for University Studies</td>
</tr>
</tbody>
</table>

<Research Support Centers>
Performs infrastructure development for research activities and provides support for conducting smooth research without delay.

| Research Facility Center for Science and Technology | Academic Computing and Communications Center |

<Education and Student Support Service Centers>
Handles mainly educational / particular type of work as well as support for students and faculty members.

<table>
<thead>
<tr>
<th>Center for Education of Global Communication</th>
<th>Admission Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport and Physical Education Center</td>
<td>University Health Center</td>
</tr>
</tbody>
</table>

<Research and Development Centers>
The Research and Development Centers are actively pursuing joint research and development of disciplines with high societal demands and establishing an industry-academic-government joint research system with external funds, etc. as the business operation budget to promote research for the common good and encourage creation of innovation.

<table>
<thead>
<tr>
<th>Algae Biomass and Energy System R&amp;D Center (ABES)</th>
<th>R&amp;D Center for Sport Innovation</th>
</tr>
</thead>
<tbody>
<tr>
<td>R&amp;D Center for Precision Medicine</td>
<td>R&amp;D Center for Health Services</td>
</tr>
<tr>
<td>R&amp;D Center for Strategic Frontiers Social Planning</td>
<td></td>
</tr>
</tbody>
</table>

<World Premier International Research Center Initiative (WPI)>
WPI was launched by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) with the aim of offering intensive support to proposals to create world premier international research centers staffed with the world’s most leading investigators. This program will promote basic research in Japan and strengthen international competitiveness. International Institute for Integrative Sleep Medicine (IIIS), the center directed by Professor Masashi Yanagisawa was selected as a WPI center in FY 2012.

See the following website for details.
[University website: Research and Educational Institutions]
http://www.tsukuba.ac.jp/en/research/resource-facilities
I. Student Contact Offices

1 Campus Life and Administration

In the University of Tsukuba, various specialized support offices to aid students to have fulfilling campus life have established in Administration Center, each Department and 9 academic areas of study.

(1) Offices for Student Services

<table>
<thead>
<tr>
<th>Department of Student Affairs</th>
<th>Division of Student Welfare (3rd Floor, Student Plaza)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Division of Career Services (2nd Floor, Student Plaza)</td>
</tr>
<tr>
<td></td>
<td>Division of Student Exchange (2nd Floor, University Hall)</td>
</tr>
<tr>
<td>Department of Educational Promotion</td>
<td>Division of Educational Promotion (2nd Floor, Administration Center)</td>
</tr>
<tr>
<td></td>
<td>Division of Educational Renovation Support (2nd Floor, Administration Center)</td>
</tr>
<tr>
<td></td>
<td>Division of Educational Partnership (2nd Floor, Administration Center)</td>
</tr>
<tr>
<td></td>
<td>Division of Admission (2nd Floor, Administration Center)</td>
</tr>
</tbody>
</table>

Note: Refer to page 3-5 for each Academic Service Office

(2) Student Plaza

The Student Plaza is found in Building 1D in Area 1, located near the center of the campus designed to offer comprehensive student support regarding campus life and job searches.

The main support services in Student Plaza are as follows:

1 Division of Student Welfare and the Student Support Office
   - Consultation and guidance on campus life
   - Consultation on financial support
   - Student residence halls, welfare facilities, and part-time work
   - Extracurricular activities and training facilities
   - Personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)

2 DAC Center and the Division of Career Services
   - Career Development Support
   - Careers and Employability Support
   - Support for Students with Disabilities
   - Support for LGBT students

Note: Refer page 39-43 for each Academic Service Office
⑤ General Consultation Service
If you have any problem in your student life and need a consultant for it, just feel free to come to the room for General Consultation located in each Student Plaza and Kasuga Area. You can talk about any problem related to your student life with the counselors. Depending on the issue, they can also search for the specific kind of support that you may can get in your situation.
Note: Refer to page 37 for further details

⑥ T-ACT Promotion Office
The “Tsukuba Action Project (commonly called as “T-ACT”)” lets anyone who belongs to the University participate in any existing projects, or offer support for their own project. If you are interested in volunteer work, some activities outside of the University, or implementing your own project, just stop by the office and make your dream come true.
Note: Refer to the homepage for further details.

◊ Examples of main initiatives

- Held a stand-up comedy grand prix in Tsukuba
- Helped in a free-of-charge private tutoring school for children
- Event of Tasting&Comparing Mandarin Oranges
- Played human chess in the university grounds

[T-ACT Website]
http://www.t-act.tsukuba.ac.jp/en/

③ Academic Service Offices
In order to provide administrative services that are closely related to your major, the University established several Academic Service Offices for each corresponding field. In most Academic Service Offices, the 2 affairs that are closely linked to campus life; “Undergraduate / Graduate Educational Affairs” and “Student Support” have been established and provide students various administrative services such as student status, class-related matters, campus life, scholarship, extracurricular activities and so on.

④ Corresponding Academic Service Offices to Schools / Colleges, Graduate Schools, and Programs
Student Support: Various aspects of campus life*

*In the Academic Service Office for the Pure and Applied Sciences Area, Educational Affairs of Undergraduate and Graduate also handle the administrative services for Student Support.
Undergraduate Educational Affairs: Classes, courses, and other academic matters
Graduate Educational Affairs: Classes, courses, and other academic matters
<table>
<thead>
<tr>
<th>Academic Service Offices</th>
<th>Undergraduate (Schools and Colleges)</th>
<th>Graduate School (Schools and Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Service Office for the Humanities and Social Sciences Area (3rd Floor, 1A Building)</td>
<td>School of Humanities and Culture College of Humanities</td>
<td>Graduate School of Humanities and Social Sciences Programs in: Philosophy / History and Anthropology / Literature and Linguistics / Modern Languages and Cultures / International Public Policy / Law / International Area Studies / International and Advanced Japanese Studies /</td>
</tr>
<tr>
<td>Student Support 029-853-4022 Undergraduate Educational Affairs 029-853-4021 Graduate Educational Affairs 029-853-7294</td>
<td>School of Social and International Studies College of Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Academic Service Office for the Business Sciences Area (Buskyo School Building Tokyo Campus)</td>
<td>Educational Affairs for Business Science 03-3942-6817 Educational Affairs for Comprehensive Human Sciences 03-3942-6814</td>
<td>Graduate School of Business Sciences Programs in: Systems Management / Advanced Studies of Business Law / Systems Management and Business Law / Law School (Program) / (MBA Program in) International Business</td>
</tr>
<tr>
<td>Graduate School of Comprehensive Human Sciences Programs in: Lifespan Development / Lifespan Developmental Sciences / Sports and Health Promotion / Sport and Wellness Promotion /</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Service Office for the Pure and Applied Sciences Area (3rd Floor, 1A Building)</td>
<td>School of Life and Environmental Sciences College of Geoscience</td>
<td>Graduate School of Pure and Applied Sciences Programs in:</td>
</tr>
<tr>
<td></td>
<td>School of Social and International Studies College of International Studies</td>
<td></td>
</tr>
<tr>
<td>Academic Service Office for the Systems and Information Engineering Area (2nd Floor, 3A Building)</td>
<td>School of Social and Engineering College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences Bachelor’s Program of interdisciplinary Engineering School of Informatics College of Information Science</td>
<td>Graduate School of Systems and Information Engineering Programs in:</td>
</tr>
<tr>
<td>Academic Service Offices</td>
<td>Undergraduate (Schools and Colleges)</td>
<td>Graduate School (Schools and Programs)</td>
</tr>
<tr>
<td>-------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Academic Service Office for the Life and</strong></td>
<td><strong>School of Humanities and Culture</strong></td>
<td><strong>Graduate School of Life and Environmental</strong></td>
</tr>
<tr>
<td><strong>Environmental Sciences Area</strong></td>
<td><strong>College of Comparative Culture</strong></td>
<td><strong>Sciences</strong></td>
</tr>
<tr>
<td>(3rd Floor, 2B Building)</td>
<td><strong>College of Japanese Language and Culture</strong></td>
<td>Programs in:</td>
</tr>
<tr>
<td>Student Support 029-853-4804</td>
<td><strong>School of Life and Environmental Sciences</strong></td>
<td>Geoscience / Biological Sciences /</td>
</tr>
<tr>
<td>Undergraduate Educational Affairs</td>
<td><strong>College of Biological Sciences</strong></td>
<td>Agro-bioresources Science and Technology /</td>
</tr>
<tr>
<td>029-853-4803</td>
<td><strong>College of Agro-biological Resource Sciences</strong></td>
<td>Environmental Sciences / Geoenvironmental Sciences /</td>
</tr>
<tr>
<td>Graduate Educational Affairs</td>
<td></td>
<td>Earth Evolution Sciences / Integrative</td>
</tr>
<tr>
<td>029-853-7808</td>
<td></td>
<td>Environment and Biomass Sciences / Appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Technology and Sciences for Sustainable Development /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Biosphere Resource Science and Technology / Life Sciences /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bioengineering / Bioindustrial Sciences / Sustainable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Environmental Studies / Advanced Agricultural Technology</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Sciences / Integrative Environmental Sciences / Sustainability and Environmental Sciences</td>
</tr>
<tr>
<td><strong>Academic Service Office for the Human Sciences Area</strong></td>
<td><strong>School of Human Sciences</strong></td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong></td>
</tr>
<tr>
<td>(2nd Floor, 2A Building)</td>
<td><strong>College of Education</strong></td>
<td>Programs in:</td>
</tr>
<tr>
<td></td>
<td><strong>College of Psychology</strong></td>
<td>Education Sciences / Education / School</td>
</tr>
<tr>
<td></td>
<td><strong>College of Disability Sciences</strong></td>
<td>Education / Psychology / Disability Sciences</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Master's Program in Education</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>School Leadership and Professional Development / Secondary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Education / Master of Arts in Education (International Education)</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programs in:</td>
</tr>
<tr>
<td><strong>Academic Service Office for the Art and</strong></td>
<td><strong>School of Health and Physical Education, Health and Sport Sciences</strong></td>
<td>International Development and Peace through</td>
</tr>
<tr>
<td><strong>Sport Sciences Area</strong></td>
<td><strong>School of Art &amp; Design</strong></td>
<td>Sport / Human Care Science / Kansai, Behavioral and Brain</td>
</tr>
<tr>
<td>(2nd Floor, 5C Building)</td>
<td></td>
<td>Sciences / Sports Medicine / Advanced</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Education and Sports for Higher Education / Physical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Education, Health and Sport Sciences (Master's Program) /</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physical Education, Health and Sport Sciences (Doctoral Program) / Coaching Science / Art and Design / World Heritage Studies / World Cultural Heritage Studies</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programs in:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programs in:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Programs in:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong></td>
</tr>
<tr>
<td>Academic Service Offices</td>
<td>Undergraduate (Schools and Colleges)</td>
<td>Graduate School (Schools and Programs)</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------</td>
<td>---------------------------------------</td>
</tr>
</tbody>
</table>
| **Academic Service Office for the Medical Sciences Area**  
(2nd Floor, 4A Building)  
Student Support 029-853-2916  
Undergraduate Educational Affairs  
(Medicine) 029-853-3412  
(Nursing and Medical Sciences) 029-853-3420  
Graduate Educational Affairs 029-853-3013 | **School of Medicine and Medical Sciences**  
School of Medicine  
School of Nursing  
School of Medical Sciences | **Graduate School of Comprehensive Human Sciences**  
Programs in:  
Medical Sciences / Biomedical Sciences / Clinical Sciences / Nursing Sciences / Agro-Biomedical Science in Food and Health |
| **Academic Service Office for the Library, Information and Media Sciences Area**  
(2nd Floor, 7B Building)  
Student Support 029-859-1130  
Undergraduate Educational Affairs 029-859-1110  
Graduate Educational Affairs 029-859-1120 | **School of Informatics**  
College of Media Arts, Science and Technology  
College of Knowledge and Library Sciences | **Graduate School of Library, Information and Media Studies**  
Program in:  
Library, Information and Media Studies |
| **Academic Service Office for School of Integrative and Global Majors**  
(Laboratory of Advanced Research A703)  
Global Issues 029-853-2500  
Human Biology 029-853-7085  
Life Science Innovation 029-853-3666  
Humanics 029-853-7085  
(2nd Floor, 3A218)  
Empowerment Informatics 029-853-8740 | **Bachelor's Program in Global Issues** | **Ph.D. Program in Human Biology**  
Ph.D. Program in Empowerment Informatics  
Master's / Doctoral Program in Life Science Innovation  
Ph.D. in Humanities** |
2 Changes in Student Status

If you are thinking to apply for change of student status in the cases below (excluding 2. Re-enrollment nor 5. Dismissal and Disciplinary Action), please make sure to consult with your Class Instructor or Academic Advisor beforehand.

(1) Leave of Absence

If you are unable to attend classes for more than 2 months due to an illness or other particular reasons, you are allowed to take a leave of absence within 1 year upon the approval of the head of your affiliation. You can obtain a request form for a Leave of Absence at your respective Academic Service Office.

**Document Required:** Application for a Leave of Absence (Requires an approval seal of your Class Instructor / Academic Advisor, confirmation seal of tuition payment, and a medical certificate must be attached in the case of sick leave.)

**Deadline of Submission:** 1 month prior to absence (*Depending on the colleges, 2 months in advance)

**Place of Submission:** Undergraduate Educational Affairs, Academic Service Office

**Period of Absence:** Within 1 year

**Notes:**
1. The period of absence may be extended by up to 1 year in certain circumstances. However, the total period of the absence during your enrollment period shall not exceed 3 years.
2. The period of absence will not be added to the period of enrollment neither to the minimum required term of the study.
3. The written permission will be issued after the request got approved at the corresponding faculty meeting.

