Concept

The University of Tsukuba aims to establish free exchange and close relationships in both basic and applied sciences with educational / 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.
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1. Campus Life and Administration.......................... 1
   (1) Offices for Student Services
   (2) Student Plaza
      ① Division of Student Welfare / Office of Student Welfare, STUDENT SUPPORT CENTER (Bldg. 1D)
      ② Center for Diversity, Accessibility and Career Development (DAC Center) / the Division of Career Services
      ③ Division of Student Exchange / Office of International Exchange Support, STUDENT SUPPORT CENTER
      ④ General Consultation Service
      ⑤ T-ACT Promotion Office
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   (2) Student Discount Certificate (for travel fare)
   (3) Student Commuter Certificate
   (4) Certificate of Enrollment, Transcript of Academic Record and Other Documents
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   (2) Liability Insurance Coupled with “Gakkensai” (“Futai-baiseki”)
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   (2) Student Commons
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<th>Tokyo Campus</th>
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</thead>
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<td><strong>Spring Semester (April 1, 2022 - September 30, 2022)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Day of the Academic Year</td>
<td>Friday, April 1</td>
<td>Friday, April 1</td>
</tr>
<tr>
<td>Spring Recession</td>
<td>Friday, April 1 - Monday, April 4</td>
<td>Friday, April 1 - Monday, April 4</td>
</tr>
<tr>
<td>Entrance Ceremony</td>
<td>Tuesday, April 5</td>
<td>Saturday, April 9</td>
</tr>
<tr>
<td>Freshman/New Student Orientation</td>
<td>Tuesday, April 5 - Thursday, April 7</td>
<td>Saturday, April 9</td>
</tr>
<tr>
<td>Extra days for Orientation</td>
<td>Friday, April 8 - Tuesday, April 12</td>
<td></td>
</tr>
<tr>
<td>Spring Semester Classes Begin</td>
<td>Wednesday, April 13</td>
<td>Tuesday, April 12</td>
</tr>
<tr>
<td>Spring Sports Day</td>
<td>Saturday, May 14 - Sunday, May 15(***)</td>
<td></td>
</tr>
<tr>
<td>Spring Module A Final Examination Day</td>
<td>Tuesday, May 24</td>
<td></td>
</tr>
<tr>
<td>Spring Modules A and B Final Examination Week</td>
<td>Wednesday, June 29 - Tuesday, July 5</td>
<td></td>
</tr>
<tr>
<td>Spring Module A, B and C Final Examination Week</td>
<td>Wednesday, August 3 - Tuesday, August 9</td>
<td>Saturday, July 30, Tuesday, August 2 - Friday, August 5</td>
</tr>
<tr>
<td>Spring Semester Classes End</td>
<td>Tuesday, August 9</td>
<td>Friday, July 29</td>
</tr>
<tr>
<td>Extra days for Final Examination</td>
<td>Wednesday, August 10</td>
<td>Saturday, August 6</td>
</tr>
<tr>
<td>Spring Module C Final Examination Day</td>
<td>Wednesday, August 10</td>
<td></td>
</tr>
<tr>
<td>Summer Recess</td>
<td>Thursday, August 11 - Friday, September 30</td>
<td>Tuesday, August 9 - Friday, September 30</td>
</tr>
<tr>
<td>Undergraduate/Graduate Commencement Ceremony</td>
<td>Thursday, September 22</td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester (October 1, 2022 - March 31, 2023)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entrance Ceremony for Fall Semester</td>
<td>Friday, September 30</td>
<td></td>
</tr>
<tr>
<td>Anniversary of the University</td>
<td>Saturday, October 1</td>
<td>Saturday, October 1</td>
</tr>
<tr>
<td>Fall Semester Classes Begin</td>
<td>Monday, October 3</td>
<td>Tuesday, October 4</td>
</tr>
<tr>
<td>Campus-Wide Power Outage (Tsukuba campus)</td>
<td>Late October (TBA)</td>
<td></td>
</tr>
<tr>
<td>★1 University Festival</td>
<td>Friday, November 4 - Sunday, November 6(**)</td>
<td></td>
</tr>
<tr>
<td>Fall Module A Final Examination Day</td>
<td>Thursday, November 10</td>
<td></td>
</tr>
<tr>
<td>Autumn Sports Day</td>
<td>Saturday, November 19 - Sunday, November 20(**)</td>
<td></td>
</tr>
<tr>
<td>Fall Modules A and B Final Examination Week</td>
<td>Thursday, December 22 - Wednesday, December 28</td>
<td></td>
</tr>
<tr>
<td>Winter Recess</td>
<td>Thursday, December 29 - Thursday, January 5</td>
<td>Thursday, December 29 - Wednesday, January 4,</td>
</tr>
<tr>
<td>Fall Modules A, B and C Final Examination Week</td>
<td>Wednesday, February 8 - Tuesday, February 14</td>
<td>&quot;Tuesday, January 24, Friday, January 27, Saturday, January 28, Wednesday, February 1, Thursday, February 2&quot;</td>
</tr>
<tr>
<td>Fall Semester Classes End</td>
<td>Tuesday, February 14</td>
<td>Thursday, January 26</td>
</tr>
<tr>
<td>Extra days for Final Examination</td>
<td>Wednesday, February 15, Thursday, February 16</td>
<td>Tuesday, January 31, Friday, February 3</td>
</tr>
<tr>
<td>Spring Recession</td>
<td>Friday, February 17 - Friday, March 31</td>
<td>Saturday, February 4 - Friday, March 31</td>
</tr>
<tr>
<td>Undergraduate/Graduate Commencement Ceremony</td>
<td>Friday, March 24</td>
<td>Saturday, March 25</td>
</tr>
<tr>
<td>Last Day of the Academic Year</td>
<td>Friday, March 31</td>
<td>Friday, March 31</td>
</tr>
</tbody>
</table>

**Notes:**

1. Due to the University Festival, classes on Friday, November 4 and Monday, November 7 will be recessed (excludes classes at the Tokyo campus).
2. 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).
3. To meet the required number of school days, classes will be held on the national holidays stated below. However, Monday, May 2 will be recessed (excludes classes at the Tokyo campus). Friday, April 29, Monday, July 18, Monday, October 10
4. To meet the required number of school days, some classes will be irregularly held on the day stated below (excludes classes at the Tokyo campus).
   - May 6: Tuesday classes
   - November 8: Thursday classes, November 9: Friday classes, November 25: Wednesday classes
5. Classes on Monday, November 28 - Wednesday, November 30 will be recessed due to the Examination for University Admissions upon Recommendation (Suisen nyūshi shiken) and its related events. However, TOEIC® IP test for 3rd year undergraduate students will be held on November 28. (excludes classes at the Tokyo campus).
6. Classes on Friday, January 13 and Monday, January 16 will be recessed due to the Common Test for University Admissions (Daigaku nyūgaku kyōutsu test) and its related events (excludes classes at the Tokyo campus).
7. For the School of Medicine, the University will schedule March 10, 2023 as the date of graduation, but the commencement ceremony will be held on the date scheduled above.
8. ★ These schedules(*** are subject to change or cancellation depending on the situation.
9. 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>Year</th>
<th>Month</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1962</td>
<td>September</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>1963</td>
<td>September</td>
<td>A Cabinet meeting approved the construction of the Science City in the Tsukuba area.</td>
</tr>
<tr>
<td>1967</td>
<td>November</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>1969</td>
<td>May</td>
<td>The Diet enacted the Tsukuba Science City Construction Law.</td>
</tr>
<tr>
<td>1970</td>
<td>June</td>
<td>The Tokyo University of Education adopted a basic draft plan for a new university in Tsukuba.</td>
</tr>
<tr>
<td>1971</td>
<td>July</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 &quot;what a new university in Tsukuba should be.&quot;</td>
</tr>
<tr>
<td></td>
<td>October</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>1972</td>
<td>May</td>
<td>A Cabinet meeting decided to establish and relocate 42 institutions, including Tsukuba Shin Daigaku (provisional), to Tsukuba.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>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>1973</td>
<td>October</td>
<td>The University of Tsukuba was founded with the First Cluster of Colleges, School of Medicine, School of Health and Physical Education, and University Library.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>MIWA Tomoo was inaugurated as President.</td>
</tr>
<tr>
<td>1975</td>
<td>April</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>1976</td>
<td>August</td>
<td>MIYAJIMA Tatsuaki was inaugurated as President.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>The University Hospital was opened.</td>
</tr>
<tr>
<td>1977</td>
<td>April</td>
<td>The Third Cluster of Colleges was established.</td>
</tr>
<tr>
<td>1978</td>
<td>March</td>
<td>The Tokyo University of Education was closed.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>The College of Medical Technology and Nursing was established as an annex to the university.</td>
</tr>
<tr>
<td>1980</td>
<td>April</td>
<td>FUKUDA Nobuyuki was inaugurated as President.</td>
</tr>
<tr>
<td>1986</td>
<td>April</td>
<td>ANAN Kouichi was inaugurated as President.</td>
</tr>
<tr>
<td>1989</td>
<td>April</td>
<td>Evening courses in the main fields were opened in the Master's programs of the Graduate Schools.</td>
</tr>
<tr>
<td>1992</td>
<td>April</td>
<td>ESAKI Leo was inaugurated as President.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inauguration of the first system of a cooperative graduate school system in Doctoral Programs.</td>
</tr>
<tr>
<td>1996</td>
<td>April</td>
<td>Evening courses in the main fields were opened in the Doctoral Programs of the Graduate Schools.</td>
</tr>
<tr>
<td>1998</td>
<td>April</td>
<td>KITAHARA Yasuo was inaugurated as President.</td>
</tr>
<tr>
<td>2000</td>
<td>April</td>
<td>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.</td>
</tr>
<tr>
<td>2001</td>
<td>April</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>April</td>
<td>Inauguration of the first system of a cooperative graduate school system in the Master's Program.</td>
</tr>
<tr>
<td>2002</td>
<td>October</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The School of Library and Information Science and the Graduate School of Library, Information and Media Studies were established.</td>
</tr>
<tr>
<td>2004</td>
<td>April</td>
<td>WASAKI Yoichi was inaugurated as President.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inauguration of the second cooperative graduate school system in the Doctoral Program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Doctoral Program in Materials Science and Engineering, Graduate School of Pure and Applied Sciences)</td>
</tr>
<tr>
<td>2005</td>
<td>April</td>
<td>Introduction of the second cooperative graduate school system in the Doctoral Program.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Doctoral Program in Advanced Agricultural Technology and Sciences, Graduate School of Life and Environmental Sciences)</td>
</tr>
<tr>
<td>2006</td>
<td>April</td>
<td>Establishment of the first overseas office in the Republic of Tunisia.</td>
</tr>
<tr>
<td>2007</td>
<td>April</td>
<td>Establishment of the Schools of Humanities and Culture, the School of Social and International Studies, the School of Human Sciences, the School of Life and Environmental Sciences, the School of Science and Engineering, the School of Informatics, the School of Medicine and Medical Sciences, as a result of the reformation of the undergraduate system.</td>
</tr>
<tr>
<td></td>
<td>September</td>
<td>Opening of the Student Plaza.</td>
</tr>
<tr>
<td>2009</td>
<td>April</td>
<td>YAMADA Nobuhiro was inaugurated as President.</td>
</tr>
<tr>
<td>2013</td>
<td>April</td>
<td>NAGATA Kyosuke was inaugurated as President.</td>
</tr>
<tr>
<td>2020</td>
<td>April</td>
<td>Establishment of the Graduate School of Business Sciences, Humanities and Social Sciences, Graduate School of Science and Technology, Graduate School of Comprehensive Human Sciences, as a result of the reformation of the Graduate School.</td>
</tr>
<tr>
<td></td>
<td>October</td>
<td>Establishment of the School of Comprehensive Studies.</td>
</tr>
<tr>
<td>2021</td>
<td>April</td>
<td>Establishment of the Student Support Center.</td>
</tr>
</tbody>
</table>
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 Business Sciences
- Faculty of Pure and Applied Sciences
- Faculty of Engineering, Information Systems
- Faculty of Life and Environmental Sciences
- Faculty of Human Sciences
- Faculty of Health and Sport Sciences
- Faculty of Art and Design
- Faculty of Medicine
- 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.

