

## Student Affairs

### 1 Offices for Academic Affairs Related to Student Services

The Academic Service Offices for Graduate Schools handle most of the procedures for changing status (e.g., application for absence from school), issuing various certificates, course registration, receiving career counseling, applying for scholarships, tuition waivers, extracurricular activities, and other academic affairs.

The table below shows which offices are in charge of the procedures for these services.

Category	Service	Office (Division/Academic Service Office)
Courses	Course Registration	TWINS, Academic Service Offices
	Checking grades	
Credit Approval	Transfer credit approval	Academic Service Offices
Completion	Request for thesis/dissertation review	Academic Service Offices
Change of Status	Application for absence from school	Academic Service Offices
	Application for/Notification of re-enrollment	
	Application for withdrawal from school	
	Application for studying abroad	
	Application for change of Graduate School/Program	
	Application for entrance examinations at other colleges	
Change of Personal Information	Notification of present address	Academic Service Offices
	Notification of change of name/domicile	
	Notification of change of emergency contact	
Certificates	Certificate for purchasing discount travel tickets for students	Automatic Certificate Issuing Machine (TWINS), Academic Service Offices * The Automatic Certificate Issuing Machines are located on the 2nd floor of the Student Plaza, the Shimoda Marine Research Center, and the Mountain Science Center. The University Health Center issues health certificates in forms designated by the requesting entities.
	Certificate of enrollment	
	Certificate of academic record	
	Certificate of expected completion	
	Health certificate	
	Student ID card	Division of Student Welfare (Student Support) [Student Plaza 3F] or Academic Service Offices
	Certificate of commutation	Academic Service Offices
	Acquisition of teaching license/certificate of prospective teacher	
	Letter of recommendation; Character reference	
Tuition fees	Application for a tuition fee waiver	Academic Service Offices
	Application for moratorium/monthly payment deferment	
	Tuition payment	Division of Financial Management (Income Section) [Administration Center 3F]
Scholarships	The University of Tsukuba Scholarship "Tsukuba Scholarship"	Division of Student Welfare (Financial Support) [Student Plaza 3F] or Division of Student Exchange [University Hall C 2F]
	Japan Student Services Organization	Academic Service Offices
	Other scholarships	

Student Life	Lost article report; Found article report; Theft report	Academic Service Offices
	Crime Incident report	
	Part-time work	
	Personal Accident Insurance for Students Pursuing Education and Research	
	General counseling	All-purpose Counseling Room [Student Plaza 3F]
	Student Residence Halls and apartments	Division of Student Welfare (Welfare/Residence) [Student Plaza 3F]
Extracurricular Activities	Application for student group registration	Division of Student Welfare (Student Support) [Student Plaza 3F]
	Application for student group continuation	
	Student group activity report	
	Notification of change in application for student group registration	
	Notification of dissolution of student group	
	Application for participation in external organizations	
	Application to use loudspeaker	
	Application for setting large signboard on campus	
	Student meeting application form	Academic Service Offices
	Notice/Distribution request form	
	Application to use sports equipment facilities	Sport and Physical Education Center
Career & Employment	Career and employment consultation	Division of Career Services [Student Plaza 2F]
	* Career planning survey	
	* Notification of job search progress status	
	* Prospective employee report (company/organization)	
	* Report on employment tests (teacher/public servant)	

## 2 University Regulations

The University of Tsukuba has school rules and other regulations pertaining to academic work and student life, including course registration, changes of status (absence from school, etc.), degrees, and tuition fee waivers. These regulations are published on the University's website (<http://www.tsukuba.ac.jp/> =>情報公開 (Information Disclosure) => 国立大学法人筑波大学規則集 (University of Tsukuba Regulations)). Note that they are available only in Japanese.

Please contact the Graduate School Academic Affairs of the relevant Academic Service Office for information not found on the website.

## 3 Academic Years Required for Graduation and Maximum Enrollment Duration

The academic years required for graduation refer to the period of enrollment required for completion of the Program. The maximum enrollment duration refers to the maximum number of years when students are allowed to remain enrolled at the University. The table below shows the standard academic years required for graduation and the maximum enrollment duration specified by the Programs.