(2) Re-enrollment

Students returning from a leave of absence upon the expiration of the approved period must submit a Notification for Re-enrollment before the expiration date of the approved date.

If you wish to return from a leave of absence during the approved period, please submit a request form “Application for Re-enrollment” to be approved. In case you have taken a leave of absence due to illness, a medical certificate that proves of your recovery is required.

**Document Required:**
For the expiration of the period of leave of absence ⇒ Notification of Re-enrollment
Re-enrollment midway through the period of leave of absence ⇒ Application for Re-enrollment

**Deadline of Submission:** 1 month prior to re-enrollment

**Place of Submission:** Undergraduate Educational Affairs, Academic Service Office

*Only available in Japanese*
(3) Transfer, Study Abroad, and Change of Courses

Note: The written permission for the requests will be issued after they got approved at the corresponding faculty meeting.

① Transfer
If you wish to enter or transfer to a different university, you must obtain president’s permission.

Document Required: Application for Permission to Take Entrance Examinations at Other Universities
(Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission: Undergraduate Educational Affairs, Academic Service Office

② Study Abroad
You can study abroad remaining enrolled at the University upon approval of the head of your affiliation. Upon the approval of the University, a maximum of 60 credits from study abroad may be added to the graduation requirements. Any credits earned before enrollment, in leave of absence, or from other universities while studying at the University of Tsukuba are also included in this 60-credit limit.

Document Required: Application for Studying Abroad (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission: Undergraduate Educational Affairs, Academic Service Office

③ Changes of Courses
In case of transferring to a different School or College within the University of Tsukuba, you may be permitted to start from the corresponding year of the course / program upon the selection and the approval.

Document Required: Application for Change of School and College (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission: Undergraduate Educational Affairs, Academic Service Office

(4) Withdrawal
If you have to withdraw from the University due to economic or other unavoidable circumstances, a request for withdrawal must be submitted detailing the reasons.

Document Required: Application for Withdrawal from School (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission: Undergraduate Educational Affairs, Academic Service Office

Note: The written permission will be issued after the request got approved at the corresponding faculty meeting.

(5) Dismissal and Disciplinary Action
In order to maintain a favorable educational and research environment as well as to preserve order in the University, the regulations such as Undergraduate School Rules the National University Corporation Regulations for Student Activities, and other regulations / policies have been established. If a student is found guilty of breach of regulations or policies, corresponding disciplinary measures will be taken.
1 Dismissal

A student shall be dismissed from the University under the following circumstances:

i. Fail to pay tuition fees, even after being demanded to do so by the University.

ii. Exceed the maximum enrollment duration as stated in the Undergraduate School Rules, Article 4 (maximum duration: 6 years in general, 9 years in the School of Medicine).

iii. Fail to attain at least 15 credits (or equivalent credits / courses taken in the School of Medicine) each year (*excluding those who have obtained permission from the Dean in advance).

iv. Exceed the maximum period of leave of absence and are still unable to attend the University as stated in the Undergraduate School Rules: Article 48-1 (2 years of continuous leave of absence) and Article 48-2 (total of 3 years of leave of absence).

v. Fail to pay admission fee after finally denied the application for admission fee exemption, or approved for a half exemption.

2 Disciplinary Action

Any student who breaches the university regulations or goes against the duties of a student will be disciplined by the President or as otherwise required after discussions with the Education and Research Council. Depending on the cases, 3 types of measures: Disciplinary Withdrawal, Suspension, or Reprimand will be taken.

The measure, Disciplinary Withdrawal shall be taken under following circumstances:

i. Have bad behavior and there is no room for improvement.

ii. Frequently be absent from the classes without justifiable reasons.

iii. Disturb the order of the University and significantly violate the students’ duties.

Note: The period of Suspension will be added to the enrollment years, but not to the minimum required term of the study.

In case the period is within 1 month, it may be added to the required term.

3 Change in Personal Information

Please promptly submit the designated notification when your registered name, gender, domicile, emergency contact number, or hometown address has been changed while you are enrolled at the University. In case of changes in current address, update it in the Contact Details field on TWINS yourself.

Document Required: Notification of Current Address, Notification of Change of Emergency Contact Number, Notification of Change of Name / Domicile

Place of Submission: Student Support, Academic Service Office

Around once a semester, TWINS displays confirmation screen of your current address when you log into your TWINS page. Even though there is no change in your address, please choose “Confirm” button of the message box. Without the confirmation, you cannot issue certificates using Automatic Certificate Issuing Machine.
II. Campus Life

1. “Campus Life” on the University Website
   http://www.tsukuba.ac.jp/campuslife/
   “Campus Life” describes the outline of major features of school life, campus and facilities as well as school events. It also provides links to official web sites of campus-life-related organizations such as Student Organizations.

   ◇ Main Contents Accessible on “Campus Life”
   - Academic Calendar
   - General Consultation Service
   - Student Residence Halls and Off-Campus Housing Information
   - Support for Students with Disabilities
   - Training Centers / Seminar House
   - Personal Accident Insurance for Students Pursuing Education and Research (PAS; Gakkensai), etc.
   - Scholarships
   - Division of Career Services Website
   - Volunteer Information
   - Welfare Facilities
   - University Health Center

2. Issuing Official Documents and Certifications

(1) Student ID Card
   A Student ID Card is proof that you are a student of the University, so you should carry it at all times and take good care of it. Furthermore, you may be required by the university staff to show your card in many situations on campus. Please make sure to carry the card with you always and you must show it when asked to do so.

   In following cases, your Student ID Card is required to prove your identity.
   - Registering Attendance: Classes and Examinations
   - Use of Student Discount: Student Discount Certificate (for travel fare) and Student Commuter Pass

Attention

- You must not rent or give your Student ID Card to anyone else.
- In case of any changes in the entries to the Student ID Card, please approach your respective Academic Service Office.
- You must return your Student ID Card to your respective Academic Service Office when you lose your student status upon graduation or withdrawal.
**Period of Validity**

Student ID Cards are valid until the end of the required term of study. For those who are going to be enrolled for more than the term embossed on their Student ID Card, please approach the respective Academic Service Office to renew the Student ID Card at the end of the academic year.

**Re-issuing Student ID Card**

Your Student ID Card can be re-issued with the following procedures in case you have lost / damage the card, or in other circumstances.

1. Pay the issue fee, 1,000 yen at Shihokai Service Promotion Office on the 4th Floor of the University Hall. After the payment, collect the receipt “IC Card Purchase Certificate for Student ID Card” and the form “Request to Reissue a Student ID Card”.
2. Fill out the application above and submit it with the receipt to the Division of Student Welfare or the Academic Service Office (if you are in a hurry, come to the Division of Student Welfare).

Notes:
1. If you want to change the picture on your Student ID Card, attach the new picture (3 x 2.4 cm, close-up of your full head and upper shoulders with no other objects, nothing in the background, taken within the last 3 months) to the forms.
2. If you find your lost Student ID Card after re-issuing the card, please return the old one to the Division of Student Welfare / your respective Academic Service Office at your earliest convenience.

**2) Student Discount Certificate (for travel fare)**

**Supportable Trip:** Curricular / Extracurricular activities, job search, entrance exam, going back to hometown during break or in other occasions, field trips

**Condition of Use:** Traveling more than 100km (one-way) on JR lines

**Discount:** 20% discount on ticket

*When your travel matches the condition for Round-Trip Discount (10% off on round trip tickets, if the trip covers more than 600 kilometers one way), the fare can receive another 20% discount.

**Period of Validity:** The certificate valid for 3 months from the issue date. Validity of purchased ticket period is shown below.

<table>
<thead>
<tr>
<th>Working Kilometers (one-way)</th>
<th>up to 200</th>
<th>up to 400</th>
<th>up to 600</th>
<th>up to 800</th>
<th>up to 1,000</th>
<th>up to 1,200</th>
<th>up to 1,400</th>
<th>up to 1,600</th>
<th>up to 1,800</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Valid</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

The certificate can be issued using Automatic Certificate Issuing Machine. Please note that only Degree Students (undergraduate / graduate students) can issue and use the certificate.

**3) Student Commuter Certificate**

In many public transportation, students can purchase a commuter pass if they show a valid Student ID Card. However, some railway or bus company may ask you to submit a certificate. If you need to have a certificate that proves your commuting, please request for it at your respective Academic Service Office.
(4) Certificate of Enrollment, Transcript of Academic Record, and Other Documents

Certificates can be issued by the automatic certificate issuing machine. If you entered the university before AY2012, the certificates in English cannot be issued unless you notified your name in English to the University. Please notify the name to respective Academic Service Office in case you need a certificate in English.

Locations of Automatic Certificate Issuing Machines and Issuable Certificates

<table>
<thead>
<tr>
<th>Location</th>
<th>Issuable Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Academic Service Office</td>
<td>• Student Discount Certificate</td>
</tr>
<tr>
<td>Student Plaza 2F (Weekdays, 9:00 to 21:00)</td>
<td>• Transcript</td>
</tr>
<tr>
<td>University Hall 2F</td>
<td>• Certificate of Enrollment</td>
</tr>
<tr>
<td>Shimoda Marine Research Center</td>
<td>• Certificate of Academic Record and Expected Completion</td>
</tr>
<tr>
<td>Sugadaira Research Center</td>
<td>• Certificate of Expected Completion</td>
</tr>
<tr>
<td></td>
<td>• Health Examination Certificate (can also be issued at the University Health Center)</td>
</tr>
<tr>
<td></td>
<td>• Certificate of Japanese Government (Monbukagakusho) Scholarship Student</td>
</tr>
<tr>
<td></td>
<td>• Certificate of Receipt of a Scholarship</td>
</tr>
</tbody>
</table>

Notes:
1. In case you cannot issue Health Examination Certificate, please ask for it at the University Health Center.
2. Operating Hours in Tokyo Campus: Monday, 10:00 to 18:00 / Tuesday to Friday, 10:00 to 21:00 / Saturday, 10:00 to 20:00
   (Operation day and time are subject to change depending on the occasion)

(5) Issue of Other Certificates

For the other certificates, fill out a request form including information such as intended purpose and submit it to the corresponding offices / counters below.

<table>
<thead>
<tr>
<th>Items</th>
<th>Corresponding Offices / Counter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition of Teaching License / Certificate of Prospective Teacher</td>
<td>Academic Service Office (Undergraduate Educational Affairs)</td>
<td></td>
</tr>
<tr>
<td>Certificate of Transcript / Graduation</td>
<td>Division of Educational Promotion (Academic Affairs Group)</td>
<td>For the request after graduation or leaving the University</td>
</tr>
<tr>
<td>Transcript of Academic Record / Certificate of Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Graduation</td>
<td></td>
<td>For Teaching License Application</td>
</tr>
<tr>
<td>Certificate of Credits for Teaching License</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td>Academic Service Office (Student Support)</td>
<td></td>
</tr>
<tr>
<td>Character Reference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Leading a student life, you may wish to distribute postings or documents to inform people of meetings such as seminars, recitals, discussions or other extracurricular activities. In such cases, the students can put up announcements or distribute flyers in accordance with the procedures and the regulations described in P.48, University of Tsukuba, National University Corporation Regulations on Student Activities. Please note that in these regulations, “Meeting” includes group gathering (including demonstrations), surveys and events.

The corresponding forms are placed in Academic Service Offices / Division of Student Welfare.

Please note that university may ban to hold a Student Meeting in case the persons responsible or the participants violated the regulations or failed following the university staff instructions.

**(1) Document Required and Submission**

- Request for a Meeting → Form for “Request to Organize a Student Gathering”
- Request for Posting / Distributing → Form for “Request for Posting / Distributing Documents”

When distributing documents or fliers, both forms above will be required.

When submitting a request, an approval signature of corresponding faculty members (see below) are required.

**Request for Student Organizations:** Instructor's signature

**Request for Class:** Academic Advisor's signature

**Request for Volunteers or other activities:** Signature of a faculty member of school / college that the person responsible for the meeting belongs.

**Place of Submission:** respective Academic Service Office of the person responsible

**Deadline of Submission:** 5 working days prior to the meeting date (*holidays excluded*)

**Start Accepting Applications:** 1 month prior to the date of the event

Notes:

1. The submission place for Campus-wide organizations (such as the University of Tsukuba Student Representative Conference, The Executive Committee of School Festival, Sports Day Student Committee, representative meetings for extracurricular activities) is Division of Student Welfare (Student Support).

2. When holding meetings on campus that will make money through donation or sales, attach a revenue and expenditure estimate to the application. The balance sheet should be submitted after the meeting.
(2) Meeting Place

The person responsible for the meeting must confirm the availability of the place with the office in charge (see below). Please note that some large classrooms equipped with learning devices are not available.

<table>
<thead>
<tr>
<th>Offices / Divisions</th>
<th>Corresponding Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Service Office for the Humanities and Social Sciences Area</td>
<td>1B, 1C, 1H</td>
</tr>
<tr>
<td>Academic Service Office for the Pure and Applied Sciences Area</td>
<td>1D, 1E, Cafeteria in Area 1, Soup Factory</td>
</tr>
<tr>
<td>Academic Service Office for the Systems and Information Engineering Area</td>
<td>3A, 3B, 3K, 3L, Cafeteria in Area 3</td>
</tr>
<tr>
<td>Academic Service Office for the Life and Environmental Sciences Area</td>
<td>2C, 2D, Cafeteria in Area 2</td>
</tr>
<tr>
<td>Academic Service Office for the Human Sciences Area</td>
<td>2A</td>
</tr>
<tr>
<td>Academic Service Office for the Art and Sport Sciences Area</td>
<td>5C, Cafeteria in Art and Physical Education Area</td>
</tr>
<tr>
<td>Academic Service Office for the Medical Sciences Area</td>
<td>4A, 4B, Cafeteria in Medical Area</td>
</tr>
<tr>
<td>Academic Service Office for the Library, Information and Media Studies Area</td>
<td>7A, Cafeteria in Kasuga Area</td>
</tr>
<tr>
<td>University Hall Office</td>
<td>University Hall, University Hall Square</td>
</tr>
<tr>
<td>Division of Student Welfare (Welfare and Residence Halls)</td>
<td>Student Residence Halls (Including the Daiwa Lease Community Station)</td>
</tr>
<tr>
<td>Division of Student Welfare (Student Support)</td>
<td>In Front of Matsumi Ike, Space in Front of the 2nd Floor of Building C in Area 1, Square between Area 2 and Area 3, Square in Front of the 2nd Floor of Building 5C in the Art and Sport Sciences Area, Central Courtyard in the 2nd Floor of Building 4A in Medical Area, Central Courtyard in Kasuga Area Note: *in charge of all outdoor space</td>
</tr>
</tbody>
</table>
(3) Posting and Distributing on Campus

Notices or posters must be displayed on the designated bulletin boards. As well as posting on bulletin board you can distribute notices or flyers only at designated and approved places. Please note the name of the Student Organization, or the name and affiliation of the persons responsible (if it is not for Student Organization activities) must be specified for both posting and distributing.