### Schools and Colleges

<table>
<thead>
<tr>
<th>School of Humanities and Culture</th>
<th>College of Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College of Comparative Culture</td>
</tr>
<tr>
<td></td>
<td>College of Japanese Language and Culture</td>
</tr>
<tr>
<td>School of Social and International Studies</td>
<td>College of Social Sciences</td>
</tr>
<tr>
<td></td>
<td>College of International Studies</td>
</tr>
<tr>
<td>School of Human Sciences</td>
<td>College of Education</td>
</tr>
<tr>
<td></td>
<td>College of Psychology</td>
</tr>
<tr>
<td></td>
<td>College of Disability Sciences</td>
</tr>
<tr>
<td>School of Life and Environmental Sciences</td>
<td>College of Biological Sciences</td>
</tr>
<tr>
<td></td>
<td>College of Agro-Biological Resource Sciences</td>
</tr>
<tr>
<td>School of Science and Engineering</td>
<td>College of Geoscience</td>
</tr>
<tr>
<td></td>
<td>College of Mathematics</td>
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<td></td>
<td>College of Physics</td>
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<tr>
<td></td>
<td>College of Chemistry</td>
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<tr>
<td></td>
<td>College of Engineering Sciences</td>
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<tr>
<td></td>
<td>College of Engineering Systems</td>
</tr>
<tr>
<td></td>
<td>College of Policy and Planning Sciences</td>
</tr>
<tr>
<td></td>
<td>Bachelor’s Program in Interdisciplinary Engineering</td>
</tr>
<tr>
<td>School of Informatics</td>
<td>College of Information Science</td>
</tr>
<tr>
<td></td>
<td>College of Media Arts, Science and Technology</td>
</tr>
<tr>
<td></td>
<td>College of Knowledge and Library Sciences</td>
</tr>
<tr>
<td>School of Medicine and Medical Sciences</td>
<td>School of Medicine</td>
</tr>
<tr>
<td></td>
<td>School of Nursing</td>
</tr>
<tr>
<td></td>
<td>School of Medical Sciences</td>
</tr>
<tr>
<td>School of Health and Physical Education, Health and Sport Sciences</td>
<td></td>
</tr>
<tr>
<td>School of Art and Design</td>
<td></td>
</tr>
</tbody>
</table>

School of Comprehensive Studies

Students who enroll in the University through Comprehensive-Based Selection start their studies at the School of Comprehensive Studies, and choose their majors at the end of their first year.

In the School of Comprehensive Studies, there are three Study Groups, which consists of classes of 20 students each.

This program encourages students to gain a bird’s-eye view of the academic world while defining their own fields of specialization, and develop their own careers.

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 provide a broad-based 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. They 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>Graduate School</th>
<th>Degree Programs</th>
<th>Program Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate School of Business Sciences, Humanities and Social Sciences</td>
<td>Degree Programs in Business Sciences</td>
<td>Master’s &amp; Doctoral Program</td>
</tr>
<tr>
<td>Law School Program</td>
<td>MBA Program in International Business</td>
<td>Professional Degree Program</td>
</tr>
<tr>
<td>Graduate School of Science and Technology</td>
<td>Degree Programs in Pure and Applied Sciences</td>
<td>Master’s &amp; Doctoral Program</td>
</tr>
<tr>
<td></td>
<td>Degree Programs in Systems and Information Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Degree Programs in Life and Earth Sciences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joint Master’s Degree Program in Sustainability and Environmental Sciences</td>
<td>Master’s Program</td>
</tr>
<tr>
<td>Graduate School of Comprehensive Human Sciences</td>
<td>Degree Programs in Comprehensive Human Sciences</td>
<td>Master’s Program</td>
</tr>
<tr>
<td></td>
<td>Master’s Program</td>
<td>Master’s &amp; Doctoral Program</td>
</tr>
<tr>
<td></td>
<td>Joint Master’s Program in International Development and Peace through Sport</td>
<td>Master’s Program</td>
</tr>
<tr>
<td>Graduate School of Comprehensive Human Sciences</td>
<td>Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education</td>
<td>Master’s Program</td>
</tr>
<tr>
<td></td>
<td>International Joint Degree Program in Agro-Biomedical Science in Food and Health</td>
<td>Master’s Program</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).
Currently, the SIGMA runs 2 programs; 1. the Bachelor’s Program in Global Issues, and 2. the Ph.D. Program in Humanics which was adopted in the WISE Program; Doctoral Program for World-leading Innovative & Smart Education as the most interdisciplinary and cutting-edge degree program where faculty members are mobilized across disciplines, conducting education and research.

<table>
<thead>
<tr>
<th>Bachelor’s Program</th>
<th>Bachelor’s Program in Global Issues (BPGI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s &amp; Doctoral Programs</td>
<td>Ph.D. Program in Humanics</td>
</tr>
</tbody>
</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
The centers pursue their research in their respective research fields with a goal of becoming international research hubs attracting outstanding talents from the world.

International Institute for Integrative Sleep Medicine
Center for Computational Sciences (CCS)
Life Science Center for Survival Dynamics, Tsukuba Advanced Research Alliance (TARA)
Tsukuba-Plant Innovation Research Center
Shimoda Marine Research Center
Plasma Research Center
Alliance for Research on Mediterranean and North Africa (ARENA)
Center for Cybernics Research
Center for Research in Isotopes and Environmental Dynamics (CRIED)
Center for Artificial Intelligence Research
Proton Medical Research Center
Microbiology Research Center for Sustainability (MCS)
Research Center for West Asian Civilization
Tomonaga Center for the History of the Univers
Tsukuba Research Center for Energy Materials Science
Mountain Science Center
Advanced Research Initiative for Human High Performance (ARIHHP)
Transborder Medical Research Center

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

<table>
<thead>
<tr>
<th>Research Facility Center for Science and Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Computing and Communications Center (ACCC)</td>
</tr>
</tbody>
</table>

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 (CEGLOC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport and Physical Education Center</td>
</tr>
<tr>
<td>Admission Center</td>
</tr>
<tr>
<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>R&amp;D Center for Precision Medicine (PMC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R&amp;D Center for Frontiers of MIRAI in Policy and Technology</td>
</tr>
<tr>
<td>R&amp;D Center for Sport Innovation</td>
</tr>
<tr>
<td>R&amp;D Center for Health Services</td>
</tr>
<tr>
<td>R&amp;D Center for Tailor-Made QOL</td>
</tr>
<tr>
<td>R&amp;D Center for Working Persons’ Psychological Support</td>
</tr>
<tr>
<td>R&amp;D Center for Innovative Material Characterization (IMC)</td>
</tr>
<tr>
<td>R&amp;D Center for Innovative Drug Discovery (IDD)</td>
</tr>
<tr>
<td>R&amp;D Center for Digital Nature</td>
</tr>
<tr>
<td>R&amp;D Center for Wellness Innovation</td>
</tr>
<tr>
<td>R&amp;D Center for Smart Wellness City Policies</td>
</tr>
<tr>
<td>R&amp;D Center for Lifestyle Innovation</td>
</tr>
<tr>
<td>R&amp;D Center for Zero CO2 Emission with Functional Materials</td>
</tr>
</tbody>
</table>

University website: Research and Educational Institutions
https://www.tsukuba.ac.jp/en/about/organization-institutions-centers/
I. Student Contact Offices

1 Campus Life and Administration

(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 (1st Floor, 1A Building)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department of Educational Promotion</th>
<th>Division of Educational Promotion (2nd Floor, Administration Center)</th>
</tr>
</thead>
<tbody>
<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 2-4 for each Academic Service Office

(2) Student Plaza (Bldg.1D) & Building 1A

The Student Plaza is found in Building 1D in Area 1, located near the center of the campus designed to offer comprehensive support regarding campus life and job searches. In the building 1A, we also have the Division that supports International Students and those who go to overseas.

The main support services in Student Plaza are as follows:

① Division of Student Welfare / Office of Student Welfare, STUDENT SUPPORT CENTER (Bldg. 1D)
- 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 Center for Diversity, Accessibility and Career Development (DAC Center) / the Division of Career Services (Bldg. 1D)

The DAC Center has been established aiming to create a welcoming campus environment regardless of students’ background such as gender, nationality, culture differences, ages, or disabilities. We are here to promote or help for the followings.