**Note that periods of absence from school do not count toward the academic years required for graduation or the maximum enrollment duration.**

Program	Standard Academic Years Required for Graduation	Maximum Enrollment Duration
Master's Programs	2 years	4 years
Professional Degree Programs		
Professional Degree Programs (Law School)	3 years	5 years
Doctoral Programs (3 years)		
Doctoral Programs (5 years)	5 years	7 years
Doctoral Programs (transfer admissions to the 5-Year Program's 3rd year)	3 years	5 years
Doctoral Programs (4 years) (medical science programs)	4 years	6 years
Master's Programs (short-term enrollment programs)	1 year	3 years

\* The University has separate rules about the academic years required for graduation and maximum enrollment duration for transfer students, students eligible for early program completion, and long-term enrollment students pursuant to its Graduate School Rules. Please check with the Graduate School Academic Affairs of the Academic Service Office for details.

## 4 Absence from School, Re-enrollment, Withdrawal, Studying Abroad and Temporary Transfer

Students need to follow a given procedure for obtaining permission from the University to change the status of their student records to absence from school, re-enrollment, withdrawal, or studying abroad.

**Please consult your academic advisor or the head of your Program or Graduate School, and take the necessary steps to make the change in your student record** at the Graduate School Academic Affairs of the relevant Academic Service Office.

Note that your request will be reviewed over a certain period. **As a rule, complete the steps by one month before you need the permission.**

### (1) Absence from School

Students may take a leave of absence by following the prescribed procedures when they are unable to attend classes for two consecutive months or longer due to illness or for any other special reasons. Contact the Graduate School Academic Affairs of the relevant Academic Service Office for the procedures for receiving permission.

The period of absence should be one year or less. You may request an extension of up to one year under extraordinary circumstances, but absence for more than two consecutive years is not allowed. (Note: This may not apply to the Graduate Schools or Programs at the Tokyo Campus). Complete the procedure for requesting an extension also **at least one month in advance.**

If illness is the reason for taking a leave of absence, a medical certificate must be submitted with the application for absence

from school.

The period of absence from school does not count toward the academic years required for graduation or the maximum enrollment duration.

**The tuition fees for the approved period of absence may be waived depending on the date permission is granted. Consult the Graduate School Academic Affairs of the relevant Academic Service Office as soon as possible if you plan to take a leave of absence.**

[Example] As a rule, the application for absence from school should be submitted at least one month in advance. See the table below for details.

Period of Absence	Application Deadline	Date of Permission	Months for <u>Tuition Fee Waiver</u>
<b>April 1 - March 31 the following year</b>	<u>Last day of February</u>	Last day of March	April - March the following year (12 months)
<b>July 1 - September 30</b>	Last day of April	Last day of May	July - September (3 months)
	<u>Last day of May</u>	Last day of June	No waiver (if the date of permission is after the deadline for the tuition payment for the Spring Semester, the tuition fees for the Spring Semester will not be waived)
<b>October 1 - March 31 the following year</b>	<u>Last day of August</u>	Last day of September	October - March the following year (6 months)
<b>January 1 the following year - March 31</b>	Last day of October	Last day of November	January the following year - March (3 months)
	<u>Last day of November</u>	Last day of December	No waiver (if the date of permission is after the deadline for the tuition payment for the Fall Semester, the tuition for the Fall Semester will not be waived)
<b>February 1 the following year - September 30</b>	Last day of October	Last day of November	February the following year - September (8 months)
	<u>Last day of December</u>	Last day of January the following year	April the following year - September (6 months) (if the date of permission is after the deadline for the tuition payment for the Fall Semester, the tuition for February and March (2 months) will not be waived)

[Reference] Dates on which permission for absence from school is granted and the periods for which tuition fees are waived accordingly

Date of Permission (* Permission is granted at least 1 month after the submission of the application for absence from school)	Period of Tuition Fee Waiver (Monthly)
Before the payment deadline for the Spring Semester (by the last day of May)	Period of absence during the Spring and Fall Semesters and the following academic year
After the deadline (June or thereafter)	Only the period of absence during the Fall Semester and the following academic year
Before the payment deadline for the Fall Semester (by the last day of November)	Period of absence during the Fall Semester and the following academic year
After the deadline (December or thereafter)	Only the period of absence during the following academic year

\* Tuition payment deadlines: The last day of May for the Spring Semester (April - September) and the last day of November for the Fall Semester (October - March)

[Period of absence] The table below shows the durations of absence from school to which students are entitled while enrolled at the University.