**Maximum Poster / Notice Size:** 80 cm × 110 cm

**Display Period:** Up to 1 month from the following the date of the permission.

*(Any outdated notices must be removed by the person responsible.)*

Diamond Bulletin Board Locations

<table>
<thead>
<tr>
<th>Area 1</th>
<th>Area 2</th>
<th>Area 3</th>
<th>Physical Education Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg.1B, 2nd Floor</td>
<td>Bldg.2B, 2nd Floor</td>
<td>Bldg.3A, 2nd Floor</td>
<td>Bldg.5C, 2nd Floor</td>
</tr>
</tbody>
</table>

Medical Area
Bldg.4A, 2nd Floor

Kasuga Area
Bldg.7B, 1st Floor

Hirasuna Community Center, 1st Floor

Oikoshi Community Center, 2nd Floor

Global Village, 1st Floor

Ichinoya Community Center, 1st Floor

Residence Halls in Kasuga
Bldg.1, 1st Floor

Residence Halls in Kasuga
Bldg.2, 1st Floor
(4) Setting Up Signboards and Megaphone Loudspeakers

If you wish to set up signboards or use megaphone loudspeakers, get the corresponding form and apply at Division of Student Welfare. When you apply, the name of the persons responsible must be mentioned on the form.

**Permission of Setting Up Signboard**

Document Required: Application to Set Up a Large Display Board

(*must be submitted 5 days (excluding holidays) prior to the setting)

Display Period: Up to 1 week including the days of the event

**Use of Megaphone Loudspeaker**

Document Required: Request for Use of Megaphones

(*must be submitted 5 days prior to the usage)

Note: Please consult the usage date, time and place to staff / faculty members.

The University curbs any political or religious activities of specific group / organizations, grounded in the fundamental principles that we never allow specific political activities with a political purpose on campus.

4 On-Campus Transportation

(1) Bicycle / Motorcycle Registration

In order to solve the issues of bike parking space or blocked passages by bikes, the bicycle / motorcycle registration system has been installed.

**Document Required: Application for Bike Registration**

(You can get the form at the submission place below)

**Place of Submission:** Division of Student Welfare (Student Support) / Academic Service Offices

**Registration Fee:** 2,000 yen per bicycle / motorcycle

⇒ IC tag will be issued. Please attach it to your bicycle / motorcycle

**When replacing bicycle / motorcycle**

When you change your bicycle / motorcycle, another registration is required. Please note that you cannot re-stick the IC tag of your previous bicycle / motorcycle to the new one.

**When Your Bicycle / Motorcycle got stolen**

We can re-issue your IC tag upon your request. Please submit a Theft Report and 再交付願い (sai-kofu-negai; request for reissue) to your respective Academic Service Office.
(2) Parking on Campus

If you have no choice but commuting by car, you can apply for an on-campus parking. Because of the limited number of parking spaces, the University has set the area prohibited to commute by car. Excluding special occasions, the students living in those areas are not allowed to commute to campus by a car.

**The Area Prohibited to Commute by Car**

- Areas within 2 kilometers from the locations of the students' Academic Service Office
- Areas of Student Residence Halls (*excluding special occasions such as disabilities)

**How to Apply**

① Collect the application form at your respective Academic Service Office.
② Submit the application attached with the all required documents to the office above.
③ After receiving the parking permit, you can use the designated parking.

Note: For further details, please refer to the notice and instruction displayed at Academic Service Offices.

<table>
<thead>
<tr>
<th>Parking Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gated Parking: 10,800 yen for a year (900 yen / month)</td>
</tr>
<tr>
<td>Non-gated Parking: 4,800 yen for a year (400 yen / month)</td>
</tr>
</tbody>
</table>

Illegal parking on-campus is subject to wheel lock or towing.

Parked cars blocking emergency vehicle traffic and causing a serious traffic disturbance will be towed. A driver who accumulates 7 or more penalty points will receive a warning, and further offences will result in wheel locks.

Please refer to the following website for parking violations and penalty points at Tsukuba Campus.

[University of Tsukuba, Road Safety Office] *Only available in Japanese
http://www.t-anzen.org/

(3) On-campus Transportation System (On-campus Loop-line Bus)

The University has introduced a campus transportation system convenient to the commute and mobility on campus. Please refer to the usage guide in Maruzen bookstores for details on how to use and precautions.

**Annual Bus Pass**: 8,600 yen per year *(The price is subject to change due to revision of consumption tax.)*

**Covered Section**: Between “Tsukuba Center” and the Bus Stops on Campus

(The bus pass above allows you to freely get on and off between the sections.)
How to Get & Use

Purchase the pass at any Maruzen bookstores on campus (there are 6 stores), and stick it on your Student ID Card.

Check Your Bus Pass Validity

- The bus pass will be valid till the end of the academic year. If you wish to use in the following year, please purchase the pass at the bookstores.
- No matter it is on purpose or not, using the expired pass is considered as fare evasion and must pay a fine calculated as below.

Penalty Fare = 270 yen (one way, maximum amount) × 2 (for both way) × 2 (penalty rate) × the number of days from the expiration (April 1st)

Route Map

Please refer to the following link for the timetable and fares of the University of Tsukuba loop line.


The bus pass sticker can be reissued at Division of Student Welfare in case the sticker got damaged or partially ripped.

*The sticker can be reissued only when you can show the sticker attached on your Student ID Card.

Contact

Division of General Affairs   TEL: 029-853-2025
(1) Tuition Fee Payment
Tuition Fees and Deadlines

<table>
<thead>
<tr>
<th></th>
<th>Tuition</th>
<th>Payment Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>267,900 yen</td>
<td>At the end of May: Date of account transfer is May 27 (if this falls on a national holiday or a weekend, it will be withdrawn he next business day)</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>267,900 yen</td>
<td>At the end of November: Date of account transfer is November 27 (if this falls on a national holiday or a weekend, it will be withdrawn the next business day)</td>
</tr>
</tbody>
</table>

Notes:
1. Tuition fees are subject to change. In case a fee gets revised during your enrollment, the new fee shall be applied as of the revised date.
2. If you have set up a Direct Debit for tuition payment, please ensure to deposit the money into your bank account.

① How to Pay Your Tuition Fees
Payment Method: Direct Debit (Excluding under special circumstances, such as Leave of Absence)
Required Documents: Application Form for Automatic Bank Transfer (Please make sure that the account number and the seal registered for it are correct when you fill it out)
Place of Submission: Treasury Section (Revenue Desk), Division of Financial Management (Administration Center, 3rd Floor)

Notes:
1. Under some circumstances, such as Leave of Absence, you can pay the fees by using a “Payment Slip” issued by the University. Please keep the bank transfer receipt issued by the financial institution.
2. If you need a proof of your tuition payment, please contact the Treasury Section (Revenue Desk) of the Division of Financial Management. It requires a few days to issue the certificate.

② Paying in Lump Sum
You can also choose to pay your fees in full (both 1st and 2nd semester) at once. When you print the account activities in your passbook, the letters "ツクバダイ" (Tsukuba·dai: University of Tsukuba) will appear for the payment, instead of mentioning 1st and 2nd semester.

Inquiries about Tuition Payment
Treasury Section (Revenue Desk), Division of Financial Management
TEL: 029-853-2161
(2) Financial Support

1. Tuition Waivers and Scholarships

   Full or partial exemption of the tuition fees for each 1st and 2nd semester may be awarded to those who need financial aid. Other than the exemption, tuition deferment or monthly installments option are also available.

   Including the scholarship “Tsukuba Scholarship” that the University of Tsukuba offers, you can also find many scholarships offered by Japan Student Services Organization (JASSO), local authorities, and private foundations (many of private foundation's scholarships are grant-type scholarship).

   [University website: Financial Support] *Only available in Japanese
   http://www.tsukuba.ac.jp/students/go-abroad/scholarship.html

2. Student Emergency Funds

   The University provides emergency loans to students in need of sudden expenses (such as unexpected accidents, delayed remittance, sickness, etc.).

   Loan Limit: 30,000 yen per person (*interest-free)
   Payment Deadline: Within 1 month (in principle) after the billing
   Payback Method: Single Lump-Sum Payment

How to Apply

   If you wish to receive the loan, you must apply at the Division of Student Welfare (Financial Support) upon the permission of the guarantor. Please note that only staff / faculty members (should be a faculty member, in principle) can be the guarantor of the loan.
**Student Insurance**

The brochures are distributed at Division of Student Welfare.

**(1) Personal Accident Insurance for Students Pursuing Education and Research (PAS: Gakkensai)**

The insurance, known as Gakkensai, covers the students’ bodily injuries caused by disaster/accidents during regular curriculum, school events, extracurricular activities, commuting times (exclusive to rational routes and means), and while being on campus (excluding Student Residence Halls). The University requires all students to join this insurance in order to provide secured campus life.

<table>
<thead>
<tr>
<th>Range of Coverage</th>
<th>Death benefits</th>
<th>Physical disability benefits</th>
<th>Medical benefits</th>
<th>Additional hospitalization benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular curriculum / school events</td>
<td>20 million yen</td>
<td>1,200,000 – 30 million yen</td>
<td>for 1 days or more treatment 3,000 - 300,000 yen</td>
<td></td>
</tr>
<tr>
<td>while being in campus facilities other than the time of regular curriculum or school events.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extracurricular activities on campus / off campus (exclusive to the activities notified to the University in advance)</td>
<td>10 million yen</td>
<td>600,000 – 15 million yen</td>
<td>for 4 days or more treatment 6,000 - 300,000 yen</td>
<td></td>
</tr>
<tr>
<td>Commuting time / Traveling between university facilities</td>
<td></td>
<td></td>
<td>for 14 days or more treatment 30,000 - 300,000 yen</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4,000 yen per day (Up to 180 days)</td>
</tr>
</tbody>
</table>

Notes:
1. In the case of injury, give notice to your respective Academic Service Office as soon as possible and send the accident report to the office managing the insurance by mail.
2. For further details, please contact your respective Academic Service Office or Division of Student Welfare.
(2) Liability Insurance coupled with PAS; Gakkensai (Futai-baiseki)

The insurance covers the injuries to a third party or property damage occurred during regular curriculum, school events, extracurricular activities such as volunteer work,*Note and the commuting time for those activities. This insurance is voluntary, and you can apply at your respective Academic Service Office or Division of Student Welfare.

<table>
<thead>
<tr>
<th>Course &amp; Range of Coverage</th>
<th>Course A</th>
<th>Course B</th>
<th>Course C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability Insurance for Students Pursuing Education and Research (known as Gakken-bai)</td>
<td>Accidents occurred during regular curriculum, school events, and the commuting time for those activities.</td>
<td>Accidents occurred during certain activities such as internships, work experience at care home, practical training at school, and the commuting time for those activities.</td>
<td>Accidents occurred during medical training related to the school/college in medical fields and the commuting time for those activities.</td>
</tr>
<tr>
<td>*This course covers the activities above on top of the coverage of Course B</td>
<td>*Excluding practical training in medical/ pharmaceutical field.</td>
<td>*Limited to those recognized as regular curriculum, school events, and extracurricular activities (see <em>Note</em>).</td>
<td></td>
</tr>
<tr>
<td>Coverage Option</td>
<td>Up to 100 million yen per accident for both bodily injury and property damage (<em>zero-deductible</em>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Coverage</td>
<td>340 yen</td>
<td>210 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>Insurance Fee (for 1 year)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The extracurricular activities covered in Course B are limited to the activities conducted by the approved student organizations implementing internships or volunteer works. Any other accidents occurred in club activities, other than those mentioned above, are not covered with this insurance.
(3) Comprehensive Insurance for Students Lives Coupled with PAS; Gakkensai (Futairy-gakuso)

This insurance provides 24-hour coverage for injury, illness, and compensation for accidents occurred in your student life (excluding the cases occurred during educational and research activities).

You can add this optional insurance on the basic insurance plan, PAS; Gakkensai, to add more options to your coverage.

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Students who live with family (those who live alone are also eligible)</th>
<th>Students who are living alone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>Limit per accident</td>
<td>In Japan: Limited to 100 million yen</td>
</tr>
<tr>
<td>Death and Residual Disability (Injury)</td>
<td></td>
<td>1 million yen</td>
</tr>
<tr>
<td>Inpatient and Outpatient (Injury)</td>
<td>Copayment</td>
<td></td>
</tr>
<tr>
<td>Inpatient and Outpatient (Illness)</td>
<td>Provides coverage of out-of-pocket expenses at medical institutions</td>
<td></td>
</tr>
<tr>
<td>Travel Expenses for Caregiver / Rescuer</td>
<td>1 million yen</td>
<td></td>
</tr>
<tr>
<td>Living Expense (Injury of parents / guardian)</td>
<td>1 million yen</td>
<td>1 million yen</td>
</tr>
<tr>
<td>Academic Expenses (Injury of parents / guardian)</td>
<td>500,000 yen</td>
<td>500,000 yen</td>
</tr>
<tr>
<td>Academic Expenses (Illness of parents / guardian)</td>
<td>500,000 yen</td>
<td>N/A</td>
</tr>
<tr>
<td>Damaged / Stolen Property for Living</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Tenant’s Liability</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(4) Comprehensive Insurance for Students Lives Coupled with PAS; Gakkensai for International Students (Inbound Futairy-gakuso)

This insurance provides support for international students living in Japan. This insurance is optional, and you can join it on a monthly basis.