<Our Support>
- Promoting diversity awareness
- Career Development Service
- Career Support (job-hunting)
- Career paths for PhD students
- Support for LGBTQ students

Note: For further details, please refer to the page 28-30

③ Division of Student Exchange / Office of International Exchange Support, STUDENT SUPPORT CENTER (Bldg. 1A)
- Accepting overseas students (MEXT Scholarship students & privately funded international student)
- Supporting international students (consulting service, scholarship, visa, etc.)
- Short-term study abroad programs (accepting & sending)
- International Exchange (chat-event, gathering/social event, etc.)

④ 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 26 for further details

⑤ T-ACT Promotion Office

The “Tsukuba Action Project (commonly called as “T-ACT”)” lets you 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 website for further details.

◇ Examples of main initiatives
- Online KABUKI Study Group
- Study supports for foreign children
- Discovering great coffees
- Organizing events open to public

T-ACT Website
https://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 as follows:

〈Student Support〉
Provides entire services in students’ campus life

〈Undergraduate Educational Affairs〉
Coordinates class-related matters (including Course Registration)

〈Graduate Educational Affairs〉
Coordinates class-related matters (including Course Registration)
# I. Student Contact Offices

## (4) Programs and Corresponding Academic Service Office (etc.) to Schools / Colleges, Graduate Schools, and Programs

<table>
<thead>
<tr>
<th>Academic Service Office (etc.)</th>
<th>Undergraduate (Schools &amp; Colleges)</th>
<th>Graduate School (Schools &amp; Programs)</th>
</tr>
</thead>
</table>
| **Academic Service Office for the Humanities and Social Science Area**  
(3rd Floor, 1A Building) | School of Humanities and Culture  
College of Humanities  
School of Social and International Studies  
College of Social Sciences | Graduate School of Business Sciences, Humanities and Social Sciences  
• Degree Programs in Humanities and Social Sciences  
• Humanities (Subprogram in Philosophy/ Subprogram in History and Anthropology/ Subprogram in Literature/ Subprogram in Linguistics/ Subprogram in Modern Culture Studies/ Subprogram in English Language Education), International Public Policy, International and Advanced Japanese Studies |
| [Student Support ]  
029-853-4022 | | |
| [Educational Affairs]  
(for Undergraduate)  
jinsyagunkyomu[@]un.tsukuba.ac.jp  
(for Graduate)  
jinsyainkyomu[@]un.tsukuba.ac.jp  
(International Social Studies)  
jinsya-g30[@]un.tsukuba.ac.jp | | |
| *remove "[ ]" when you send a message.* | | |
| **Academic Service Office for the Business Sciences Area**  
(Bunkyo School Building Tokyo Campus) | School of Life Environmental Sciences  
College of Geoscience  
School of Science and Engineering  
College of Mathematics  
College of Physics  
College of Chemistry | Graduate School of Science and Technology  
• Degree Programs in Pure and Applied Sciences  
Mathematics, Physics, Chemistry, Engineering Sciences (Subprogram in Applied Physics / Materials Science / Materials Science and Engineering NIMS), Materials Innovation |
| [Academic Affairs Section]  
03-3942-6918 | | |
| **Academic Service Office for the Pure and Applied Sciences Area**  
(3rd Floor, 1A Building) | School of Social and International Studies  
College of International Studies  
School of Science and Engineering  
College of Engineering Systems  
College of Policy and Planning Sciences Bachelor’s Program of interdisciplinary Engineering  
School of Informatics  
College of Information Science | Graduate School of Science and Technology  
• Degree Programs in Systems and Information Engineering  
| [Student Support ]  
suuri-zaigakusei[@]un.tsukuba.ac.jp | | |
| [Educational Affairs]  
(for Undergraduate)  
suuri-madoguchi[@]un.tsukuba.ac.jp  
(jimu-pas[@]un.tsukuba.ac.jp)  
(for Graduate)  
suuri-madoguchi[@]un.tsukuba.ac.jp  
(jimu-pas[@]un.tsukuba.ac.jp) | | |
| *remove "[ ]" when you send a message.* | | |
| **Academic Service Office for the Systems and Information Engineering Area**  
(2nd Floor, 3A Building) | School of Social and International Studies  
College of International Studies  
School of Science and Engineering  
College of Engineering Systems  
College of Policy and Planning Sciences Bachelor’s Program of interdisciplinary Engineering  
School of Informatics  
College of Information Science | | |
| [Student Support ]  
029-853-4980  
syinfo-gakuseishien[@]un.tsukuba.ac.jp | | |
| [Educational Affairs]  
(for Undergraduate)  
syinfo-sekyomu[@]un.tsukuba.ac.jp  
(for Graduate)  
syinfo.kyomu[@]sie.tsukuba.ac.jp | | |
<p>| <em>remove &quot;[ ]&quot; when you send a message.</em> | | |</p>
<table>
<thead>
<tr>
<th>Academic Service Office (etc.)</th>
<th>Undergraduate (Schools &amp; Colleges)</th>
<th>Graduate School (Schools &amp; Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Service Office for the Life and Environmental Sciences Area</strong>&lt;br&gt;(2nd Floor, 2B Building)</td>
<td>School of Humanities and Culture&lt;br&gt;College of Comparative Culture&lt;br&gt;College of Japanese Language and Culture</td>
<td><strong>Graduate School of Science and Technology</strong>&lt;br&gt;• Degree Programs in Life and Earth Sciences&lt;br&gt;Biology, Agro-Bioresources Science and Technology, Agricultural Sciences, Life and Agricultural Sciences, Bioindustrial Sciences, Geosciences, Environmental Sciences, Environmental Studies, Mountain Studies&lt;br&gt;• Joint Master’s Degree Program in Sustainability and Environmental Sciences</td>
</tr>
<tr>
<td>[Student Support ]&lt;br&gt;029-853-4804</td>
<td><strong>School of Life and Environmental Sciences</strong>&lt;br&gt;College of Biological Sciences&lt;br&gt;College of Agro-biological Resource Sciences</td>
<td></td>
</tr>
<tr>
<td>[Educational Affairs]&lt;br&gt;(for Undergraduate)&lt;br&gt;029-853-4803&lt;br&gt;(for Graduate)&lt;br&gt;029-853-7808</td>
<td><strong>School of Human Sciences</strong>&lt;br&gt;College of Education&lt;br&gt;College of Psychology&lt;br&gt;College of Disability Sciences</td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong>&lt;br&gt;• Degree Programs in Comprehensive Human Sciences&lt;br&gt;Education, Psychology, Disability Science</td>
</tr>
<tr>
<td><strong>Academic Service Office for the Human Sciences Area</strong>&lt;br&gt;(2nd Floor, 2A Building)</td>
<td>School of Health and Physical Education, Health and Sport Sciences&lt;br&gt;School of Art &amp; Design</td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong>&lt;br&gt;• Degree Programs in Comprehensive Human Sciences&lt;br&gt;Neuroscience, Human Care Science, Public Health, Sports Medicine, Physical Education Health and Sport, Sport and Olympic Studies, Coaching Science, Art Design, Heritage Studies&lt;br&gt;• Joint Master’s Program in International Development and Peace through Sport&lt;br&gt;• International Joint Degree Master’s Program in Agro-Biomedical Science in Food and Health</td>
</tr>
<tr>
<td>[Student Support ]&lt;br&gt;029-853-8084</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Educational Affairs]&lt;br&gt;(for Undergraduate)&lt;br&gt;029-853-5926&lt;br&gt;(for Graduate)&lt;br&gt;029-853-5606</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Academic Service Office for the Art and Sport Sciences Area</strong>&lt;br&gt;(2nd Floor, 5C Building)</td>
<td>School of Medicine and Medical Sciences&lt;br&gt;School of Medicine&lt;br&gt;School of Nursing&lt;br&gt;School of Medical Sciences</td>
<td><strong>Graduate School of Comprehensive Human Sciences</strong>&lt;br&gt;• Degree Programs in Comprehensive Human Sciences&lt;br&gt;Medical Sciences (Doctoral program), Nursing Science, Medical Sciences (Master’s program), Public Health&lt;br&gt;• International Joint Degree Master’s Program in Agro-Biomedical Science in Food and Health</td>
</tr>
<tr>
<td>[Student Support ]&lt;br&gt;029-853-2731</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Educational Affairs]&lt;br&gt;(for Undergraduate)&lt;br&gt;Health &amp; PE; 029-853-2804&lt;br&gt;Art &amp; Design; 029-853-2793&lt;br&gt;(for Graduate)&lt;br&gt;029-853-2575</td>
<td></td>
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</tr>
<tr>
<td><strong>Academic Service Office for the Medical Sciences Area</strong>&lt;br&gt;(2nd Floor, 4A Building)</td>
<td></td>
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<tr>
<td>[Student Support ]&lt;br&gt;029-853-2916</td>
<td></td>
<td></td>
</tr>
<tr>
<td>[Educational Affairs]&lt;br&gt;(for Undergraduate)&lt;br&gt;Medicine; 029-853-3412&lt;br&gt;Nursing &amp; Medical Science; 029-853-3420&lt;br&gt;(for Graduate)&lt;br&gt;029-853-3013</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Service Office (etc.)</td>
<td>Undergraduate (Schools &amp; Colleges)</td>
<td>Graduate School (Schools &amp; Programs)</td>
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</tbody>
</table>
| **Academic Service Office for the Library, Information and Media Sciences Area**  
(2nd Floor, 7B Building) | **School of Informatics**  
College of Media Arts, Science and Technology  
College of Knowledge and Library Sciences | **Graduate School of Comprehensive Human Sciences**  
• Degree Programs in Comprehensive Human Science  
Informatics |
| **[Student Support]**  
029-859-1130  
tosyoss-gakusei[@]un.tsukuba.ac.jp | | |
| **[Educational Affairs]**  
(for Undergraduate)  
029-859-1110  
gakumu-k[@]ml.cc.tsukuba.ac.jp  
(for Graduate)  
029-859-1120  
tosyoss-daigakuin[@]un.tsukuba.ac.jp  
*remove "[ ]" when you send a message.* | | |
| | **Program Office for School of Integrative and Global Majors (SIGMA)**  
(2nd Floor, Admission Center) | **School of Integrative and Global Majors (SIGMA)**  
Bachelor’s Program in Global Issues |
| **Global Issues**  
bpgi-office[@]un.tsukuba.ac.jp  
(Laboratory of Advanced Research A703) | | **School of Integrative and Global Majors (SIGMA)**  
| |
| **Human Biology / Humanics**  
(for Undergraduate)  
029-853-7076  
(for Graduate)  
029-853-7081  
sigma[@]un.tsukuba.ac.jp | | **Graduate School of Science and Technology**  
• Degree Programs in Systems and Information Engineering  
Life Science Innovation (Bioinformatics)  
• Degree Programs in Life and Earth Sciences  
Life Science Innovation (Food Innovation), (Environmental Management), (Biomolecular Engineering) |
| **Life Science Innovation**  
(for Undergraduate)  
029-853-3662  
(for Graduate)  
029-853-3998  
life-innov[@]un.tsukuba.ac.jp  
*remove "[ ]" when you send a message.* | | **Graduate School of Comprehensive Human Sciences**  
• Degree Programs in Comprehensive Human Sciences  
Human Biology, Life Science Innovation (Disease Mechanism), (Drug Discovery) |
| **Academic Support Center for School of Comprehensive Studies**  
(2nd Floor, 1C Building) | **School of Comprehensive Studies** | |
| **[Support Center]**  
029-853-2529 | | |
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. 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.