Program	Maximum Duration of Absence (Total)
Master's Programs	2 years
Professional Degree Programs	
Law School Program	3 years
Doctoral Programs (3 years)	
Doctoral Programs (including transfer admissions to the 5- Year Program's 3rd year)	
Doctoral Programs (including medical science programs)	
Master's Programs (short-term enrollment programs)	2 years

## (2) Re-enrollment

Students who have taken a leave of absence must submit a notification for re-enrollment in order to return to the University after the period of absence.

If you plan to re-enroll before the approved period of absence ends because the reason for absence ceases to exist, you may submit an application for re-enrollment one month before the planned re-enrollment date and return to school if the application is accepted. In either case, take the required steps using prescribed forms at the Graduate School Academic Affairs of the relevant Academic Service Office.

A remittance slip for payment of tuition fees will be mailed to you after re-enrollment is confirmed. Use the slip to transfer the amount on it into the designated bank account.

## (3) Withdrawal from School

Students may withdraw from school by taking the required steps for permission if they are unable to continue studying at the University because of a career choice, change in financial circumstances, or for any other compelling reasons. Note that withdrawal does not exempt a student from the tuition payment for the semester. You will need to pay the tuition fees for the semester during which you will be leaving the University. Consult the Graduate School Academic Affairs of the relevant Academic Service Office as soon as possible if you plan to withdraw.

[Reference] Examples of tuition fees due according to the duration of enrollment

(Tuition that is due may vary depending on the student's circumstances. Check with the Graduate School Academic Affairs of the relevant Academic Service Office for details.)

Duration of Enrollment	Tuition fees
1 day or more during the months between April and September	Tuition fees for the Spring Semester
1 day or more during the months between October and March the following year	Tuition fees for the Fall Semester

\* The University does not have any rules about tuition fee waivers for students withdrawing from school.

**(For example, a student requesting withdrawal as of April 30 must still pay the tuition in full for the Spring Semester (six months).)**

\* Tuition fees per semester cover the following months: April to September for the Spring Semester; October to March for the Fall Semester

## (4) Studying Abroad and Temporary Transfer

Students must take required steps in order to take a course offered by another graduate school, or to work on their research under the direction of advisers at another graduate school or research and development institute.

### (i) Taking a course at another graduate school

#### A Taking a course at another graduate school in Japan

Check with the graduate school that offers the course you plan to take for the procedure required to attend as an "exchange

student,” and take necessary steps at the Graduate School Academic Affairs of the relevant Academic Service Office. (A request for acceptance of the student in the name of the University’s President is sent to the president of the graduate school. The student receives permission to take the course upon acceptance by the graduate school.)

The period of this temporary transfer (i.e., the duration of study at another graduate school as an exchange student) counts toward the academic years required for graduation and maximum enrollment duration.

**Up to 15 credits** earned at the different school may count toward the credits required for a degree. (The University approves a maximum of 15 credits earned at another graduate school as an exchange student in Japan and at an overseas graduate school. Also The total number of credits earned before enrollment cannot exceed 20 credits.) Take required steps at the Graduate School Academic Affairs of the relevant Academic Service Office to request approval for credits earned outside the University as part of the credits required for a degree as soon as the period of temporary transfer ends.

## **B Taking a course at an overseas graduate school**

### **a Studying abroad with the status “Studying Abroad”**

Students seeking a study abroad placement with their status at the University of Tsukuba being “Studying Abroad” must submit an application for studying abroad for approval. If you plan to enroll at an overseas university, submit the application along with a study abroad plan , the acceptance letter from the graduate school (with a Japanese translation attached) and Schedule output from TRIP(Tsukuba Riskless Itinerary Planner).

In this case, the period of enrollment at the overseas school counts toward the academic years required for graduation and maximum enrollment duration. You may take given steps to request that the credits earned overseas be approved as part of the credits required for a degree.

The University permits up to one year of studying abroad. However, under special circumstances, you may request an extension of up to one more year. Note that the period of studying abroad must not exceed a total of two years.

After the enrollment at an overseas school, submit a prescribed form of the “Academic Report” and an official transcript issued by the overseas institution (in the name of the president, etc.) to the Graduate School Academic Affairs of the relevant Academic Service Office as soon as you return to Japan.