<table>
<thead>
<tr>
<th>Type A</th>
<th>Type B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term of Insurance</td>
<td>More than 4 months</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>Limit per accident</td>
</tr>
<tr>
<td>Death and Residual Disability (Injury)</td>
<td>1 million yen</td>
</tr>
<tr>
<td>Medical Expense (Injury)</td>
<td>Copayment</td>
</tr>
<tr>
<td>Medical Expense (Illness)</td>
<td>Provides coverage of out-of-pocket expenses at medical institutions</td>
</tr>
<tr>
<td>Travel Expenses for Caregiver / Rescuer</td>
<td>3 million yen</td>
</tr>
<tr>
<td>Fixed Amount of Coverage for Injury</td>
<td>N/A</td>
</tr>
</tbody>
</table>
(5) Sports Safety Insurance

In order to let people take part in sports or cultural activities at ease, Sports Safety Association (General/Public Interest) established the insurance for sports and other physical activities in collaboration with insurance companies.

Any amateur groups with more than 4 members, performing activities in the fields such as sport, culture, recreation or volunteering can join this insurance. Injury accidents occurred during group activities, the commuting time, or property damage can be covered with this insurance.

◇For further details about the insurances for students, please contact the followings.

Comprehensive Insurance for Students Lives Coupled "Gakkensai"

TEL: 0120-811-806
Web: https://www.web-tac.co.jp/service/univ.html

Gakkensai for International Students (Inbound Futsai-gakuso)

Insurance Claim: insclaim.futaigakuso@tmnj.jp  General Introduction: futaigakuso.inbound@tmnf.jp

Public Interest Incorporated Association, Sporty Safety Association

TEL: 03-5510-0022
Web: https://www.sportanzen.org/

7 Study Abroad Support

For those who wish to study abroad, it is important to start preparation as early as possible. There’s plenty you can do to prepare yourself in advance, such as learning the target language, attending events or workshops relating overseas study, gathering information from journals or other students, etc.

Other than preparing yourself, the University provides various support programs for studying abroad.

(1) University of Tsukuba Study Abroad Support Programs

HABATAKE! Program, launched in AY2015, contains 5 programs to provide several types of support for study abroad.

<table>
<thead>
<tr>
<th>Support Allowance</th>
<th>Overseas Partner University Support Program</th>
<th>Campus in Campus (CiC) Support Program</th>
<th>Overseas Study Tour Support Program (MUSHASHUGYO)</th>
<th>Overseas Academic Conference Participation Support Program</th>
<th>Language and Overseas Training Support Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly allowance up to 80,000 yen</td>
<td>Overseas Partner University Support Program</td>
<td>Campus in Campus (CiC) Support Program</td>
<td>Overseas Study Tour Support Program (MUSHASHUGYO)</td>
<td>Overseas Academic Conference Participation Support Program</td>
<td>Language and Overseas Training Support Program</td>
</tr>
<tr>
<td>Up to 200,000 yen</td>
<td>Up to 80,000 yen</td>
<td>Monthly allowance up to 80,000 yen (CiC Short-Term Program: Up to 150,000 yen)</td>
<td>Up to 150,000 yen</td>
<td>Up to 80,000 yen</td>
<td>Up to 100,000 yen</td>
</tr>
</tbody>
</table>

23
(2) Other Support Programs

<table>
<thead>
<tr>
<th>Support Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commemorative Fundraising for the 40th + 101st Anniversary of the University of Tsukuba, Support for Projects for International Exchanges</td>
</tr>
<tr>
<td>Japan Student Services Organization (JASSO) Student Exchange Support Program (within partnership institutions)</td>
</tr>
<tr>
<td>Japan Public-Private Partnership Student Study Abroad Program Tobitate! Young Ambassador Program</td>
</tr>
</tbody>
</table>

Other than the above programs, there are programs which help Japanese students to study abroad such as: 1. “local governments / local international associations scholarships”, supported by foreign governments to help Japanese students who live / study in their district. 2. “private foundations scholarships” supported by private foundation.

Please check the following websites for details on each support program.

- [Scholarships for Study Abroad at the University Website](http://www.tsukuba.ac.jp/students/go-abroad/scholarship.html) (*Only available in Japanese*)
- [Tobitate! (Leap for Tomorrow) Study Abroad Initiative](http://www.mext.go.jp/en/news/topics/detail/1381252.htm)

(3) Overseas Partner Universities

If you wish to learn about overseas partner universities for your study, you can check the list of the universities overseas having exchange agreements with the University of Tsukuba.

- [Office of Global Initiatives](http://www.kokuren.tsukuba.ac.jp/GP/gplist.html)

Inquiries about Study Abroad

Division of Student Exchange (Study Abroad)  TEL: 029-853-6792  E-mail: isc-kaigai@un.tsukuba.ac.jp

(4) Overseas Students Safety Management

During recent years, there are various occasions to travel overseas from brief durations to extended periods including overseas training and internship. With these, it is conceivable that there are cases of involvement in emergency situations including significant injuries, accidents, crimes, diseases, and disasters. You may not avoid danger if you live at the same level of awareness while living in Japan. First, be conscious of the risks of “being overseas” and always strive for both safety and health management. Please refer to the following website and Safe Living for details.

- [University website: Overseas Student Safety Management](http://www.global.tsukuba.ac.jp/go/grm?language=en)
(5) Study Abroad Insurance Coupled with “Gakkensai” (Futai Kaigaku)
This insurance is available for Gakkensai subscribers, and covers their study in the overseas institutions that have been approved by the University. Taking advantage of Gakkensai, widely used in Japanese universities, this insurance covers various aspects of risk while studying abroad. For further details, please refer to the pamphlets distributed at Division of Student Exchange.

① Target Persons
Students studying / traveling abroad with the university program
(*Followings are not covered by the insurance; personal overseas trip, studying a language abroad organized by the students themselves, or Working Holiday)

② How to Apply
The application is distributed in the Division of Student Exchange.
What to Submit: 1. Application form, 2. A copy of permission / acceptance letter of studying abroad (something that proves that you go abroad with an official program of the University)
Where to Submit: The insurance agent mentioned below

Contact
(Insurance Agent) エキスパート株式会社 (Expert Corporation)
TEL: 029-858-1000  FAX: 029-858-1500

8 Harassment

The University has been grappling with harassment with the following basic stands.

- Never allow to violate the dignity of persons that make them feel uncomfortable to study or work on campus.
- In case a harassment case is reported, the University shall deal with it in fairly and appropriately.
- After clarifying the facts, the University shall deal with the matter strictly after clarifying the facts.
- Aiming for a harassment-free campus, the University promote many activities to increase awareness of harassment.

If you feel you are being harassed, consult at / with Harassment Counseling Center or a harassment advisor. The center and counselors strictly protect the confidentiality of information shared during sessions, so please feel free to contact us.

Anti-Harassment (required on-campus network) *Only available in Japanese
https://www.tsukuba.ac.jp/staff/anti-harassment/
Part-time Job

(1) Off-campus Part-time Jobs
Jobs targeting the students are available on the website “Arbeit (part-time job) Information Network for Students in the University of Tsukuba (*operated by a subcontracting company)”. Once you create an account for the website, you will be able to search the jobs posted there.

For further details regarding the service, please refer to the following page.

[University website: Part-time Job]
http://www.tsukuba.ac.jp/en/students/campus-life/part-time-jobs

(2) University of Tsukuba Student Job Bank
This job bank system, consisting of both “Subcontracting” and “Short-Term Employment” has been stated to nurture the autonomy and independence of students. By registering in the website of student job bank, you can receive notices related to recruitment.

① Subcontracting
The University outsources a part of university operation to students who want to start a business by themselves in the future. The students can work as a subcontractor of the University, however, you need to fulfill the conditions for the entry. For further details, please check the website.

② Short-Term Employment
Some departments or offices in the University hire students with employment contracts within a period of time (on a short-term basis). The working shift will be determined after consulting the staff of the departments / offices, so it helps students balance their part-time job and study. (Including TA: Teaching Assistant, the total working time of this on-campus paid work shall be up to 20 hours per week.)

The students with this contract will get paid on the 17th of the following month when they engaged in work (it varies if the 17th is a national holidays).

<table>
<thead>
<tr>
<th>Subcontracting</th>
<th>Short-term Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving work instructions</td>
<td>No</td>
</tr>
<tr>
<td>Fixed working time &amp; place</td>
<td>No</td>
</tr>
<tr>
<td>Replace workers</td>
<td>Non-replaceable</td>
</tr>
<tr>
<td>Basis of the remuneration</td>
<td>Results</td>
</tr>
<tr>
<td>Withholding Tax Slip (Gensen Choshu Hyou)</td>
<td>Non-Issuable</td>
</tr>
<tr>
<td>Necessary Expenses</td>
<td>Borne by the Subcontractor</td>
</tr>
</tbody>
</table>

【Student Job Bank】*Only available in Japanese
https://ut-jinzai-bank.tsukuba.ac.jp/
2 Welfare Facilities

The University has welfare facilities such as cafeterias, coffee shops, bookstores, etc. Information on their business hours, schedule of food trucks, or notices can be found on the website below.

[University of Tsukuba, Welfare Association Website] *Only available in Japanese
http://www.tsukuba-koseikai.com/

3 Student Residence Halls and Off-campus Housing

The University of Tsukuba, Student Residence Halls have been established to offer its students excellent study environment along with the opportunity to experience autonomous civic life.

In order to provide housing options, accommodation for short term student (Short Stay House) was installed on April, 2016, and shared accommodations (Global Village), which focuses on international exchange, commenced its operation on April, 2017.

Please check the details on the residence halls and information on application period, apartments, etc. in the University website.

[University website: On/Off-campus Housing]
http://www.tsukuba.ac.jp/en/students/campus-life/accommodation

(1) On-campus Housing Consultation

If you want to consult on availability of student residence halls, please contact the following:

Contact
Division of Student Welfare (Welfare and Student Residence Halls)
TEL: 029-853-2265   E-mail: gakuseisyukuya@un.tsukuba.ac.jp

(2) Residence Hall Parking

If you want to use the student residence hall area parking, you need to get permission so please apply as stated below.

How to Apply

The application form and written oath are distributed in the Division of Student Welfare and residence hall offices. Furthermore, the Student ID Card and valid driving license will be checked when submitting the application so present them in the counter.


Place of Submission: Division of Student Welfare (Welfare and Student Residence Halls)
(2) Issue of Parking Permits

Parking permits will be issued on a first come first served basis. Those who have a parking permit can only use the designated parking space. Due to the limitation of parking spaces, not all applications may be approved. (In case of family room, only one car per family may be registered)

Note: Those who do not have a “parking permit” are not allowed to bring a car.

(3) Off-campus Housing

There are a considerable number and variety of apartments, or condominium buildings near the campus.

Average monthly rent is around 35,000 yen to 50,000 yen for an apartment with a 6-tatami mat room (9.18m²) with kitchen, bath, and toilet. You can search for apartments through acquaintances and contacting real estate agencies. The Division of Student Welfare also has information on some neighborhood properties which are available for browsing, however, the properties are not directly procured by the University so refer to real estate agencies on your own.
1 Student Organizations

More than 250 Student Organizations, divided into “Extracurricular Activity Groups” and “Student Groups” has been registered at the University and do their activities very lively.

In order to discuss their issues or share opinions with the University, the extracurricular activity groups have organized 3 Circle Rengokai (Circle Association) : Cultural Circle Federation, Athletic Department, and Artistic Circle Union. Controlling each organization by the associations, Extracurricular Activity Group are given priority in the use of on-campus facilities or in the other things.

To be registered as an Extracurricular Activity Group, it requires getting the approval of the President through a screening based on standards in each association.

2 Equipment and Facilities

(1) Equipment Loans for Extracurricular Activities

The following equipment is loaned out for extracurricular activities.
The equipment is for all students.
There may be compensation required for loss or damage to equipment that is caused intentionally or negligently.

Where to Apply: Division of Student Welfare (Student Support)
Reservation: Extracurricular Activity Groups → Available from 2 months prior to the usage
Student Groups → Available from 1 month prior to the usage
Individuals → Available from 2 weeks prior to the usage

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Spotlight</th>
<th>Mini spotlight</th>
<th>Par light</th>
<th>Lighting set</th>
<th>Strobe lighting set</th>
<th>Color filter wheel for spotlight</th>
<th>Spotlight stand</th>
<th>Footlight</th>
<th>Voltage Converter</th>
<th>Pin spotlight</th>
<th>Stage lighting</th>
<th>Mirror hall</th>
<th>Blackout curtain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Speaker system</td>
<td>Speaker with an built-in amplifier</td>
<td>Audio Mixer</td>
<td>Audio Junction Box</td>
<td>Microphone</td>
<td>Floor sheet</td>
<td>Microphone stand (type: straight stand / desktop)</td>
<td>Wireless amplifier (with microphone)</td>
<td>CD/radio/cassette player</td>
<td>Handheld microphone (loudspeaker)</td>
<td>Transceiver</td>
<td>LCD projector</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Foldable tent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Event tent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Camping tent (for summer)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Carpet</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Gilded folding screen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>University Flag</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Skiing gear (skis, boots, poles)</td>
<td>*for winter only</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Projection screen with stand
Video camera
Tripod stand
Drum-type extension cord
Mobile stage
Ladder
Foldable tent
Event tent
Camping tent (for summer)
Carpet
Gilded folding screen
University Flag
Skiing gear (skis, boots, poles)
*for winter only
(2) Use of Sport and Physical Education Facilities

Students can use university's sport and physical education facilities for extracurricular activities and recreation. You can check the following website for the facilities use. However, please keep in mind that the facilities cannot be used by individuals.