You can obtain a request form for a Leave of Absence at your respective Academic Service Office (etc.) *see the note below.

**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:** Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

**Period of Absence:** Within 1 year (The period of absence will not be added to the period of enrollment nor to the minimum required them of the study.)

Note: “Academic Service Office (etc.) ” includes the following 3 offices; 1) Academic Service Office, 2) Program Office, and 3) Academic Support Center

(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:** Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(3) 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:** Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(4) Transfer, and Change 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. For the application process, please refer to the notice on the bulletin board.

**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:** Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(5) 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**: Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

### (6) 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 can be taken.

#### ① Dismissal

Students shall be dismissed from the University under the following circumstances;

(i) Students who fail to pay tuition fees, even after being demanded to do so by the University.

(ii) Students who 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) Students who 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) Students who 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 (3 years of continuous leave of absence) and Article 48-3 (total of 3 years of leave of absence).

(v) Student who fail to pay admission fee after finally denied the application for admission fee exemption, or approved for a half exemption.

#### ② Disciplinary Action

The University may impose disciplinary measures on a student who breaches the University regulations or who commits acts deviating from the students’ responsibilities. In Article 58, the restricted activities that the students must not engage in are specified as follows.

(i) Obstruct the proper administration of final examination or other examinations.

(ii) Damage the University’ facilities, equipment or environment.

(iii) Breach the provisions of the University regulations or other rules.

(iv) Disturb the public order or engage in other deviations from their responsibilities as students.

The Article 60-2 provides the 3 types of disciplinary measures; 1. Disciplinary Expulsion (specified in Article 61), 2. Suspension (specified in Article 62), and 3. Admonishment (specified in Article 63).

#### Disciplinary Expulsion

Disciplinary expulsion shall be imposed on a student in any of the following circumstances.

(i) Students who exhibit bad behavior and are unlikely to improve their behavior.

(ii) Students who are often absent from the University without justifiable reason(s).

(iii) Students who disturb the public order or who otherwise demonstrate extreme deviation from their responsibilities as students.

#### Suspension Period

Suspension period shall be included in the period of maximum enrollment duration but shall not be included in the school year. However, if the period does not exceed one month, the suspension period may be included in the school years required for graduation.

*Disciplinary measures will be impose after careful investigation and discussion by referring to prior cases.

### 3 Changes 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**: Academic Service Office (Student Support) / Program Office / Academic Support Center.

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  https://www.tsukuba.ac.jp/en/campuslife/

“Campus Life” on the University website provides information on major aspects of school life, accommodation, and support programs for international students.

◇Main Contents on “Campus Life”
- Academic Calendar
- University Events
- Campus Web Tools (TWINS, WEB Bulletin Board, manaba, etc.)
- Scholarship & Study Support
- Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)
- Housing
- Campus & Facilities
- Extra Curricular Activities (club & circle)
- Welfare Facilities

2 Issuing Official Documents and Certifications

(1) Student ID Card

Your Student ID Card identifies you as a student of the University of Tsukuba. It provides you access to our university facilities such as the libraries, laboratories, or to on-campus services. Please make sure to carry the card with you at all times. If you are requested to show your Student ID Card to obtain services or to proof your identity in certain places, you must follow their instructions (University Regulations-Article 7).

The following situations are most common places that require a Student ID Card.


Use of Student Discount: Issuing Student Discount Certificate (for travel fare) Purchasing a student commuter pass (for public transportation) University On-campus Transportation System (bus-pass)

Cautionary Notes:
- Do not lend or give your student ID card to another person.
- When there is any change in your personal information printed on your Student ID Card, please promptly notify your respective Academic Service Office (etc.).
- When you lose your student status due to graduation or withdrawal, please immediately return your Student ID Card to your respective Academic Service Office (etc.).

● 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 (etc.) at the end of the academic year in order to extend the valid period.

● Re-issuing Student ID Card

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

① Pay the issue fee, 1,000 yen at the “Shihokai Service Promotion Office (Division of Student Welfare)” 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 (etc.) (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 × 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 (etc.) 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.

Most public transportation in Japan offers commuter passes for those who use the transportation regularly. You can purchase a commuter pass showing your Student ID Card or the following commutation certificate; 1) Student Commuter Certificate (筑波大学通学定期乗車券購入証明書) for those who purchase a commuter pass to their main campus, or 2) Student Commuter Pass (通学証明書) for those who commute to other campus or schools in order to participate in trainings or seminars. If you are requested to submit a certificate when purchasing a commuter pass, please apply to your respective Academic Service Office (etc.)

(4) Certificate of Enrollment, Transcript of Academic Record, and Other Documents.

Most of the certificates for regular students can be issued by the Automatic Certificate Issuing Machine (証明書自動発行機). The operating hours may differ depending on the location where the machine is installed, so caution is advised. In case of non-regular students (Non-degree Research Student, Credited Auditor, Exchange Student), their certificates or transcripts are issued upon request at the respective Academic Service Office (etc.)

◇ Locations & Documents available from the machines

<table>
<thead>
<tr>
<th>Locations (Operating Hours: Weekdays, 9:00 to 17:00)</th>
<th>Certificates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Service Offices</td>
<td>• Student Discount Certificate (for travel fare)</td>
</tr>
<tr>
<td>Student Plaza 2F (Weekdays, 9:00 to 21:00)</td>
<td>• Transcript</td>
</tr>
<tr>
<td>University Hall Bldg. C-2nd Floor, 9P210</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 Montane Research Center</td>
<td>• Certificate of Expected Completion</td>
</tr>
<tr>
<td></td>
<td>• Health Examination Certificate (also can 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. When the Health Examination Certificate is not available from the machine, please request 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 (The operating days and hours are subject to change depending on the occasion)

(5) Issue of Other Certificates

For the other certificates, please fill out a request form and submit it to the corresponding offices / counters below.

<table>
<thead>
<tr>
<th>Type of Certificates / Documents</th>
<th>Corresponding Offices / Counter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Acquired Credits for Teacher’s License(教員免許状取得見込証明書)</td>
<td>Academic Service Office (etc.) (Undergraduate Educational Affairs)</td>
<td>For the request after graduation or leaving the University</td>
</tr>
<tr>
<td>Academic Record and Graduation Completion</td>
<td>Division of Educational Promotion (Academic Affairs Group)</td>
<td>For Teaching License Application</td>
</tr>
<tr>
<td>Transcript of Credits (for Teacher’s License)</td>
<td>Academic Service Office (etc.) (Student Support)</td>
<td></td>
</tr>
<tr>
<td>Letter of Recommendation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Character Reference</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3 Student Meetings, Posting / Distributing on Campus

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.34; 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 the Academic Service Offices (etc.) / the 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.
- Extracurricular Activities : Supervisor’s signature
- Class Activities : Signature of the lecture-in-charge
- Others(ex. volunteer works): Signature of a faculty member of college/school that the applicant belongs.

Place of Submission : Academic Service Office (etc.) of the person responsible belongs.
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 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.

Diamond Offices in Charge of Facilities

<table>
<thead>
<tr>
<th>Offices / Divisions</th>
<th>Corresponding Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Service Office for the…</td>
<td>Bldg. 1B, Bldg. 1C, Bldg. 1H</td>
</tr>
<tr>
<td>Humanities and Social Sciences Area</td>
<td>Bldg. 1E, Cafeteria in Area 1 (Bldg. 1A, 1st floor), Soup Factory (Bldg. 1A, 2nd floor)</td>
</tr>
<tr>
<td>Pure and Applied Sciences Area</td>
<td>Bldg. 3A, Bldg. 3B, Bldg. 3K, Bldg. 3L, Cafeteria in Area 3</td>
</tr>
<tr>
<td>Systems and Information Engineering Area</td>
<td>Bldg. 2C, Bldg. 2D, Cafeteria in Area 2</td>
</tr>
<tr>
<td>Life and Environmental Sciences Area</td>
<td>Bldg. 2C, Bldg. 2D, Cafeteria in Area 2 (Bldg. 2B, 1st floor)</td>
</tr>
<tr>
<td>Human Sciences Area</td>
<td>Bldg. 2A</td>
</tr>
<tr>
<td>Art and Sport Sciences Area</td>
<td>Bldg. 5C, Dining of the Art and Physical Education</td>
</tr>
<tr>
<td>Medical Sciences Area</td>
<td>Bldg. 4A, Bldg. 4B, Dining of the Medical Sciences</td>
</tr>
<tr>
<td>Library, Information and Media Studies Area</td>
<td>Bldg. 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 &amp; Housing)</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 Pond, Outdoor Space in Area 1 (Bldg. 1C - 2nd floor), Area2&amp;3 Square (space between Area 2 and Area 3), Outdoor Square of the Art and Sport Sciences (Bldg. 5C - 2nd floor), Central Courtyard in Medical Sciences Area (Bldg. 4A - 2nd floor), Central Courtyard in Kasuga Area</td>
</tr>
</tbody>
</table>
(3) Posting / 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.)

◇ Bulletin Board Locations

Area 1
Bldg. 1C, 2nd Floor

Area 2
Bldg. 2B, 2nd Floor

Area 3
Bldg. 3A, 2nd Floor

Physical Education Area
Bldg. 5C, 2nd Floor

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 loudspeaker, 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 (*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

Many students of the University use bicycles or motorcycles to move around campus. In order to solve the issues of bike parking space or blocked passages by bikes, the bicycle / motorcycle registration system has been installed. The IC tag will be issued for registrant. Please attach the tag a clearly visible place on your bicycle / motorcycle.