If you request the credits earned overseas to be approved as credits required for a degree, take required steps at the Graduate School Academic Affairs of the relevant Academic Service Office upon your return home. (The University approves a total of 15 credits earned during a study abroad placement at an overseas graduate school and as an exchange student at another graduate school in Japan. Also The total number of credits earned before enrollment cannot exceed 20 credits.)

**Note that students are required to pay the tuition fees for the University of Tsukuba’s semesters during their enrollment at overseas schools.**

### **b Studying abroad with the status “Absent from School” (“absent for studying abroad”)**

The period of absence for studying abroad does not count toward the academic years required for graduation or maximum enrollment duration, while credits earned during enrollment at an overseas school may be approved if they are acknowledged to have educational benefits to the student.

If you plan to be absent for studying abroad, take the steps to apply for “absence from school” and receive approval.

The University may waive the tuition fees during the period of absence for studying abroad depending on the date of permission for absence from school. If you plan to take a leave of absence for studying abroad, consult the Graduate School Academic Affairs of the relevant Academic Service Office as soon as possible.

### **(ii) Receiving research guidance at another graduate school or research and development institute**

Students may receive research guidance as a special research fellow at another graduate school or research and development institution in Japan or overseas by taking the required steps. Some Graduate Schools may have restrictions as to when students can apply for the status of a special research fellow. Please check with the Graduate School Academic Affairs of the relevant Academic Service Office for information.

The University permits up to one year of studying as a special research fellow. However, under special circumstances, a student may request an extension of up to one more year. Note that the period of studying as a special research fellow must not exceed a total of two years, or one year if the student is in a Master's Program.

After the period of studying as a special research fellow ends, the student must submit a special research fellow report together

with a “research guidance report” issued by the person in charge (e.g., the president) at the host institution to the Graduate School Academic Affairs of the relevant Academic Service Office within one month after the period of studying ends. The student’s Graduate School reviews the submitted documents to approve the outcome of the received research guidance.

The period of studying as a special research fellow counts toward the academic years required for graduation and maximum enrollment duration, and the student is required to pay the University of Tsukuba the tuition fees for this period.

**(iii) Enrolling at an overseas partner university**

The University of Tsukuba has official partnerships with a number of universities abroad. These agreements range from university-wide partnerships to small-scale partnerships signed by the University’s Schools, Colleges, and Graduate Schools. The University has agreements with many of the partners on mutual exemptions from tuition fees. A certain number of students who enroll at these partner schools are exempt from paying tuition fees to the host universities.

The list of partner universities and institutions is available on the University’s website (<http://www.kokuren.tsukuba.ac.jp/GP/gplist.html>). If you plan to enroll at a partner school, you are eligible to apply for the Tsukuba Exchange Support Scholarship, a scholarship offered by the Student Exchange Support Program (exchange in partnership) of Japan Student Services Organization (JASSO), or other scholarships offered by exchange programs of private foundations. Visit the Global Commons’ website (<http://g-commons.global.tsukuba.ac.jp/news/>) for information about study abroad scholarships.

◎ The University’s Definitions of “Studying Abroad” and “Absence from School for Studying Abroad”

I Studying abroad

- A Enrolling at one of the partner universities (see the University’s website: <http://www.kokuren.tsukuba.ac.jp/GP/gplist.html>) (Some of the partner universities only accept students from certain Graduate Schools. Check with the University’s department in charge of exchange programs or the Global Commons.)
- B Enrolling at a non-partner institution of higher education  
A student planning to enroll at a non-partner institution must submit an application for studying abroad and the acceptance letter (of an offer of admission) from the institution to the head of his/her Graduate School. A relevant panel reviews the documents and, if it determines that studying at the institution will be educationally beneficial to the student, approves the application.

II Absence for studying abroad

- A Enrolling at an overseas educational institution that the University does not recognize as an institution of higher education equivalent to a graduate school
- B Taking courses in a discipline which is not the student’s area of expertise
- C “Studying abroad” for more than two years

## 5 Expulsion

A student is expelled if he/she falls under any one of the items in Article 60 of the Graduate School Rules.