[University of Tsukuba, Sports and Physical Education Center]
https://www.sapec.tsukuba.ac.jp/

(3) Student Club Houses and Other Facilities

The University has 5 facilities for extracurricular activities: the Student Club House for cultural activities, the Student Club House for sports activities, Building for Extra-curricular Activities, Riding Grounds, and Toda Boat Storage. As a rule, the Student Club Houses must be shared among extracurricular activity groups.

3 Starting a New Student Organization

When you plan to establish a new group (a group for extracurricular activities), please apply after careful consideration of activity plans, continuity of the new group, or joining similar groups.

All the required documents related to the establishment are in the Division of Student Welfare (Student Support).

Documents Required: Request for Forming a Student Organization, Request for Forming a Student Organization (Exhibit), Student Organization Member List, Student Organization Member Summary Sheet, the reference materials for the establishment

Place of submission: Division of Student Welfare (Student Support)

4 Notification of Off-campus Activities / Events

When student organizations have sports matches, training, training camps or recitals, a form, 学生団体外行事届 (notification of off-campus activities / events of student organizations) should be submitted to the Division of Student Welfare.

This notification is important in keeping track of off-campus activities, and the prior notification is required to claim the "Personal Accident Insurance for Students Pursuing Education and Research" on the occurrence of accidents. Failure to submit this notification will result in the denial of coverage even if the accident happened during extracurricular activities.

Document Required: 学生団体外行事届 (notification of off-campus activities / events of student organizations)
Deadline of Submission: 1 week prior to the date of the event.
Place of Submission: Division of Student Welfare (Student Support)
List of Other Forms for Student Organizations

<table>
<thead>
<tr>
<th>Items</th>
<th>Counter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Continuation of Student Organization</td>
<td>Student Plaza, 3rd floor</td>
</tr>
<tr>
<td>“学生団体事業報告書” (student organization activity report)</td>
<td>Division of Student Welfare (Student Support)</td>
</tr>
<tr>
<td>Request for Change in Student Organization from that Originally Requested</td>
<td></td>
</tr>
<tr>
<td>Notice of Dissolution of Student Organization</td>
<td></td>
</tr>
<tr>
<td>Request for Permission to Join Off-Campus Organization</td>
<td></td>
</tr>
</tbody>
</table>

Inquiries about Extracurricular Activities

Division of Student Welfare (Student Support)  TEL: 029-853-2248

5 University of Tsukuba Shihokai Fund

The Shihokai fund provides 3 student-support services consisting of “extracurricular activities support service”, “student life support service”, and “public relations service”. And all the donation received from guardians are used for this service.

(1) Extracurricular Activities Support Service

With the donated money from supporters, the Shihokai provide various financial supports to the activities of Student Organizations, including about 140 extracurricular activity groups registered to the 3 big union (Cultural Circle Federation, Athletic Department, and Artistic Circle Union), and Zendaikai: the Student Representative Conference.

The form for requesting found is in the Shihokai Service Promotion Office.

<table>
<thead>
<tr>
<th>Extracurricular Activity Groups Grant</th>
<th>Grant to assist daily activities of extracurricular groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant for special event / occasions</td>
<td>Grant for extracurricular activities in the international exchange or interaction with locals Coverage: Travel fee for overseas expeditions (including the Olympics or World Championships) and cost of large-scale performance or anniversary projects</td>
</tr>
<tr>
<td>University Events Grant</td>
<td>Grant for official on-campus events organized by students Coverage: University Festival, Sports Day, Freshers Fair, etc.</td>
</tr>
<tr>
<td>Grant for other occasions</td>
<td>Grant for Group Loans, Special Supplies of Mementos, Accounting Interviews / Management Consultations</td>
</tr>
</tbody>
</table>

(2) Student Life Support Service

1 Emergency Loans

Due to accidents or disasters, when students happen to lack in living fund, free-interest loans can be provided to temporarily cover the cost. This loan has been used for life expense, supplemental funds for schooling and studying abroad, temporary funds before receiving scholarship, etc.
② Life Consultations
Life consultation is provided for various issues or difficulties to have arisen in campus life. Furthermore, the consultation corresponds with the General Consultation Service and Student Counseling Room as needed.

③ Print Support
In the Shihokai Service Promotion Office located on the 4th floor of the University Hall, print services such as hi-speed print, photocopy / print out or simple bookbinding, are available at discounted price.

④ Other activities
- Extracurricular Activity Groups Alumni Organization Service
- Selling an IC card for Student ID Card (for re-issuing)

(3) Public Relations Activities
“Shiho-no-Kaze (蜂蜂の風)” : Editing, publishing, delivering, and promotional activities.

The Public Relation Journal “Shiho-no-Kaze (蜂蜂の風)” provides information about our campus or activities report to the donators. The articles on the journals are planned and reported by the students belonging to Student Public Relation.

**Contact**
Division of Student Welfare, Shihokai Service Promotion Office (University Hall, 4th floor)
*You can access the office with the elevator next to UT shop, Kirinoha.

TEL: 029-853-5886

6 Training Facilities
The following facilities are available to students for their extracurricular activities or other occasions.

(1) Kambara Hall
Location: Tsukuba Campus (in front of Tsukuba Daigaku Nishi bus stop)
Capacity: Approximately 70 people
Facilities: Zen rooms, study rooms, Japanese-style rooms, lecturer rooms
Procedures: Submit the designated request form to the Division of Student Welfare (Student Support)
at least 10 days prior to the date of use.
Please note that groups using this facility on a regular basis must submit applications in advance for the coming month by the 20th of the previous month.
(2) Yamanaka Training Center “Lake Lodge Yamanaka”
**Location:** 479 Hirano, Yamanakako-mura, Minamitsuru-gun, Yamanashi-ken, 401-0502  
**Accessible Line & Bus:** <Bus: Chuo Expressway> Shinjuku → Bugakusō Mae (7-minute walk to the center)  
<JR Chuo Line> Fujisan Station (Bus bound for Hirano) → Keio Sanso Mae  
(5-minute walk to the center)  
**Capacity:** 48 students (8 students per room), 12 faculty / staff members  
**Facilities:** Seminar Room A (capacity 90 people), Seminar Room B (capacity 45 people), Sports Field  
*Note: Wireless LAN is available.*  
**Equipment:** Projectors, screen, piano  

(3) Tateyama Training Center “Nami Kaze Tateyama”
**Location:** 2861 Hojo, Tateyama-shi, Chiba-ken, 294-0045  
**Accessible Line & Bus:** <JR Uchibo Line> 3-minute walk from Tateyama Station (Hojo Beach, Tateyama)  
<Bus: Bosō Nanohana Goh> Tokyo → Tateyama Station (3-minute walk to the center)  
**Capacity:** 40 students (10 students per room), 13 faculty / staff members  
**Facilities:** Seminar Room #1 (capacity 75 people), Seminar Room #2 (capacity 20 people)  
*Note: Wireless LAN is available.*  

**Inquiries about Training Facilities**
Division of Student Welfare (Student Support)  TEL: 029-853-2250

(4) Kusatsu Seminar House

The Kusatsu Seminar House is a joint-use training facility for students and faculty of national universities in the Kanto Koshinetsu area managed by Gunma University. It is suitable for seminars, club training camps, and academic events and meetings such as presentations and discussions for graduation thesis.

Please refer to the following website for details on the facilities, used, etc.

**[Kusatsu Seminar House] *Only available in Japanese**
[http://www.gunma-u.ac.jp/studentlife/stu005/stu005_001](http://www.gunma-u.ac.jp/studentlife/stu005/stu005_001)

**Inquiries about Kusatsu Seminar House**
Gunma University, Student Support Division, Department of Academic Affairs  
TEL: 027-220-7145 (FAX: 027-220-7620)  
Email: kusatsu-sh@jimu.gunma-u.ac.jp
The health center provides first-aid assistance and psychiatric and health consultation services for students. In order to receive the services, it is required to show your Student ID Card.

You may be introduced to medical institutions as needed, and you may need your health insurance card in that case. If you live apart from your family and doesn’t have the insurance card, prepare the “遙隔地被扶養者証(Insurance Card / Certificate for Separately Living Dependent)” in advance.

1 Health Check-up

Periodic health examinations for students are held once a year, every April. Please check the Web Bulletin Board or University Healthcare Center website for details including the schedule. Some colleges of the School of Medical Sciences and students who perform teaching practice and care-experience can have periodic health examinations in February beforehand.

Notes: Health Examination Certificates cannot be issued if you have not taken the periodic health examination.

2 First-Aid Assistance and Psychiatric Consultation

The University Health Center has for 4 departments of diagnosis & treatment of internal medicine, orthopedics, dentistry, and psychiatry. A part of consultation fee is covered so students can get medical consultation about at half price of private medical institutions.

Sample Fees of Common Services
Cold (Acute upper respiratory inflammation): 800 yen, sprain: 1,300 yen, early cavity: 1,500 yen, and psychiatric examination: 2,000 yen

【University Health Center】
https://www.tsukuba.ac.jp/en/students/health/health-uhc

(1) First-Aid Assistance (Internal Medicine, Orthopedics, and Dental Treatment)

This is an emergency medical examination (only primary treatment is available) at the time of injury or illness and requires no appointment in principle. You must be examined in order to receive medication. Medication cannot be prescribed without prior examination.

Furthermore, dentistry provides immediate treatment of pain and inflammation, tartar removal, dental examination, preventive care, healthcare advice and consultation.

Hours of Operation  Weekdays 9:15-11:40 / 13:30-15:00

Notes  Orthopedic: On A First-come, First-served Basis (15 persons in the morning, 10 in the afternoon)
Dentistry: Tartar removal is by appointment after an examination.
(2) Psychiatric Consultation (Psychiatry)

A specialist doctor of psychiatry provides consultation and treatment intended for mental health including depression, swings, lowering of motivation, difficulty sleeping, and lack of appetite. The flow of consultation is as stated below.

<table>
<thead>
<tr>
<th>Appointment (Psychiatry, 1st floor)</th>
<th>On the day of consultation</th>
</tr>
</thead>
</table>
| **Hours**  
Weekdays 9:00-17:00  
TEL 029-853-2415 | **Please come to the reception of University Health Center with your Student ID Card** |
| **Urgent appointments can be considered as much as possible, so please feel free to speak.** | **The confidentiality of the medical examination will be honored. Please visit the Center at ease.** |

(3) Sick Note and Medical Certificate

If you need sick notes or certificates, please refer to the website of University Health Center

① Health Examination Certificates

Health certificates are issued to all students (including Credited Auditors and Non-degree Research Students) who have taken the periodic health examination. Automatic certificate issuing machines can also issue your health certificates.

② Sick Notes

A sick note or certificate of illness is only issued if your doctor judges that your Leave of Absence or suspension is necessary in accordance with your medical condition.

③ Certificate of visit

A certificate of visit (with the format of University Health Center) can be issued to those who visited the University Health Center for healthcare or consultations. The certificate includes the date and purpose of the visit. Please contact the counter at University Health Center for the certificate when you receive treatment.

(4) Hours of Operation

<table>
<thead>
<tr>
<th></th>
<th>Internal Medicine</th>
<th>Orthopedics</th>
<th>Dentistry</th>
<th>Psychiatry</th>
</tr>
</thead>
</table>
| **Hours** | 9:15-11:40  
13:30-15:00 | 9:15-11:40  
13:30-15:00 | 9:15-11:40 | 9:30-11:45  
13:30-14:30 |
| **Mon** | AM ○            | ○           | ○         | ○          |
|       | PM ○            | ○           | ○         | ○          |
| **Tue** | AM ○            | ○           | ○         | ○          |
|       | PM ○            | ○           | ○         | ○          |
| **Wed** | AM ○            | ○           | ○         | ○          |
|       | PM ○            | ○           | ○         | ○          |
| **Thu** | AM ○            | ○           | ○         | ○          |
|       | PM ○            | ○           | ○         | ○          |
| **Fri** | AM ○            | ○           | ○         | ○          |
|       | PM ○            | ○           | ○         | ○          |
(5) Consultation Fees and Other Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Internal Medicine</th>
<th>Orthopedics</th>
<th>Dentistry</th>
<th>Psychiatry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Consultation Fee</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>2 Medical Examination Fee</td>
<td>300 yen</td>
<td>300 yen</td>
<td>300 yen</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>3 Test Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. X-ray</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>b. Other Tests (blood, urine, ECG test)</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>c. Psychometric Testing (complex test)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>d. Psychometric Testing (simple test)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>500 yen</td>
</tr>
<tr>
<td>4 Treatment Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Doctor Treatment</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>b. Hygienist Treatments</td>
<td>N/A</td>
<td>N/A</td>
<td>500 yen</td>
<td>N/A</td>
</tr>
<tr>
<td>5 Document Preparation Fee</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Letter of Introduction</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>b. Sick Note (following the consultation at center)</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>c. Specialty Certificate</td>
<td>2,000 yen</td>
<td>2,000 yen</td>
<td>2,000 yen</td>
<td>2,000 yen</td>
</tr>
<tr>
<td>d. X-ray Copy</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>e. Copy of Test Result</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>f. Others</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
<td>1,000 yen</td>
</tr>
</tbody>
</table>

Notes of Charges and Services

1 Medical Examination in Response to the Health Examination

Medical examination and re-inspection in response to the periodic health examination is free of charge. However, a medication fee will be charged if medication prescription is needed on that day.