*For those who submit their application through the admission process, their IC tag will be provided in their program orientation. Please do not apply multiple times by mistake.*

- **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 Office / Program Office / Academic Support Center
- **Registration Fee**: 2,000 yen per 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 the Academic Service Office (etc.)

## (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 / Program Office / Academic Support Center
  - 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 / the Academic Service Office (etc.)
  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 the Academic Service Office (etc.)

<table>
<thead>
<tr>
<th>Parking Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gated Parking</td>
</tr>
<tr>
<td>10,800 yen for a year (900 yen / month)</td>
</tr>
<tr>
<td>Non-gated Parking</td>
</tr>
<tr>
<td>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: 19,000 yen per year *Prices may be changed.
Covered Section: "Tsukuba Daigaku Junkan" Route (UT circulation route)

[Note1] The route between "Tsukuba Center" and the bus stops on Campus
[Note2] The annual pass covers only the route-bus "Tsukuba Daigaku Junkan (筑波大学循環; UT circulation route)".
You will be required to pay the uncovered bus fare if you take other buses which travel on campus.

ex. Tsukuba Daigaku Byoin(筑波大学病院; UT Hospital),

**How to Get & Use**
Purchase the pass at any Maruzen bookstores on campus, 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. If you no longer use the bus pass, please remove the pass sticker from your Student ID Card after the pass expiration date.
- 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 = 280 yen (one way, maximum amount) × 2 (for both way) × 2 (penalty rate) × the number of days from the expiration (April 1st)

Please refer to the following link for the timetable and fares of the loop line.
【Kanto Railway Bus: Route, Time table, and Fare Guide】

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
5 Tuition and Financial Support

(1) Tuition Fee Payment
Tuition Fees and Deadlines

<table>
<thead>
<tr>
<th>Semester</th>
<th>Tuition</th>
<th>Payment Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</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 next business day)</td>
</tr>
<tr>
<td>2nd</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.
   Treasury Section (Revenue Desk), Division of Financial Management TEL: 029-853-2161

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

(2) Financial Support
From April 2020, the Ministry of Education, Culture, Sports, Science and Technology (MEXT) launched a new learning support system for undergraduate students; 高等教育の修学支援新制度 (new learning support system for higher education). With its support system, the recipients can receive grant-type scholarships and tuition reduction. The students in a household on welfare assistance* (ex. tax-exemption) are subject to this support. *In case of International Students, on top of their household receiving some welfare assistance, those who stay under the status of residence of "Permanent Resident", "Special Permanent Resident," "Long-Term Resident," "Dependents," or "Spouse of Japanese" are subject to this 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 (In case of the MA / PhD students, the recipient of the waiver must be 1; those who need financial aid and 2; those who have good academic performance.).

   Those who are planning to use the above support, please apply for its grant-type scholarship first. The recipients of the scholarship are subject to the tuition waiver as well. Those who are not eligible for the scholarship may be exempted their tuition by the University.

   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).

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.

6. Student Insurance
The brochures are distributed at Division of Student Welfare.

(1) Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)
The insurance, known as Gakkensai, regardless of whether it is in or out of the country, it 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 day / longer treatment 3,000 – 300,000 yen</td>
<td>4,000 yen per day (Up to 180 days)</td>
</tr>
<tr>
<td>while being in campus facilities other than the time of regular curriculum or school events, 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 1 day / longer treatment 6,000 – 300,000 yen</td>
<td>4,000 yen per day (Up to 180 days)</td>
</tr>
<tr>
<td>Commuting time / Traveling between university facilities</td>
<td></td>
<td></td>
<td>for 1 day / longer treatment 6,000 – 300,000 yen</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. In the case of injury, give notice to your respective Academic Service Office (etc.) 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 (etc.) or Division of Student Welfare.

(2) Liability Insurance Coupled with “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, and the commuting time for those activities. This insurance is voluntary, and you can apply at your respective Academic Service Office (etc.) 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>Course A</td>
<td>Liability Insurance for Students Pursuing Education and Research (known as Gakken-bai)</td>
<td>Liability Insurance for Internships, Professional Qualification Activities, etc. (known as Intern-bai)</td>
<td>Liability Insurance for Medical Students Pursuing Study and Research (known as Igaku-bai)</td>
</tr>
<tr>
<td>Course B</td>
<td>Accidents occurred during regular curriculum, school events, and the commuting time for those activities. *This course covers the activities above on top of the coverage of Course A</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. *Excluding practical training in medical / pharmaceutical field. *Limited to those recognized as regular curriculum, school events, and extracurricular activities (see Note).</td>
<td>Accidents occurred during medical training related to the school / college in medical fields and the commuting time for those activities. *This course covers the activities above on top of the coverage of Course A and B</td>
</tr>
<tr>
<td>Maximum Coverage</td>
<td>Up to 100 million yen per accident for both bodily injury and property damage (*zerodeductible) coverage of Course B</td>
<td>Up to 100 million yen per accident for both bodily injury and property damage (*zerodeductible) coverage of Course B</td>
<td>Up to 100 million yen per accident for both bodily injury and property damage (*zerodeductible) coverage of Course B</td>
</tr>
<tr>
<td>Insurance Fee (for 1 year)</td>
<td>340 yen</td>
<td>210 yen</td>
<td>500 yen</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.
II. Campus Life

(3) Comprehensive Insurance for Students Lives Coupled with “Gakkensai” (“Futai-gakuso”)

This insurance provides 24-hour coverage for injury, illness, and compensation for accidents occurred in your student life.

You can add this optional insurance on the basic insurance plan, 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></td>
</tr>
<tr>
<td></td>
<td>In Japan: Limited to 300 million yen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Overseas: Limited to 100 million yen</td>
<td></td>
</tr>
<tr>
<td>Death and Residual Disability</td>
<td>1 million yen</td>
<td></td>
</tr>
<tr>
<td>(Injury)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inpatient and Outpatient (Injury)</td>
<td>Copayment</td>
<td></td>
</tr>
<tr>
<td>Inpatient and Outpatient (Illness)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Provides coverage of out-of-pocket expenses at medical institutions</td>
<td></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>500,000 yen</td>
<td>500,000 yen</td>
</tr>
<tr>
<td>Academic Expenses (Injury of parents / guardian)</td>
<td>500,000 yen</td>
<td>N/A</td>
</tr>
<tr>
<td>Academic Expenses (Injury 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></td>
<td>5 million yen</td>
</tr>
</tbody>
</table>

(4) Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Student (“Inbound futai-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>Team of Insurance</td>
<td>More than 4 months</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>Limit per accident</td>
</tr>
<tr>
<td></td>
<td>In Japan: Limited to 100 million yen</td>
</tr>
<tr>
<td></td>
<td>Overseas: Limited to 100 million yen</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. (*Only available in Japanese)
7 Study Abroad Support

Studying abroad would be a beneficial experience giving you the chance to cultivate international sensibility, or to acquire a habit to see things from different angles. With the objective of supporting the students' growth, the University provides various programs (systems) to help the students to deal with the challenges of studying abroad. Other than supporting to go overseas, we also hold many on-campus activities that allows students to experience "cross-cultural" and "international exchange."

(1) Providing Information on Studying Abroad

If you are considering to study abroad, firstly, you'd better to check the information provided on the website of the Student Support Center (SSC). On the website, you can also find the open recruitment for the Student Exchange Programs (studying at the partner universities) or Short-term Study Abroad Programs. In addition to the provisions of those information, the center holds various events such as International Exchange Meeting, or Study Abroad Fair, etc.

Webpage of Office of International Exchange Support (on CCS website)
https://ssc.sec.tsukuba.ac.jp/ssc-top/ies-top

Note: The COVID-19 pandemic has severely affected students' study-abroad planning. If you are planning to go abroad, please check regularly the SSC website for the latest travel information.

(2) Student Commons

The Student Commons, located at Bldg. 1A - 2nd floor, is a shared common area that gives Japanese and International Students the opportunity to interact with each other. The spaces are available on weekday 10 a.m. to 5 p.m. Other than using spaces for self-study or taking break, you can access to the various services such as; one-on-one consultation for studying abroad, cultural exchange events, chat-events for JP and international students, etc.

(Since March 2020, some events / activities have been limited. However, some events and activities are held as online events instead such as; consultations for studying abroad, information session for studying abroad, or the chat-events, etc. We hope you will enjoy them.)

https://ssc.sec.tsukuba.ac.jp/ssc-top/ies-top/go-abroad-top/student-commons

(3) Information Magazine for Studying Abroad; "Go Abroad!"

The magazine "Go Abroad" provides you essential information that helps you to plan your studying abroad. Making good use of items, such as "MY STUDY ABROAD PLANNER" or "履修計画表 (Course Plan Template)." you can organize your study-plan. You can find / download those materials on the SSC website (Hard-copies are available at the Division of Student Exchange).

https://ssc.sec.tsukuba.ac.jp/ssc-top/ies-top/go-abroad-top/guide-go-abroad

(4) University of Tsukuba Study Abroad Support Programs

Having enough budget is very important for studying abroad. In order to support student's oversea experience, the University of Tsukuba has launched a unique program known as "HABATAKE!." The University also started providing support for those who wish to participate in international online programs / events. Due to the COVID-19 circumstances, many students are having problems to study overseas or participating in activities. We hope this new support helps students to with their cross-boarder experience.

Other than the University's original supports, you can also access some external supports. For the information of external supports, please check regularly the bulletin board on TWINS (check the section of the "Notice about Student Support").
(5) **Overseas Students Safety Management**

Recently, whether it is to study abroad or for a training program, the chances to stay abroad for a short or long period of time have increased. Due to this, there are many chances of getting involved in emergency situations such as sustaining significant injuries, accidents, crimes, diseases, and disasters. You might not be able to avoid danger if you live with the same level of awareness as when 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/gc/grm?language=en

### 8 Harassment

The University has been applying the following basic standards when dealing with cases of harassment.

- Never allow to violate the dignity of persons making them feel uncomfortable to study or work on campus.
- In case a harassment case is reported, the University shall deal with it fairly and appropriately.
- After clarifying the facts, the University shall deal with the matter in a strict manner.
- Aiming for a harassment-free campus, the University promotes 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.

【STOP HARASSMENT】
Towards a harassment-free campus
### III. Welfare and Support

#### 1. 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 Nasic Co./ Ltd.)”. 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 website below.