[Excerpt from the Graduate School Rules]

Article 60: The President of the University expels students who fall under any one of the following items:

- (1) The student has neglected to make a tuition payment despite a reminder from the University.
- (2) The student has been enrolled at the University longer than the maximum enrollment duration.
- (3) The student has taken a leave of absence and continued to be absent longer than the duration specified in Paragraphs 1 to 3 of Article 54.
- (4) The student requested a waiver of the admission fee or a deferment of payment of the fee, the request has been rejected or a waiver of half the amount has been granted, and the student failed to pay the admission fee by the specified deadline; or the student has been granted a deferment but failed to pay the admission fee by the end of the deferment period.

2 Other than the provisions in the preceding paragraph, the necessary matters pertaining to expulsion are prescribed in the University regulations.

## 6 Disciplinary Actions

The University of Tsukuba has the Graduate School Rules and other policies as minimal restrictions necessary to keep its educational and research environment in good condition and maintain order as an academic institution. Disciplinary action is taken against students who have violated these rules and policies or who have acted against their duty as students.

[Excerpt from the Graduate School Rules]

### Disciplinary Actions

Article 66: The President of the University may take disciplinary action against students who have violated these University Rules and other University Rules or who have acted against their duty as students.

2 The “disciplinary action” stated in the preceding paragraph shall be disciplinary expulsion, suspension from school, or a reprimand.

3 If the President imposes disciplinary action, a committee set up under the Vice President in charge of student life shall conduct fact-checking and confirm whether the grounds for the action correspond to any of those specified in Paragraph 1.

4 Any disciplinary actions taken by the President are noted in the student’s record.

### Disciplinary Expulsion

Article 67: Disciplinary expulsion is imposed on a student under any of the following circumstances:

- (1) The student exhibits bad behavior and is unlikely to alter it for the better.
- (2) The student is often absent from school for no justifiable reason.
- (3) The student disturbs public order or significantly violates his/her duty as a student.

2 Any disciplinary expulsion imposed by the President shall be deliberated by the Education and Research Council.

### Suspension

Article 68: A period of suspension shall not exceed one year and six months.

2 The period of suspension counts toward the maximum enrollment duration, while it is not included in the academic years required for graduation; provided, however, that it may count toward the academic years required for graduation when it does not exceed one month.

3 Any suspension ordered by the President shall be deliberated by the Education and Research Council.

### Reprimand

Article 69: Any reprimand issued by the President shall be deliberated by the Education and Research Council.

## 7 Tuition Fee Payments

### (1) Tuition fees

Spring Semester: JPY267,900

Fall Semester: JPY267,900

If tuition fees change while students are enrolled at the University, the new payment applies as of the date of change.

### (2) Due dates

Spring Semester: The end of May. The payment in full is debited from your bank account on May 27 (if this date falls on a bank holiday, the next business day).

Fall Semester: The end of November. The payment in full is debited from your account on November 27 (if this date falls on a bank holiday, the next business day).

\* To pay by direct debit, please deposit the payment in full in your account by the day before the date of automatic payment.



**(3) How to make a payment**

Students are required to pay their tuition and fees by direct debit unless there is a special reason (e.g., the student has taken a leave of absence). This means they must submit a complete “Automatic Account Transfer Application Form” to the accounting staff (incoming) of the Division of Financial Management.

If you choose not to pay your fees by direct debit because you are taking a leave of absence or for any other special reasons, make the payment by bank transfer using the remittance slip provided by the University.

**(4) Receipts**

Your bankbook will show payment to “ツクバダイ (Tsukubadai)” after the payment is debited from your account. If you pay by bank transfer using the remittance slip, the financial institution where you make the payment will issue a receipt. If you need a receipt issued by the University in addition to the above, please make a request to the accounting staff (incoming) at the Division of Financial Management of the Department of Finance and Accounting (located on the Administration Center 3F).

**(5) Others**

You may choose to pay your annual tuition fees for the Spring and Fall Semesters at the time when you make the payment for the Spring Semester.

If you do, your bankbook shows the payments for two semesters in separate lines.

(If you have any questions about making a lump-sum payment, please contact the accounting staff (incoming) at the Division of Financial Management of the Department of Finance and Accounting (located on the Administration Center 3F). Phone: 029-853-2161)

Please refer to the *University of Tsukuba Student Guide* (available on <http://www.tsukuba.ac.jp/campuslife/>) for other matters regarding student life (applications/notification/certificates pertaining to extracurricular activities, career support, tuition fees, and scholarships).