2 Consultation in 1 Department

a. Multiple tests (ex. blood, urine, ECG tests *excluding x-ray and psychometric testing) cost 500 yen.
b. If you have x-ray tests as well as the other tests for blood, urine, and ECG, you will be charged 1,000 yen in total (500 yen for the x-ray test + 500 yen for other test fees=1,000 yen).
c. A couple of x-rays cost the same as 1 x-ray photo.

3 Consultation in Multiple Departments

a. Consultation Fee: Total amount of consultation fees in each department (ex. 500 yen of internal medicine fee + 1,000 yen of psychiatry fee=1,500 yen)
b. Medication Fee: Total amount of medication fees in each department
c. Test Fee: Total amount of test fees in each department
d. Treatment Fee: Total amount of treatment fees in each department

4 Others

a. Health certificates based on the periodic health examination in Japanese and English are both free of charge (for both students and faculty members).
b. Certificates of visit and the instructions to SPEC: Sport Performance and Clinic Lab. are free of charge.
c. Health consultations with nurses and dental hygienist without treatment are free of charge.
d. Lending of equipment including crutches is free of charge.
e. Consultations for guardians or Class Instructor / Academic Advisor of the students is free of charge. (Mainly psychiatry)
f. Specialty certificates include all certificates (ex. psychology certificates submitted to governmental organization) other than the certificates with fixed-forms (ex. sick-leave certificate for pneumonia)
3  Student Counseling Room and General Consultation Service

The Student Counseling Room and General Consultation Service will help you to find a solution for any problems and worries. If you feel things go wrong, please feel free to use the services. These services are free of charge.

(1) General Consultation Service (open to any kind of consultation)
This consultation service is open to any kind of consultation, and for all students, guardians and faculty/staff members.
Appointment is not required and consultations by telephone is also available. Depending on the content of the consultation, we will explore the support that can be obtained together.

<table>
<thead>
<tr>
<th>Opening Hours</th>
<th>Student Plaza</th>
<th>Kasuga Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>9:30-12:15 &amp; 13:30-17:00</td>
<td>Weekdays, either in Morning / Afternoon</td>
</tr>
<tr>
<td>TEL</td>
<td>029-853-8430</td>
<td>029-859-1207</td>
</tr>
</tbody>
</table>

[University website: General Consultation Service]  
*Only available in Japanese  
http://www.tsukuba.ac.jp/campuslife/studentplaza.html

(2) Student Counseling Room
Student Counseling Room offers individual, face-to-face counseling sessions with specialized counselors. The counseling service provides any support for your worries or issues regarding your study, class, part-time job, family, harassment, etc. Please do not hesitate to consult us, we can work together and find the best way to solve your issues.

<table>
<thead>
<tr>
<th>Reception</th>
<th>University Health Center, 1st Floor *</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Hours</td>
<td>Weekdays, 9:30-17:00</td>
</tr>
</tbody>
</table>
| Request a Consultation | A prior appointment is required for the counseling session. Please ask for an appointment at the reception or on the phone. In case of an emergency, the urgent / emergency appointments are also available.  
Call for appointment: 029-853-2415 |
| Phone Consultation | You can also receive counseling on Phone Consultation (prior appointment is required). Anonymous phone consultations are also available.  
Phone Consultation: 029-853-2406 |

*The counseling room is scheduled to move to another site on campus in AY2019. Once confirmed, the announcement will be posted on the university website.
Encounter Seminar Camp  mid-July (one night)

Did you ever think such thoughts as “I want to know myself, or plan my future deeply”, “I want to have heart-to-heart talk to share my own mind with others”, or “I want to build new interpersonal relationships”? If so, Encounter Seminar Camp provides you a chance to encounter with yourself. We are welcoming those people who want to do things such as: changing their life, meeting people outside their major courses, sharing their mind or thoughts with others, or knowing others’ ideas/opinions. For further information including the schedule, please see the website of Student Counseling Room.

Campus Life Seminar

We often hold various seminars that enhance students’ life. These are implemented by the Student Counseling Room or together with the peer supporters.

3) Peer Support

Aiming for wide mutual support among the students, various Peer Support Activities carried out by the supporters are waiting for you. Please feel free to use the services.

If you are interested in supporting others, you can join the peer-support activities. The University also provides a class of Multidisciplinary Subject or the courses relating to the Peer Support.

Peer Support Consultation Box (Called as Tsubuyaki-Post)  
@ the Central Library, 2nd floor.

Just write and post your tweet as though speaking with a friend. The Peer Supporters will write you back.

Further information about Peer Support

University of Tsukuba, Peer Support Team
Twitter: @happysukuba  (The information about Peer Support is provided on Twitter.)
VI. Career Support

The Division of Career Services and the Center for Diversity, Accessibility and Career Development (DAC Center) enhance and support students to broaden their visions on society finding themselves and develop concrete plans towards their future through various things such as classes, guidance, private counseling, events, etc.

1 Support Services at Division of Career Services

(1) Private Career Consultations
To support career options and job hunting, we provide consultations conducted by experienced counseling staff. Any kind of consultation is available, from advice to students thinking of career options or job hunting, to concrete support for examination preps / career decisions.

Request an appointment: Ask for an appointment at the reception / by phone (Consultations for those who are studying abroad are available via Skype.)

Opening Hours: Weekdays, 8:30-17:15 (Lunch Break 12:15-13:15)
Telephone Reservation: 029-853-8444
Consultation Hours: Approximately 45 minutes per a session

(2) Career Support
① Classes (“Introduction to Career Planning”, “Career Design”, etc.)
② Events (On-campus company orientations, internship courses, employment preparation courses, Round-table Talk with Alumni, etc.)
③ Prep for Examinations ( Prep courses for teacher recruitment examination, civil service examination, etc.)
④ Tsukuba Career Portfolio (CARIO)
⑤ Personal Development Diagnostics Tool (SAGASU)

(3) Graduate Students and Postdoc Support
• Events for Career Development (exchanges with companies, poster presentation, company visits bus tours, etc.)
• Research-based long-term internships

(4) International Students Support
• Private career consultation toward international students
• Prep courses for those who wish to work in Japan
• Career support courses
(5) Information Service

- Information Corner for Job Hunting (Company guides, employment and work related journals, application guidebooks, and journals related to teaching staff and civil service)
- Posting information on the website (See page 41)
- The app for career support

For Students in the University of Tsukuba, Career Support App

The app provides various information related to career development. Install the app on your smartphone and start using by choosing “the University of Tsukuba” when you start it.
*We strongly recommend to use the app from the first year.

2 Survey on Career Plans / Course Progress

In order to provide career support fulfilling students’ needs and to cooperate the MEXT statistical survey, the University asks you to answer the survey below. You can answer / send the surveys on the website of Division of Career Services.

Individual information collected from the survey will not be used or publicly disclosed other than the purpose above.

(1) Survey on Career Plans  
Target Students: All students  
*Please answer this survey when you enter the university.

Please answer your career plans (going to MA/PhD course, working, etc. after the graduation) with this survey. Once you register the plan on our website, you will be able to access to various useful functions and services on the website of Division of Career Services.

Note: Only available in Japanese

(2) Survey on Course Progress  
Target Students: Final year students

The students who are in their final year (in both Undergraduate and Graduate) are required to inform their course progress as indicated in the steps below. Furthermore, please take your time to fill out the report of followings: job offers, teacher recruitment examination, or civil service examination.

Note: In case of international students, please get a form at your respective Academic Service Office.

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
</tr>
</thead>
</table>
| Answer the survey “Course Progress” | *Please fill out the corresponding report.  
· Job offers report  
· Report of teacher requirement examination  
· Report of civil service examination |
(1) How to Log-in

Please go to “学内専用ページログイン(Login Page on campus network)” and enter the user ID and the password. Please note that the website is available only with on-campus network.

User ID: Student ID Number (9 digits)
Password: Unified Authentication System Password (the same password on your TWINS page)

(2) Information Posted on the Website

Our website posts various information that helps your job hunting or career plans. To get the useful information, please don’t forget to log in to the website.

◇ Available Information

- Internships
- Job Listings
- Job Listings for International Students
- On-campus Company Orientation
- List of Alumni
- Job Offers Report
- Teaching (at private school) Job Listings
- Teacher Recruitment Examination
- Civil Service Examination
- Teachers / Civil Servants Activities Report
- Seminar / Guidance
- Result of Statistical Student Career Survey, etc....

Inquiries about Career Support

DAC Center / Division of Career Support
Tel: 029-853-8444   Email: syushokuka@un.tsukuba.ac.jp
Support for Students with Disabilities

The University provides academic support for students with disabilities while cooperating with each educational organization, administrative organization, and other organizations with a focus on DAC Center. Please feel free to contact the center for any academic difficulties or support.

Common Support Measures

1. Guidance for Disabled Students (for new students)
   The guidance for new students with disabilities, which is supported by 1. the faculty and staff members in the department the students belong to, 2. the centers relating to Common Foundation Subjects, and 3. the staff specializing in support for students with disabilities, is held every year at the time of entrance to the University. In the guidance, an outline of the support for students with disabilities at University of Tsukuba and course registration for Common Foundation Subjects are explained. Also, each educational organization provides opportunities for faculty and staff members to discuss matters of concern for students with disabilities under the supervision of specialist staff.

2. Learning Support
   Students with disabilities can get periodic individual consultation for classes, and “配慮依頼文書 (hairyo-irai-bunsho: consideration request documents)” is issued as may be necessary. Also, there are some support for lending assistive devices, campus mobility (including taking Welfare-Taxi), and learning support by peer tutors.

3. Peer Tutoring
   Peer tutors (learning assistants) are available, as needed, for undergraduate and graduate students with disabilities. Peer tutors are made up of general students and many students get actively involved every year. The class “Skills in Support for Students with Disabilities (Free Electives, Specific Foundation Subjects)” is held for the training. Peer tutors are paid in accordance with the conditions of the university. A certificate of assisting students with disabilities is issued in the name of the President to peer tutors upon request.

Support Desk

Reception Hours: Weekdays 8:30 - 12:15 / 13:15 - 17:15
Request Consultation: Prior Appointment
TEL: 029-853-4584
E-mail: shougai-shien@un.tsukuba.ac.jp
Location: 2nd Floor of the Student Plaza in Building 1D
The University has formulated the basic concept and guidelines of the University with regard to sexual minorities and made preparations. Along the way, the University has individually supported the students who are transgender or have gender dysphoria in their concerns such as changes in name, health examination, practical training at schools, and career support. Please refer to the guidelines on the website for details.

**Support Desk**
Reception Hours: Weekdays 8:30 · 12:15 / 13:15 · 17:15 (About 60 minutes per consultation)
Request Consultation: Prior Appointment
TEL: 029-853-8504
E-mail: diversity-au@un.tsukuba.ac.jp
Location: 2nd Floor of the Student Plaza in Building 1D

**Inquiries about Student Support for Disabilities / LGBT**
TEL: 029-853-4584 (Support for Students with Disability)
TEL: 029-853-8504 (Support for LGBT, etc. Students)
Website: http://dac.tsukuba.ac.jp (Only available in Japanese)
The University of Tsukuba has 5 libraries: the Central Library, the Art and Physical Education Library, the Medical Library, the Library on Library and Information Science, and the Otsuka Library. Our libraries hold about 2.68 million books in total. Please bring your Student ID Card with you when using the libraries.

In the Central Library, Learning Advisers and Library Volunteers will help you with any issues in both Japanese and English. Please feel free to ask them.

1 Library Hours

Note: The time inside brackets "(" refers to the available time to check out books.

<table>
<thead>
<tr>
<th>Tsukuba Campus</th>
<th>Regular Opening Hours</th>
<th>Opening Hours during Spring, Summer and Winter recess</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Central Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>8:30 – 24:00 (9:00 – 23:30)</td>
<td>9:00 – 20:00 (9:00 – 19:30)</td>
</tr>
<tr>
<td>Saturdays, Sundays, and Holidays</td>
<td>9:00 – 20:00 (9:00 – 19:30)</td>
<td>9:00 – 18:30 (9:00 – 17:30)</td>
</tr>
<tr>
<td><strong>Art and Physical Education Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>8:30 – 22:00 (9:00 – 21:30)</td>
<td>9:00 – 17:00 (9:00 – 16:30)</td>
</tr>
<tr>
<td>Saturdays, Sundays, and Holidays</td>
<td>10:00 – 18:00 (10:00 – 17:30)</td>
<td>Close</td>
</tr>
<tr>
<td><strong>Library on Library and Information Science</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Medical Library</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>8:30 – 22:00 (9:00 – 21:30)</td>
<td>9:00 – 20:00 (9:00 – 19:30)</td>
</tr>
<tr>
<td>Saturdays, Sundays, and Holidays</td>
<td>9:00 – 22:00 (9:00 – 21:30)</td>
<td>Note: Library hours in Feb. &amp; Sep. are the same as the regular hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tokyo Campus</th>
<th>Mondays</th>
<th>Tuesdays to Fridays</th>
<th>Saturdays</th>
<th>Sundays</th>
<th>Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>Otsuka Library</td>
<td>10:30 – 18:30</td>
<td>10:00 – 21:10</td>
<td>10:00 – 19:50</td>
<td>10:00 – 18:00</td>
<td>Closed</td>
</tr>
</tbody>
</table>

2 Services and Facilities

(1) Reference Service

Consultation services are offered on material searches and how to use the library. Please feel free to consult with the Reference Desk in the Central Library and staff at the counter in other libraries.