【University website: Part-time Job】

**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></th>
<th>Subcontracting</th>
<th>Short-term Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving work instructions</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Fixed working time &amp; place</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Replace workers</td>
<td>Non-replaceable</td>
<td>Replaceable</td>
</tr>
<tr>
<td>Basis of the remuneration</td>
<td>Results</td>
<td>Working Hours</td>
</tr>
<tr>
<td>Withholding Tax Slip (Gensen Choshu Hyou)</td>
<td>Non-Issuable</td>
<td>Issuable</td>
</tr>
<tr>
<td>Necessary Expenses</td>
<td>Borne by the Subcontractor</td>
<td>Borne by the University</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
https://kosei.sec.tsukuba.ac.jp/
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】

(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: gakuseisyukusya@un.tsukuba.ac.jp

(2) Residence Hall Parking

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

① 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.

Documents Required: 1) Application Form, 2) Written Oath, 3) A copy of Vehicle Inspection Certificate, 4) A copy of Private Automobile Insurance, 5) Payment receipt of parking fee

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 (9.18㎡) with kitchen, bath, and toilet.

The University cannot offer you any particular rooms, however, there are so many housing agencies within walking distance of campus. You can find the room that suit you best if you tell your needs to those agencies. If you'd like to get some brochures of agencies, please feel free to take them at the Div. of Student Welfare.
IV. Extracurricular Activities

1. Student Organizations

Around 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

Equipment

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

*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】*Only available in Japanese
https://www.sapec.tsukuba.ac.jp/?page_id=417

(3) Student Club Houses and Other Facilities

The University has 5 facilities for extracurricular activities: the Student Club Houses for cultural activities, the Student Club Houses for sports activities, Building for Extracurricular 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, 学生団体学外行事届 (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:** Notification of Off-campus Activities / Events

**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>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>

### 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 provides 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>Activity Grant</th>
<th>Counter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Grant</td>
<td>Assists in the daily activities of the Extracurricular Activity Groups</td>
</tr>
<tr>
<td>Grant for Conventions / Events</td>
<td>Assists the Extracurricular Activity Groups in their 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>Assists in the official on-campus events organized by the Student Organization 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>
IV. Extracurricular Activities

(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 costs. 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 Counseling and Psychological Services 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
   Providing IC cards for re-issuing Student ID Cards

(3) Public Relations Activities
   “Shiho-no-Kaze (紫峰の風)”: Editing, publishing, delivering, and promotional activities.
   The Public Relation Journal “Shiho-no-Kaze (紫峰の風)” 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-Bldg.A, 4th floor)
TEL: 029-853-2030
https://futureship.sec.tsukuba.ac.jp/shihoukai/ (*Only available in Japanese)

6 Training Facilities

The following facilities are available to students for their extracurricular activities or other occasions such as holding a seminar.

(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
Application Process: 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.
Further Details: https://www.tsukuba.ac.jp/en/campuslife/welfare-organization/kambara/
IV. Extracurricular Activities

(2) Yamanaka Training Center “Lake Lodge Yamanaka”
Location: 479 Hirano, Yamanakako-mura, Minamitsuji-gun, Yamanashi-ken, 401-0502
Accessible Line & Bus: <Bus: Chuo Expressway> Shinjuku → Bugakuso 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: 72 people
Facilities: Seminar Room A (up to 90 people), Seminar Room B (up to 45 people), and Sports Field
Equipment: Projectors, screen, and piano

The training center “Lake Lodge Yamanaka” is equipped with a campsite and provides you new styles of seminars or training camps. On top of the big events, you can also use these compact facilities to have small meetings, or gatherings.

Why don’t you have a meeting with other members surrounding a bonfire? We are here to help you making your plan happen. Just feel free to consult with us!

(Message from the Center Manager, YOSHI-I)

(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: Boso Nanohana Goh> Tokyo → Tateyama Station (3-minute walk to the center)
Capacity: 53 people
Facilities: Seminar Room (with a capacity of 75 persons)
Equipment: Wireless Internet access is available.

Nami Kaze Tateyama is our conveniently located center with great access to the station (within 3 minutes!) and the bus stop for highway buses. The center located on the tip of the Boso Peninsula gives you access to the beach, marine sports, or unique training camp. You can have discussion between the members while watching the sun set at beach!

Other than the seminar room, the facilities or the fields along the center are available for sport events or activities. If you wish to use those facilities, just feel free to ask!

(Message from the receptionist, NISHIMURA)

● Inquiries about the above facilities
Division of Student Welfare (Student Support) TEL: 029-853-2250
V. University Health Center

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 “遠隔地被扶養者証 (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 Health 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. Note: 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 3 departments of diagnosis & treatment of internal medicine, orthopedics, 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, and psychiatric examination; 2,000 yen

【University Health Center】
https://www.tsukuba.ac.jp/en/campuslife/support-healthsupport/health-center/

(1) First-Aid Assistance (Internal Medicine & Orthopedics)
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.

Hours of Operation : Weekdays 9:15 - 11:40 / 13:30 - 15:00
Note : The orthopedic medical consultation is available on a first-come, first served basis. (First 15 people)

(2) Psychiatric Consultation (Psychiatry)
Psychology specialists provide consultations and treatments intended for mental health including depression, swings, lowering of motivation, difficulty sleeping, and lack of appetite. The flow of consultation is as stated below.

Appointment (Psychiatry, 1st Floor)
Consultation Hours : Weekday 9:00-12:15 / 13:15-17:00
TEL : 029-853-2411
Urgent appointments can be considered as much as possible, so please feel free to speak.

On the day of consultation
Please come to the reception of University Health Center with your Student ID Card.
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 who have taken the periodic health examination. Automatic certificate issuing machines can also issue your health certificates.

② Doctor’s Notes for Health Checkup Result
If you need a medical checkup result in particular format or the results with some specific contents, a doctor’s note (certificate) can be issued. (*Fee-based service)

③ Sick Notes
A sick note or certificate is issued in accordance with your medical condition. (*Fee-based service)

④ Certificates 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 health-care or consultations. Please contact the counter at University Health Center for the certificate when you receive treatment.

(4) Hours of Operation

<table>
<thead>
<tr>
<th>Days</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
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<td>○</td>
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<td>○</td>
<td></td>
<td></td>
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<td>Tue</td>
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<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

(5) Consultation Fees and Other Charges

<table>
<thead>
<tr>
<th>Service</th>
<th>Internal Medicine</th>
<th>Orthopedics</th>
<th>Psychiatry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation Fee</td>
<td>500 yen</td>
<td>500 yen</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>Medical Examination Fee</td>
<td>300 yen</td>
<td>300 yen</td>
<td>1,000 yen</td>
</tr>
<tr>
<td>Test Fee:</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>
</tr>
<tr>
<td>b. Other Tests (blood, urine, ECG test)</td>
<td>500 yen</td>
<td>500 yen</td>
<td>500 yen</td>
</tr>
<tr>
<td>c. Psychometric Testing</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>500 yen</td>
</tr>
<tr>
<td>Treatment Fee</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>
</tr>
<tr>
<td>Document Preparation Fee</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>
</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>
</tr>
<tr>
<td>c. Specialty Certificate</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>
</tr>
<tr>
<td>e. Copy of Test Result</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>
</tr>
</tbody>
</table>

● Notes of Charges and Services

① Medical Examination in Response to the Health Checkup

Medical examination and re-inspection in response to the periodic health examination is free of charge (*first consultation only). 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 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).
The Counseling and Psychological Services 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 (for any consultation)

The General Consultation Service is open to all students, their guardians, faculty members, and staff for any consultation they may wish to make. No reservation is needed. If you want to talk, just stop by our offices. Telephone consultation is also available. Depending on the consultation content, we will help you to explore the support programs available.

<table>
<thead>
<tr>
<th>Reception Hours</th>
<th>Student Plaza</th>
<th>Kasuga Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td>9:30 - 12:00 &amp; 13:30 - 16:00</td>
<td>Weekdays, either in Morning / Afternoon</td>
</tr>
<tr>
<td></td>
<td>9:30 - 12:00 or 13:30 - 16:00</td>
<td>9:30 - 12:00 or 13:30 - 16:00</td>
</tr>
<tr>
<td>Opening hours may be subject to change. For further details, please go to the URL in the right section.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place</th>
<th>Student Plaza 3F, Bldg.1D (North side)</th>
<th>Student Interview Room Bldg. 7B, Room 215</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEL</td>
<td>029-853-8430</td>
<td>029-859-1207</td>
</tr>
</tbody>
</table>

*The opening hours and the service usage are subject to change as needed in response to changes in social conditions and other factors. Please periodically check for updated information on the above website.

2 Counseling and Psychological Services

Counseling and Psychological Services 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, relationship issues with friends or 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>Place</th>
<th>University Hall, Bldg. B, Room 411 (4F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Hours</td>
<td>Weekdays, 9:30 - 17:00</td>
</tr>
<tr>
<td>Consultation Request</td>
<td>A prior appointment is required for the counseling session. Please ask for an appointment at the reception or on the phone. In case of any emergencies, same-day appointments are available. Call for appointment: 029-853-2415</td>
</tr>
<tr>
<td></td>
<td>*Telephone / Online consultation is also available.</td>
</tr>
</tbody>
</table>

*The opening hours and the service usage are subject to change as needed in response to changes in social conditions and other factors. Please periodically check for updated information on the above website.

<International Student Consulting Room> (University Hall Bldg. C, 9P204)
Other than the above service, the University provides a consulting service targeting international students. (*Languages Available: Japanese, English, Chinese) For further details, please go to the following URL: https://www.tsukuba.ac.jp/en/campuslife/support-international/counseling/index.html
Encounter Seminar Camp (2 days / 1 night)
Have you ever thought about things such 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 gives you the 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 Counseling and Psychological Services. Note: The propriety of holding the event will be decided according to the social situation. Please periodically check for updated information on the University’s website.

Campus Life Seminar
We often hold various seminars that enhance students’ life. These are conducted by the Counseling and Psychological Services or together with the peer supporters. Note: The propriety of holding the event will be decided according to the social situation. Please periodically check for updated information on the University’s website.