(2) Inter-Library Loan

Based on cooperation between libraries to share the material, the Inter-Library Loans service allows users to request items that aren’t available in our library’s collection (paid service). A letter of introduction to visit other libraries is also available.
(3) Photocopying Library Material
Photocopying of library materials is allowed only within the copyright act. Fill in the “Photocopy Application Form” placed beside the photocopy machine, and put it in the reception box when you copy the material.

(4) Volunteer Counter
At the Volunteer Counter in the Central Library, volunteers help you in the library. The volunteer staff can take you to the bookshelves to find the book you search, or they can offer a library tour in Japanese or English. Besides, they offer support for those who need help in reading or copying, and for international users. Please feel free to ask them.

(5) Seminar Room and Study Cubicles
Seminar rooms are available for group study and some are equipped with AV facilities. Other than the seminar rooms, graduate students can use Study Cubicles: small room for studying on their own, using library materials.
Note: Prior reservation via the library website is required.

(6) Workspace for Blind and Visually-impaired Users
The work spaces are available if you need an aid for reading because of visual impairments. If necessary, you can request the reading service by Library Volunteers at the Central Library with prior request.

(7) Using PCs: Zengaku (campus-wide) Computer System
Each library has satellite PCs linked to the Zengaku (campus-wide) computer system. You will need an account issued by Academic Computing & Communication Center (ACCC) to use the PCs.

(8) Learning Square and Student Support Desk (Main Building in the Central Library, 2nd Floor)
① Learning Square
Libraries support your study and learning in various aspects. You can use the study spaces called “Learning Square” for personal or group. The learning space is equipped with PCs, books of academic skills, the support counters and the exhibition spaces for your learning/research outcomes. And the University holds various kinds of exhibitions and workshops such as a writing support seminar, origami workshops for international students, etc.

② Student Support Desk
Learning Advisers, graduate students will support your studies (14:00 – 19:00 on weekdays during the semester). If you need some help on learning, please feel free to contact them.

(9) Learning Commons "Eureka" (Art and Physical Education Library)
The new style of learning space "Eureka" provides not only for group study and meetings, but also for contact with art and physical education projects such as an art work using a wall surface of more than 10 meters in width, yoga events, and so forth on daily basis.
(10) Learning Commons and Tutor Desk (Library on Library and Information Science)

1. Learning Commons
   The talk-able working space, Kasuga Learning Commons (KLS), equipped with presentation rooms, space for communication and relaxing are available for your personal / group study.

2. Tutor Desk
   Our tutors are waiting for you to help at the computers (Zengaku Computer) corner. Please check the support hours or any further details on the website “KLC・Kasuga Learning Commons” (http://klis.tsukuba.ac.jp/lc/). Only available in Japanese

---

3. Lending Services

| Maximum Items | Undergraduate students: 10 books / Graduate students: 20 books
*Journals and books labeled “参考(Reference)”, “禁帯出(In-library Use Only)”, “本学関係資料(University of Tsukuba Publication)”, “教科書(Textbook)”, “授業関連(Course Reserved Book)” cannot be checked out. |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Loan Period    | 3 weeks loan period, 3 times renewable
*Unless the book has already been reserved by someone else, you have any overdue books, or you are in the penalty period. |
| Borrowing Books| You can check out and renew books with the self-checkout machine or at the main counter. Your Student ID Card is required in both cases. Renewing your loan period is also available on the library website "My Library"
| Reserving Books on Loan | Up to 5 items can be reserved through the OPAC search results |
| Request for Internal Delivery | You can have the books delivered between libraries and receive the books at the library you chose. |
| E-mail Service  | After you reserve/request a book, you will receive an email to your registered email address to inform you when the book is available.
*Registering address for e-mail service on “My Library” is necessary. |
| Returning Books | The borrowed books must be returned before the due date.
  • The books can be returned to any of the university libraries.
  • When the library is closed, the books can be return to the book-drop.
  *The books with attached materials (DVDs, etc.) must be returned to the library counters in order to prevent damage. |
If you do not return books and they become overdue, you will be suspended from borrowing, renewals, reservations, and request for internal delivery.

*The overdue penalty period is equivalent to the longest overdue period of time.

Example: In case the due dates of books on loan are Apr. 5 and Apr. 9, and you returned them in Apr. 11,

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Penalty Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5</td>
<td>6 days</td>
</tr>
<tr>
<td>April 9</td>
<td>2 days</td>
</tr>
</tbody>
</table>

The overdue period + Returned + The longest overdue period

The penalty period is between Apr. 6 and Apr. 17.

4 University of Tsukuba Library Website (Tulips)

The library website provides access to Library Catalog (OPAC) as well as various academic information resources such as e-journals and databases.

What you can do with Tulips

- Renewal of loan period, reservation, and requests for book internal delivery
- Reservation of study cubicles, seminar rooms
- To access to on/off-campus collection of academic resources, full-text articles, or references.
- To create and manage a database of personal reference documents (RefWorks)
- To access “Tsukuba Repository”, a database containing academic content, academic papers, doctoral dissertations, research reports, etc.

University of Tsukuba Library (Tulip)
https://www.tulips.tsukuba.ac.jp/lib/en
The University has a range of policies, regulations and guidelines that relate to students in changing student status such as leave of absence, attaining their degree, tuition waiver, or campus life. For further details on those regulations, please check on the university website as needed. Some regulations or guidelines are not mentioned on the website, however, you can confirm them at your respective Academic Service Office or Division of Student Welfare.

In order to lead a life of student here, at University of Tsukuba, following 2 regulations are often referred. All students shall read and understand those regulations once.

Note: This English translation is for reference purposes only, and not an official definitive translation of the original Japanese texts. In the event a difference arises regarding the meaning herein, the original Student's Guide “学生便覧(gakusei-binran)” shall prevail as the official authoritative version.

【Code of University of Tsukuba Regulations】
http://www.tsukuba.ac.jp/public/hjo_kisoku/kisoku_index.html

University of Tsukuba Website (in Japanese) > 広報・情報公開 (Publicity and Disclosure of Information) > 国立大学法人筑波大学規則集 (Code of University Regulations) >

University of Tsukuba, National University Corporation
Regulations on Student Activities
Corporation Rules No. 57 of September 29, 2005
Revision: Corporation Rules No. 24 of 2007

Table of Contents
Chapter 1 General Provision (Article 1)
Chapter 2 Student Organization (Article 2 to Article 8)
Chapter 3 Meetings (Article 9 to Article 13)
Chapter 4 Postings (Article 14 to Article 18)
Chapter 5 Points to Note (Article 19)
Chapter 6 Supplements (Article 20)
Supplementary Provisions
Chapter 1 General Provision
(Purpose)
Article 1: These rules shall provide for necessary matters concerning campus life based on the previously defined Article 57 of the University of Tsukuba Undergraduate School Regulations (Corporation Regulations No. 10 of 2004; hereinafter referred to as “Undergraduate School Regulations” in Paragraph 1 of Article 8 and Article 11) and Article 63 of the University of Tsukuba Graduate School Regulations (Corporation Regulation No. 11 of 2004; hereinafter referred to as “Graduate School Regulations” in Paragraph 1 of Article 8 and Article 11).

Chapter 2 Student Organizations
(Establishment of Student Organizations)
Article 2: In order for students to establish a student organization (meaning a “group to engage in extracurricular activities”; the same applies hereinafter) within the University of Tsukuba (hereinafter called as “on campus”), a “Request for Forming a Student Organization” specified separately shall be submitted to the
President and obtain his/her permission.

Article 2-2: When establishing the student organization of the preceding paragraph, the advisory teacher shall be established from among university teachers (excluding research associates or assistants).

(Validity Period of the Permission)
Article 3: The validity of the period of the permission under the provisions of paragraph 1 of the preceding article shall end on the final day of the academic year that contains the date the said student organization obtained the permission.

Article 3-2: In order for the student organization to continue the said student organization to remain in such a position even after the validity of the permission, a "Request for Continuation of Student Organization" specified separately shall be submitted to the President and obtain his/her permission either on or before the date prescribed.

Article 3-3: With regard to the period of validity of the permission of the preceding paragraph, the previously defined paragraph 1 is applied mutatis mutandis.

(Submission of Activity Reports)
Article 4: Student organization shall submit a report, 学生団体事業報告書 (student organization activity report) specified separately, to the President by the last day of each academic year.

(Permission for a Change in Organization / Notice of Dissolution)
Article 5: In order for a student organization to change the application for student organization registration including the purpose of the said student organization, a "Request for Change in Student Organization from that Originally Requested" specified separately shall be submitted to the President and obtain his/her permission.

Article 5-2: In order for student groups to dissolve, a "Notice of Dissolution of Student Organization" specified separately shall be submitted to the President.

(Participation in Off-campus Organizations)
Article 6: In order for student groups to participate in organizations outside the University of Tsukuba (hereinafter referred to as "off-campus organization" in this article and Article 2 of the Supplementary Provisions), obtaining prior consent from the faculty member in charge, a "Request for Permission to Join Off-Campus Organization" specified separately shall be submitted together with the constitution of the said off-campus organization, to the President and obtain his/her permission.

(Restriction on Activities of Student Organizations)
Article 7: Student organizations shall not engage in political activities in favor of or against any specific political party, or religious activities in favor of any specific religion on campus.

(Suspension of Activities or Dissolution Order of the Student Organization)
Article 8: The President may suspend activities or order the dissolution of the said student organization if the student group falls under any of the following items.

(i) When activities that violates the Undergraduate School Regulations, Graduate School Regulations, or other previously defined corporation regulations are engaged.

(ii) When an operation of a student organization was not facilitated including when an accident was caused during the activity of the student organization.
(iii) When members of a student organization were involved in a deplorable event that is closely related to activities of the said student organization.

(iv) When activities of the student organization were not engaged over the long term or when the report, 學生團體事業報告書 (student organization activity report), was not submitted.

Chapter 3 Meetings
(Holding of Meetings)
Article 9: In order for students or student organizations to hold on-campus meetings (including mass processions and mass demonstrations; the same applies hereinafter), the person responsible shall be designated in advance and a "Request to Organize a Student Gathering" specified separately shall be submitted to the President and obtain his/her permission.

(Restrictions on Meetings)
Article 10: Students or student organizations cannot hold on-campus meetings for the purpose of activities pertaining to any specific political party or religious group.

(Prohibition of Meetings or Dissolution Order)
Article 11: The President may prohibit the holding of the said meeting or may order the dissolution of the meeting if the person responsible or a participant at the meeting violates the Undergraduate School Regulations, Graduate School Regulations, or other previously defined corporation regulations, or fails to follow instructions of the University staff.

(Fund Raising, Sales, etc.)
Article 12: With regard to acts for which students or student organizations have received money including on-campus fund raising, sales, etc. (meaning simply as “fund raising, sales” in Article 19 and Article 2 of the Supplementary Provisions), the previously defined preceding 3 articles shall be applied mutatis mutandis.

(Use of Megaphone Loudspeakers
Article 13: In order for students or student organizations to use megaphone loudspeakers on campus, the person responsible shall be designated in advance and a "Request for Use of Megaphones" specified separately shall be submitted to the President and obtain his/her permission.

Article 13-2: With regard to the use of megaphone loudspeakers, the previously defined Article 10 is applied mutatis mutandis.

Article 13-3: In the event that the President acknowledges that the use of megaphone loudspeakers violates the previously defined preceding 2 paragraphs, he/she may prohibit the use of said loudspeakers.

Chapter 4 Posting / Distributing (Posting)
Article 14: In order for students or student organizations to post notices, posters, standing signboards or drawings (hereinafter referred to as “written notice” on campus), the person responsible (meaning a “person responsible for postings” in following paragraph and Paragraph 6) shall be designated in advance and a "Request for Posting / Distributing Documents" specified separately shall be submitted to the President and obtain his/her permission.

Article 14-2: When the person who want to post is a member of the student organization, the name of the said student organization shall be clearly indicated on the written notice.
In case the person doesn't belong to any student organization, the name of the person responsible for the posting and his/her affiliation shall be clearly indicated.
Article 14-3: The President shall put the seal of approval for posting on the written notice that was granted permission for posting.

Article 14-4: The written notice shall be posted on the bulletin board for students specified separately; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

Article 14-5: The posting period in the bulletin boards for students shall be within 1 month from the day immediately following the day on which the permission was granted by the President in Paragraph 1; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

Article 14-6: The written notice on which the posting period has elapsed shall be immediately removed by the person responsible for posting.

(Removal of Posted Notices)
Article 17: Notices posted in violation of the previously defined preceding 3 articles shall be removed.

(Distribution)
Article 18: In order for students or student organizations to distribute notices, books, and other articles on campus (including distribution by the method of placing them at a specific place: the same applies in the following article and Paragraph 2 of the Supplementary Provisions), the previously defined Paragraph 1, Paragraph 2, Paragraph 5, and Paragraph 6 of Article 14 and Article 16 shall be applied mutatis mutandis.

Article 18-2: In the event that the President acknowledges that an act of students or student organizations violates the provisions of the preceding paragraph, he/she may prohibit the said act.

Chapter 5: Points to Note
(Points to Note)
Article 19: Beyond what is provided for in the preceding 2 chapters, in order for students or student organizations to hold meetings, implement fund raising, sales, use megaphone loudspeakers, post/distribute notices, books, or other articles on campus, careful attention shall be paid so that the instructions of the University Staff shall be followed and so as not to affect or damage the facilities and environment of education and research in the University of Tsukuba.

Chapter 6: Supplements
(Miscellaneous Provision)
Article 20: Beyond what is provided for in these corporation regulations, necessary matters concerning activities of students shall be specified separately.
Supplementary Provisions

1. These Corporation Regulations shall come into effect as of September 29, 2005.

2. With regard to students or student organizations who were granted permission to establish a student organization, join off-campus organizations, hold meetings, implement fund raising, sales, use megaphone loudspeakers, post/distribute notices, books, or other articles in the trial of these corporation regulations, they shall be deemed to have been granted permission pursuant to the provisions of these Corporation Regulations.