Lunch Time Cafe (Online)
Using the web conference software, the Counseling and Psychological Services provides an on-line place for communication called; “Lunch Time Cafe (The service started from 2020 Autumn)”. On its on-line cafe space, you can freely talk to other students or counselors while you have your lunch.
Visitors are also welcome! We have several types of table-talks, and you can also choose the table that let you have a chill / relaxing time. For the date of the service, please check the website of the Counseling and Psychological Services.

Peer Support
Aiming to provide 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.

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

In order to develop students’ career path, the DAC Center and the Division of Career Services help students to widen their outlook through the step of self-assessment in the career support programs; classes, events, provision of information, or private consultations.

We also provide different types of support depending on the students’ path (working for private company, public service, etc.) or the target (PhD Students, International Students, etc.). Please take advantage of these opportunities to expand your career paths.

1 Support Services at the DAC Center / the Division of Career Services

(1) Classes

- For Undergraduate Programs “Introduction to Career Planning”
- For Graduate School “Career Paths for PhDs”
  *Auditing is Available (to Undergraduate Students)

(2) Event

- Career Events for 1st & 2nd year Students
- Internship Guidance
- Career Guidance (Job-Hunting)
- Business Research/Job Fair
- OB・OG Career Café (Alumni MeetUp & Career Advice)
- Guidance for Public Service Career
- Career development courses for International Students
- Career Event for PhD, etc.

(3) Private Career Consultation

In order to support your career development, future path or job-hunting, the University offers individual consultations. This consultation service is open to all students, and the staff having wide experience will give you advice on your career paths, preparation for exams / interviews, etc.

(4) Provision of Information

Website - Division of Career Service
https://syushoku.sec.tsukuba.ac.jp/career/
- Latest News
- Event News
- Job-Hunting Tips
- Career-Development Tips
- Career Support for PhDs
- Consultation Appointment
- Job Openings
- Internship Opportunities
- Alumni Directory
- Job Offer Report (Notice), etc.

Online Community for Young Researchers; PhD × FUTURE.

Aiming to show / create the value of PhDs, we offer you a community space that makes new connection between PhD students and companies through the job-matching service and posting information.

https://syushoku.sec.tsukuba.ac.jp/phd-future/
In order to provide career support fulfilling student’s needs and to cooperate the MEXT, please give us your favor to fill-out our surveys. Your experience will be very helpful to support all students, as well as for the MEXT statistical analysis. You can answer / submit the surveys on the website of the Division of Career Services (*User log-in is required). The individual information collected from the survey will not be used or disclosed for purposes other than the one stated above.

**How to Log-in**
Please enter the user ID and the password.

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

**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 / Ph.D. course, getting a job, etc.) with this survey. Once you register the plan on our website, you will be able to access to various functions and services on the website.

**Survey on Course Progress**
**Target Students: Final year students**

Those who are in their final year (in both Undergraduate and Graduate) are required to inform about their course progress as indicated in the steps below. Also, we’d very appreciate if you could take your time to submits the additional reports that applies to your case (STEP2; job offer, teacher requirement / civil service examination). Your submissions will help other / junior students’ job-hunting.

**STEP 1**
Answer the survey “Course Progress”

**STEP 2**
Please submit the reports that applies to you;
- Job offers
- Teacher requirement exam
- Civil service exam

**Inquiries about career support**
DAC Center / Division of Career Services  
E-mail: syushokuka@un.tsukuba.ac.jp  
TEL: 029-853-8444  
Weekday 9:00 to 12:15, 13:15-17:00  
Place: Bldg.1D ‘STUDENT PLAZA’( 2nd Floor), Area 1
Ⅷ. Support Services for Students with Disabilities and LGBTQ Students

1 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.

[Accessibility Website]
https://dac.tsukuba.ac.jp/shien/en/

● 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.

② Consideration Request / Learning Support

The document “配慮依頼文書 (consideration request document)” is issued after an individual interview in order to provide study support for the students with disabilities. Support is also available for lending assistive devices, campus mobility (including Welfare-Taxi), and learning support by peer tutors.

③ Peer Tutoring

Peer tutors (learning assistants) are available for students with disabilities. Peer tutors are made up of general students and many students get 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.

④ Assessment

In order to maximize the students’ learning ability through the step of knowing themselves, the University provides individual psycho-educational assessment. Anyone can access the assessment regardless of whether they have any disabilities or not.

⑤ Career Support

For those who seek advice for work-style, the University offers career-support programs and the opportunities to meetup with the alumni who have similar backgrounds. Also, collaborating with the team of career support, we provides individual career support for those with disabilities.

● Support Desk

【Reception Hours】 Weekdays 8:30 - 12:15 / 13:15 - 17:15
【Request Consultation】 Prior Appointment
【T E L】 029-853-4584
【E - m a i l】 shougai-shien@un.tsukuba.ac.jp
【Location】 Bldg.1D “STUDENT PLAZA” (2nd Floor), Area 1

2 Support for LGBTQ Students

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.

For further information, please go to the URL below. If you have any concern about your sexuality, feel free to contact us!

[ Diversity Website]
https://diversity.tsukuba.ac.jp/english/

● Support Desk

【Reception Hours】 Weekdays 8:30 - 12:15 / 13:15 - 17:15 (About 60 minutes per consultation)
【Request Consultation】 Prior Appointment
【T E L】 029-853-8504
【E - m a i l】 diversity-au@un.tsukuba.ac.jp
【Location】 Bldg.1D “STUDENT PLAZA” (2nd Floor), Area 1
IX. Libraries

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 2.73 million books in total. Please bring your Student ID Card with you when using the libraries.

Opening hours and services are subject to change. Please check out the website of the library(https://www.tulips.tsukuba.ac.jp/lib/en).

1 Library Hours

Note: The time inside brackets "( )" refers 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>Central Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>8:30 − 24:00 (9:00 − 22:30)</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>Art Physical Education Library</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>Library on Library and Information Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>8:30 − 22:00 (9:00 − 21:30)</td>
<td></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>
<tr>
<td>Medical Library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weekdays</td>
<td>8:30 − 22:00 (9:00 − 21:30)</td>
<td></td>
</tr>
<tr>
<td>Saturdays, Sundays, and Holidays</td>
<td>9:00 − 22:00 (9:00 − 21:30)</td>
<td></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>

*Information on temporary closure or changes in library hours will be announced on the library website.

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 and staff. The chat-support and inquiry forms on the website is also available.

(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 Rooms 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. (Study Cubicles are not installed in the following libraries; The Library on Library and Information Science, and Otsuka Library)
*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 Commons

In order to provide learning support to the students, the cubicles “Learning Commons” are installed in each of the University of Tsukuba Libraries. Each Learning Commons has unique characteristics.

① Central Library: Learning Square (2F of the main Bldg.)

The Learning Square in the Central Library provides several types of support with extensive facilities such as; PCs, books of academic skills, gallery or exhibition space for research results, several support counters. This space is also used for many events or workshops (ex. Writing Support Seminar, Origami Workshop for International Students, etc.) are also held.

● Student Support Desk

The Learning Advisers, the graduate students of the University, support your studies (2 p.m. - 7 p.m. on weekdays, during semesters)! Need some advice about or have a question about learning? Ask them and find the answer you want!

② Art and Physical Education Library: Learning Commons “Eureka!”

On top of the support for group study or meetings, this new style of learning space “Eureka!” gives you access to the art of various projects of the Art and Physical Education such as; an art work using a wall surface of more than 10 meters in width, yoga events, etc.

③ Medical Library: Learning Commons Complex - branch

In the Medical Library, the ideal place for those who prefer quiet places, learning spaces are divided in 5 areas. Each area has a unique function; ex. the space that is able to change the layout of the desks, edible space, etc.

④ Library on Library and Information Science: Kasuga Learning Commons (KLC)

In order to assist your personal / group study, the talk-able working space “Kasuga Learning Commons” supplies presentation rooms, communication space, and relaxation space.

● Tutor Desk

The tutors respond to inquiries related to learning at the PC (Zengaku Computer System) corner. For further information, such as the support hours, please go to the URL; https://klis.tsukuba.ac.jp/lc/

3 Lending Services

| Maximum Items | Undergraduate students: 10 books / Graduate students: 20 books
| 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.
### IX. Libraries

#### 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 returned to the book-drop.
*The books with attached materials (DVDs, etc.) must be returned to the library counters in order to prevent damage.

#### Overdue Penalties
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 the same period as the longest overdue period AND until the overdue materials are returned. The penalty period starts from the next day after all overdue materials have been returned.

**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>April 5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
<th>17</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 5</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>April 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2days</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Penalty Period</td>
<td>6days</td>
<td>6days</td>
<td>2days</td>
<td>OK</td>
<td></td>
<td></td>
<td></td>
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</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**
- On "My Library":
  - Renewal of loan period, reservation, and requests for book internal delivery
  - Request for the article copies / materials in other organizations
  - Reservation of study cubicles, seminar rooms
  - Request for the Letter of Introduction
  - Page Count on the Library Printer
- 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)
- Research Consultation (Inquiry Form, Chat / Email Support)
- To access “Tsukuba Repository”, a database containing academic content, academic papers, Doctoral dissertations, research reports, etc.

【University of Tsukuba Library (Tulips)】
https://www.tulips.tsukuba.ac.jp/lib/en/
X. The Regulations

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 official website of the University of Tsukuba as needed. Some regulations or guidelines are not mentioned on the website, however, you can confirm them at your respective Academic Service Office (etc.) 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.

University of Tsukuba, National University Corporation Regulations on Student Activities

Corporation Regulations No. 57 of September 29, 2005

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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.
X. The Regulations

(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, 学生団体事業報告書 (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 (Undergraduate School-College / Graduate School - Degree Program) 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.

(Size of Written Notice)
Article 15: The size of written notice shall be not more than 80 cm × 110 cm; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

(Restrictions on Postings)
Article 16: Students or student organizations may not post documents for the purpose of activities pertaining to any specific political party / religious group, or for the purpose of injuring the reputation of others on-campus.

(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 Provisions (Corporation Regulations No. 24 of March 19, 2007)
These Corporation Regulations shall come into effect as of April 1, 2007.

Supplementary Provisions (Corporation Regulations No.42 of December 26, 2019)
1. These Corporation Regulations shall come into effect as of April 1, 2020.

2. The reorganization of the Graduate Schools (Corporation Regulations on the Organizational Structure of Departments and Programs No.15 of 2019) shall be applied to a student who was admitted in or after AY2020. For those who were admitted in or before AY2019, the former division system shall be applied. In the matter of the Article14-2 of the Corporation Regulations on Student Activities, the above rules shall be applied.
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 Title</th>
<th>Form No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. REQUEST FOR NEW STUDENT ORGANIZATION</td>
<td>Appended Form 1</td>
</tr>
<tr>
<td>2. REQUEST FOR CONTINUATION</td>
<td>Appended Form 2</td>
</tr>
<tr>
<td>3. ACTIVITY REPORT</td>
<td>Appended Form 3 &amp; Appended Form 4</td>
</tr>
<tr>
<td>4. REQUEST FOR REGISTRATION / RECORDS CHANGE</td>
<td>Appended Form 5</td>
</tr>
<tr>
<td>5. NOTIFICATION OF DISSOLUTION</td>
<td>Appended Form 6</td>
</tr>
<tr>
<td>6. REQUEST FOR PERMISSION TO JOIN EXTERNAL ORGANIZATION</td>
<td>Appended Form 7</td>
</tr>
<tr>
<td>7. REQUEST FOR APPROVAL OF GATHERING / MEETING / EVENT</td>
<td>Appended Form 8</td>
</tr>
<tr>
<td>8. REQUEST FOR MEGAPHONE USE</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 NEW STUDENT ORGANIZATION

筑波大学長殿

To: President, University of Tsukuba

(Representative info.) 代表責任者

Affiliation 所 属  ___________ 年次

Name 氏 名

Address 住 所

Phone 電 話

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.

<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 Representatives (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>顧問教員</td>
<td>Signature of Faculty Advisor</td>
</tr>
</tbody>
</table>

(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。
The names of the representatives and faculty advisor must be written (signed) by those individuals.

2 構成員名簿を添付すること。
Attach the membership list.

3 該当する□にレ印を記入すること。
Check the □ that applies.
学生団体継続願

STUDENT ORGANIZATION: REQUEST FOR CONTINUATION

筑波大学長殿
To: President, University of Tsukuba

下記により学生団体の設立を更新したいので、許可願います。

I hereby request your permission to continue of group registration 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>Total Number of Members</td>
</tr>
<tr>
<td>副責任者（2人以上）</td>
<td>Deputy Representatives (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>Remarks</td>
</tr>
</tbody>
</table>

顧問教員
Signature of Faculty Advisor

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

2 構成員名簿を添付すること。 Attach the membership list.

3 該当する□にレ印を記入すること。 Check the □ that applies.
**令和3年度 学生団体事業報告書（文化系・芸術系）**

**STUDENT ORGANIZATION: AY 2021 ACTIVITY REPORT (Cultural / Artistic Circle)**

To: President, University of Tsukuba

下記のとおり事業報告書を提出します。

I hereby submit our 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</th>
<th>備考</th>
</tr>
</thead>
<tbody>
<tr>
<td>yyyy</td>
<td>mm dd</td>
<td>Event / Activity</td>
<td>Event Organizer</td>
<td>Venue / Location</td>
<td>Number of Participants (Audience)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>顧問教員</th>
<th>所属</th>
<th>系</th>
<th>職名</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Faculty Advisor</td>
<td>氏名</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(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。

For the activity results (or future challenges), please attach some supporting documents that will provide evidence of achievements.
筑波大学長殿

To: President, University of Tsukuba

下記のとおり事業報告書を提出します。

<table>
<thead>
<tr>
<th>年月日</th>
<th>競技(合宿)名称</th>
<th>主催者名</th>
<th>場所</th>
<th>参加者数</th>
<th>成績</th>
<th>備考</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

（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。
The names of the representatives and advisor must be written (signed) by those individuals.

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。
For the activity results (or future challenges), please attach some supporting documents that will provide evidence of achievements.
To: President, University of Tsukuba

Organization / Group Name

(Representative info.)

Representative

Affiliation

所 属

Name

氏 名

Address

住 所

Phone

電 話

I hereby request your permission to change of group registration as follows.

<table>
<thead>
<tr>
<th>Changes to Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
<tr>
<td>6</td>
</tr>
</tbody>
</table>

Reasons for Change

Remarks

Signature of Faculty Advisor

Faculty Advisor

Appended Form 5

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

The names of the representative and advisor must be written (signed) by those individuals.
学生団体解散届
STUDENT ORGANIZATION: NOTIFICATION OF DISSOLUTION

筑波大学長殿
To: President, University of Tsukuba

Organization / Group Name
団体名

(Representative info.)
代表責任者

Affiliation
所属

Name
氏名

Address
住所

Phone
電話（  ）

下記のとおり学生団体を解散しますので、お届けします。
We hereby notify the University of the termination of our organization / group as below.

<table>
<thead>
<tr>
<th>団体の名称</th>
<th>Organization / Group Name</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>Clubroom Location</td>
</tr>
<tr>
<td>借用物品の返還</td>
<td>Returning Borrowed Item</td>
</tr>
<tr>
<td>備考</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

顧問教員
Signature of Faculty Advisor

<table>
<thead>
<tr>
<th>所属</th>
<th>系職名</th>
</tr>
</thead>
<tbody>
<tr>
<td>氏名</td>
<td></td>
</tr>
</tbody>
</table>

(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。
The names of the representative and advisor must be written (signed) by those individuals.
学外団体加入願

STUDENT ORGANIZATION: REQUEST FOR PERMISSION TO JOIN EXTERNAL ORGANIZATION

To: President, University of Tsukuba

Organization / Group Name

団体名

(Representative info.)

代表責任者

Affiliation

所属

年次

Name 対

氏名

Address 住所

Phone 電話

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 request for a permission to join the external organization described below.

<table>
<thead>
<tr>
<th>団体の名称</th>
<th>Name of YOUR Organization / Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>名称</td>
<td>Name of Organization</td>
</tr>
<tr>
<td>事業所所在地</td>
<td>Location</td>
</tr>
<tr>
<td>目的</td>
<td>Objectives</td>
</tr>
<tr>
<td>組織</td>
<td>Organization Structure</td>
</tr>
<tr>
<td>事業の概略</td>
<td>Operation Overview</td>
</tr>
<tr>
<td>加入費及び登録費の有無</td>
<td>Membership / Registration Fee</td>
</tr>
<tr>
<td>□有</td>
<td>Charge (有の場合、その額 円)</td>
</tr>
<tr>
<td>□無</td>
<td>No-charge</td>
</tr>
<tr>
<td>備考</td>
<td>Remarks</td>
</tr>
</tbody>
</table>

顧問教員

Signature of Faculty Advisor

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

2 当該学外団体の規約を添付すること。 Attach the organization regulation.

3 該当する□にレ印を記入すること。 Check the □ that applies.

*The form in this page is for reference purposes only and cannot be used for application.*
**student gathering (fund) request**

**request for approval of gathering / meeting / event**

To: President, University of Tsukuba

---

<table>
<thead>
<tr>
<th>Organization / Group Name</th>
<th>団体名</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Representative info.)</td>
<td>代表責任者</td>
</tr>
<tr>
<td>Affiliation</td>
<td>所属</td>
</tr>
<tr>
<td>Name</td>
<td>氏名</td>
</tr>
<tr>
<td>Address</td>
<td>住所</td>
</tr>
<tr>
<td>Phone</td>
<td>電話</td>
</tr>
</tbody>
</table>

I hereby request your approval to organize a gathering as described below.

**name of the gathering**

**Purpose of the gathering**

**Number of participants**

学群生：人、大学院生：人、研究生等：人：These students will participate.

**Responsible (Affiliation) (Year Grade) (Name)**

**Place of gathering**

**Date / Time**

月日 (曜日) 时から时まで [Time] From to

**Outside collaborator or sponsor**

□有 (Name)

□無

**Outside participants**

□有 (To what extent)

□無

**other information**

**signature of faculty advisor**

---

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

(注) 1 願い出の時期は、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。

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

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。

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

3 該当する□にレ印を記入すること。

Check the box that applies
拡声器使用願
REQUEST FOR MEGAPHONE USAGE

筑波大学長殿
To: President, University of Tsukuba

組織名 / 団体名
Organization / Group Name

(代表者名)
(Representative info.)

所属
Affiliation

氏名
Name

住所
Address

電話 ( )
Phone

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.

記

<table>
<thead>
<tr>
<th>使用日時</th>
<th>令和　年　月　日　(曜日)　時から　時まで</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date / Time</td>
<td>Date] yyyy____mm____dd____(Day of Week:<em><strong>) [Time] From</strong>__ to</em>___</td>
</tr>
</tbody>
</table>

内容
Purpose of Use

使用場所
Location of Use

使用者氏名
Name of User(s)

備考
Remarks

顧問教員
Signature of Faculty Advisor

（注）1 願い出の時期は、使用予定日の5日前 (休日は閏日を含む) までとする。
Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.

2 代表者、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。
Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.
文書等掲示・配布願

STUDENT ORGANIZATION: REQUEST FOR POSTING (on Bulletin Board) / DISTRIBUTING

筑波大学長 殿
To: President, University of Tsukuba

<table>
<thead>
<tr>
<th>Organization / Group Name</th>
<th>団体名</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Representative info.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>代表責任者</th>
<th>所属</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>年次</th>
<th>Year Grade</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>氏名</th>
</tr>
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</table>

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

<table>
<thead>
<tr>
<th>Phone</th>
<th>電話</th>
</tr>
</thead>
</table>

下記により文書等を
I hereby request permission to

□ 掲示 Post

□ 配布 Distribute

したいので、許可願います。
documents as follows

<table>
<thead>
<tr>
<th>掲示・配布期間</th>
<th>令和 年 月 日 ~ 令和 年 月 日</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>FROM (yyyy) (mm) (dd) TO (yyyy) (mm) (dd)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>内容</th>
<th>Contents</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>掲示・配布場所</th>
<th>Where to Post / Distribute</th>
</tr>
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<table>
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<tr>
<th>掲示・配布枚数</th>
<th>枚</th>
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<table>
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<tr>
<th>掲示・配布者数</th>
<th>外名</th>
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<tr>
<th>備考</th>
<th>Remarks / Notes</th>
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</table>

<table>
<thead>
<tr>
<th>文書等掲示及び配布の条件</th>
<th>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。</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>顧問教員</th>
<th>所属</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>類系</th>
<th>職名</th>
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</table>

(注) 1 願い出の時期は、掲示又は配布予定の5日前（休日は期間を含む）までとする。

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

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。

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

3 該当するのに小印を記入すること。

Check the box that applies