Supplementary Provision (Corporation Regulations No. 24 of March 19, 2007)

These Corporation Regulations shall come into effect as of April 1, 2007.
Request and Report Forms for Student Organizations

(Purpose)
1. The Request for Continuation of Student Organization and other forms in the Corporation Regulations Concerning the Activities of Students of the University of Tsukuba (Corporation Regulations No. 57 of 2005) shall be determined as listed below.

<table>
<thead>
<tr>
<th>Form</th>
<th>Form No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Request for Continuation of Student Organization</td>
<td>Appended Form 1</td>
</tr>
<tr>
<td>2. Request for Forming a Student Organization</td>
<td>Appended Form 2</td>
</tr>
<tr>
<td>3. 学生団体事業報告書 (student organization activity report)</td>
<td>Appended Form 3 &amp; Appended Form 4</td>
</tr>
<tr>
<td>4. Request for Change in Student Organization from that Originally Requested</td>
<td>Appended Form 5</td>
</tr>
<tr>
<td>5. Notice of Dissolution of Student Organization</td>
<td>Appended Form 6</td>
</tr>
<tr>
<td>6. Request for Permission to Join Off-Campus Organization</td>
<td>Appended Form 7</td>
</tr>
<tr>
<td>7. Request to Organize a Student Gathering</td>
<td>Appended Form 8</td>
</tr>
<tr>
<td>8. Request for Use of Megaphones</td>
<td>Appended Form 9</td>
</tr>
<tr>
<td>9. Request for Posting / Distributing Documents</td>
<td>Appended Form 10</td>
</tr>
</tbody>
</table>

(Personal Information)
2. Personal information acquired through the appended forms shall not be used for a purpose other than the student support services of the University of Tsukuba.
学生団体設立願
Request for Forming a Student Organization

筑波大学長 殿 To the President of the University of Tsukuba

下記により学生団体を設立したいので、許可願います。
I hereby request your permission to form a student organization as follows.

記
Remarks

<table>
<thead>
<tr>
<th>団体の名称</th>
<th>Name of organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>団体の目的</td>
<td>Purpose of organization</td>
</tr>
<tr>
<td>事業の概要</td>
<td>Outline of activities</td>
</tr>
<tr>
<td>加入者数</td>
<td>Number of participants</td>
</tr>
<tr>
<td>副責任者</td>
<td>Deputy representative (2 or more)</td>
</tr>
<tr>
<td>事務所所在地</td>
<td>Location of office</td>
</tr>
<tr>
<td>部・会費徴収の有無</td>
<td>Membership fee?</td>
</tr>
<tr>
<td>備考</td>
<td>Notes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>顧問教員</th>
<th>The Faculty Member in Charge</th>
</tr>
</thead>
</table>

*The form in this page is for reference purposes only and cannot be used for application.*

(注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
2 構成員名簿を添付すること。
3 該当する☑にレ印を記入すること。

(Notes) 1 The names of the representative and faculty advisor must be written (signed) by those themselves.
2 Attach the membership list
3 Check the box that applies
*The form in this page is for reference purposes only and cannot be used for application.

Request for Continuation of Student Organization

To the President of the University of Tsukuba

I hereby request your permission to continue the student organization as follows.

<table>
<thead>
<tr>
<th>団体の名称</th>
<th>Name of organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>団体の目的</td>
<td>Purpose of organization</td>
</tr>
<tr>
<td>事業の概要</td>
<td>Outline of activities</td>
</tr>
<tr>
<td>加入者数</td>
<td>Number of participants</td>
</tr>
<tr>
<td>副責任者</td>
<td>(2人以上) Deputy representative (2 or more)</td>
</tr>
<tr>
<td>(所属 Affiliation)</td>
<td>(年次 Year)</td>
</tr>
<tr>
<td>事務所所在地</td>
<td>Location of office</td>
</tr>
<tr>
<td>部・会費徴収の有無</td>
<td>Membership fee?</td>
</tr>
<tr>
<td>Yes (Annual Fee:________yen)</td>
<td>No</td>
</tr>
</tbody>
</table>

Notes

1. The names of the representative and faculty advisor must be written (signed) by those themselves.
2. Attach the membership list
3. Check the box that applies
*The form in this page is for reference purposes only and cannot be used for application.*

別記様式第3号 Appended Form 3

平成 年 月 日 Date

平成 年度学生団体事業報告書（文化系・芸術系）
“student organization activity report” for AY____ (Cultural and Arts)

筑波大学長  To the President of the University of Tsukuba

団体名 Name of organization

代表責任者 Representative's

所属 Affiliation

年次 Year

氏名 Name

住所 Address

電話 Phone （ ）

下記のとおり事業報告書を提出します。
I hereby submit an activity report as follows.

<table>
<thead>
<tr>
<th>年月日</th>
<th>行事等名称</th>
<th>主催者名</th>
<th>場所</th>
<th>参加学生数（顧客数）</th>
<th>備考</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Name of events</td>
<td>Name of organizers</td>
<td>Location</td>
<td>Number of participants</td>
<td>Notes</td>
</tr>
</tbody>
</table>

顧問教員 The Faculty Member in Charge

所属 Affiliation 氏名 Name

職名 Faculty Position

(注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。

2 活動成果、今後の課題等については、報告書を添付すること。

(Note) 1 The names of the representative and faculty advisor must be written (signed) by those themselves.

2 Attach a report on results of the activity result and challenges for the future.
*The form in this page is for reference purposes only and cannot be used for application.

筑波大学長 殿 To the President of the University of Tsukuba

団体名 Name of organization
代表責任者 Representative’s
所属 Affiliation
年次 Year
氏名 Name
住所 Address
電話 Phone

下記のとおり事業報告書を提出します。
I hereby submit an activity report as follows.

<table>
<thead>
<tr>
<th>年月日 Date</th>
<th>競技(合宿)名称 Name of the (sporting) event and camp</th>
<th>主催者名 Name of organizers</th>
<th>場所 Location</th>
<th>参加者数 Number of participants</th>
<th>成績 Record</th>
<th>備考 Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

顧問教員 The Faculty
Member in Charge

所属 Affiliation
氏名 Name

職名 Faculty Position

（注）1 代表責任者及び顧問教員の氏名は、必ず本人が署名すること。
2 活動成果、今後の課題等については、報告書を添付すること。
(Note) 1 The names of the representative and faculty advisor must be written (signed) by those themselves.
2 Attach a report on results of the activity result and challenges for the future.
*The form in this page is for reference purposes only and cannot be used for application.

**Appendix Form 5**

**Student Organization Change Request from Original Request**

To the President of the University of Tsukuba

<table>
<thead>
<tr>
<th>Group Name</th>
<th>Name of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Representative's Name</td>
<td></td>
</tr>
<tr>
<td>Affiliation</td>
<td>Year</td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

I hereby request your permission to make changes as follows.

<table>
<thead>
<tr>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes</td>
</tr>
</tbody>
</table>

The names of the representative and faculty advisor must be written (signed) by those themselves.

(Note) The names of the representative and faculty advisor must be written (signed) by those themselves.
*The form in this page is for reference purposes only and cannot be used for application.

学生団体解散届
Notice of Dissolution of Student Organization

団体名 Name of organization
代表責任者 Representative's
所属 Affiliation
年次 Year
氏名 Name
住所 Address
電話 Phone

下記のとおり学生団体を解散しますので、お知らせします。
I hereby inform you our student organization is dissolved as follows.

記 Remarks

<table>
<thead>
<tr>
<th>団体の名称</th>
<th>Name of Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>解散理由</td>
<td>Reason for Dissolution</td>
</tr>
<tr>
<td>事務所所在地</td>
<td>Location of Office</td>
</tr>
<tr>
<td>借用物品の返還</td>
<td>Return of Borrowed Things</td>
</tr>
<tr>
<td>備考</td>
<td>Notes</td>
</tr>
</tbody>
</table>

顧問教員 The Faculty Member in Charge
所属 Affiliation
氏名 Name
職名 Faculty Position

(注) 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
(Note) The names of the representative and faculty advisor must be written (signed) by those themselves.
# Request for Permission to Join Off-Campus Organization

To the President of the University of Tsukuba

下記のとおり、学外団体に加入したいので、許可願います。

I hereby ask for your permission to join in an off-campus organization as follows.

<table>
<thead>
<tr>
<th>Name of organization</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Office Address</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purpose</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Organization</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Outline of Activities</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Participation Fee and Registration Fee</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Remarks</th>
<th></th>
</tr>
</thead>
</table>

To the President of the University of Tsukuba

submit your request to join the **Organization**.

The organization has a **Purpose**.

Attachment: **Outline of Activities**

The organization has a **Membership Fee** of **Yen** per year.

Remarks:

---

**Faculty Member in Charge**

Chair: **Affiliation**

Name: **Name**

---

Note: The names of the representative and faculty advisor must be written (signed) by themselves.

---

Notes:

1. The names of the representative and faculty advisor must be written (signed) by themselves.
2. Attach regulation of the off-campus organization.
3. Check the box that applies.
学生集会（催）願
Request to Organize a Student Gathering

下記により学生集会（催）を開催したいので、許可願います。
I hereby request your approval to organize a gathering as described below.

<table>
<thead>
<tr>
<th>集会の名称</th>
<th>Name of the Gathering</th>
</tr>
</thead>
<tbody>
<tr>
<td>集会の目的</td>
<td>Purpose of the Gathering</td>
</tr>
<tr>
<td>加入者数</td>
<td>Number of Participants</td>
</tr>
<tr>
<td>責任者</td>
<td>Representative</td>
</tr>
<tr>
<td>集会日時</td>
<td>Date / Time</td>
</tr>
<tr>
<td>学外共催者又は後援者の有無及びその名称</td>
<td>Outside Collator or Sponsor</td>
</tr>
<tr>
<td>学外参加者の有無及び範囲</td>
<td>Outside Participants</td>
</tr>
<tr>
<td>その他必要な事項</td>
<td>Other Information</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>顧問教員</th>
<th>The Faculty Member in Charge</th>
</tr>
</thead>
</table>

（注）1 お願いの時期は、開催予定日の5日前（休日は期間に算入しない）までとする。
2 代表責任者、顧問教員又は指導者（教員）の氏名は、必ず本人が自署すること。
3 該当する☑に印を記入すること。

(Note) 1. Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.
2. Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.
3. Check the box that applies
*The form in this page is for reference purposes only and cannot be used for application.

筑波大学長 殿 To the President of the University of Tsukuba

<table>
<thead>
<tr>
<th>団体名</th>
<th>Name of organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>代表責任者</td>
<td>Representative's</td>
</tr>
<tr>
<td>所属</td>
<td>Affiliation</td>
</tr>
<tr>
<td>年次</td>
<td>Year</td>
</tr>
<tr>
<td>氏名</td>
<td>Name</td>
</tr>
<tr>
<td>住所</td>
<td>Address</td>
</tr>
<tr>
<td>電話</td>
<td>Phone</td>
</tr>
</tbody>
</table>

下記により拡声器を使用したいので、許可願います。
I hereby request your permission to use megaphones as follows.

<table>
<thead>
<tr>
<th>使用日時</th>
<th>平成 年 月 日 (曜日) 時から 時まで</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Time</td>
<td>Date: (Day of Week) From to o'clock</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>内容</th>
<th>Purpose of use</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>使用場所</th>
<th>Location</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>使用者氏名</th>
<th>Name of Users</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>備考</th>
<th>Remarks</th>
</tr>
</thead>
</table>

顧問教員 The Faculty Member in Charge

<table>
<thead>
<tr>
<th>所属</th>
<th>Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>氏名</td>
<td>Name</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>職名</th>
<th>Faculty Position</th>
</tr>
</thead>
</table>

(注) 1 願い出の時期は、使用予定日の5日前（休日は期間に算入しない。）までとする。
2 代表責任者、顧問教員又は指導者（教員）の氏名は、必ず本人が署すること。

(Notes) 1. Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.
2. Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.
*The form in this page is for reference purposes only and cannot be used for application.*

平成 年 月 日 Date

文書等掲示・配布願
Request for Postering / Distributing Documents

筑波大学長 殿 To the President of the University of Tsukuba

団 体 名 Name of organization
代表責任者 Representative’s
所 属 Affiliation 年次 Year
氏 名 Name
住 所 Address
電 話 Phone （ ）

下記により文書等を
□ 頂示
□ 配布

したいため、許可願います。

I hereby request permission to □ post □ distribute documents as follows.

記 Remarks

<table>
<thead>
<tr>
<th>掲示・配布期間 Period of postering / distributing</th>
<th>平成 年 月 日 ～ 平成 年 月 日</th>
</tr>
</thead>
<tbody>
<tr>
<td>From dd/mm/yyyy to dd/mm/yyyy</td>
<td></td>
</tr>
</tbody>
</table>

内容 Contents

掲示・配布場所 Place of postering / distributing

掲示・配布枚数 Number of copied to be postered / distributed

枚

掲示・配布者数 Number of persons to post or distributors

外 名

備考 Remarks

文書等掲示及び配布の条件 Conditions to be met

掲示・配布期間終了後は、掲示・配布責任者が直ちに撤去します。

Upon expiration of the approved, the party responsible for postering and distributing shall remove the poster, notice, etc. immediately.

<table>
<thead>
<tr>
<th>顧問教員 The Faculty Member in Charge</th>
<th>所属 Affiliation</th>
<th>級名 Faculty Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>氏名 Name</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(注) 1 願い出の時期は、掲示又は配布予定の5日前（休日は期日を含まない）までとする。

2 代表責任者、顧問教員又は指導者（教員）の氏名は、必ず本人が署名すること。

3 該当する□に記入すること。

(Notes) 1. Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.

2. Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.

3. Check the box that applies