

9 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	
	Overseas Travel Notification	Register in the Overseas Travel System (TRIP)
Certificates	Certificate for purchasing discount travel tickets for students	Automatic Certificate Issuing Machine [Location of Automatic Certificate Issuing Machine] •Medical Sciences Area •Library, Information and Media Studies Area •Student Plaza
	Certificate of enrollment	•Business Sciences Area, Tokyo Campus
	Certificate of academic record	•Shimoda Marine Research Center •Sugadaira Montane Research Center
	Certificate of expected completion	※ The University Health Center issues health certificates in forms designated by the requesting entities.
	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	

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

2 Academic and Emergency Notifications

In principle, academic and emergency notifications are posted on the Bulletin Board (TWINS) (the electronic bulletin board of the schools and colleges for students). Students can view on-campus information regarding class cancellation, class bulletin boards, announcement bulletin boards as well as check the status of studies on the Bulletin Board (TWINS). Students can also register and manage their personal schedule on the Bulletin Board (TWINS). The information once posted is considered to be known to all students. Therefore, students are unable to file objections because they have not seen the Bulletin Board (TWINS).

Students are responsible for regularly checking the Bulletin Board (TWINS) to avoid missing out on important information with regard to their studies.

□ Primary Contents (Academic Notifications)

Course-Related Materials, Course Registration, Confirmation of Course Registration, Course Cancellation, Makeup Courses, Change of Course Schedules and Classrooms, Intensive Courses, Examinations, etc. Schedules, Individual Academic Achievement, Independent Study (Research or Thesis), Special Lectures, Approval of Academic Advancement, Graduation Approval, Summons for Students, etc.

(Note) Schedule management screen of the Bulletin Board (TWINS) indicates classes and class cancellation, but please ensure to check the school year calendar regarding transfer of working days.

□ Emergency Notifications

In case of emergencies, including natural disasters, incidents, or accidents, the University of Tsukuba will send that information to the students via e-mail through the school email address or by posting notifications on the Bulletin Board (TWINS) or at the university website. Please keep in mind that students have to check their email inboxes every day or set up systems to forward any emails to their mobile phones or other private email addresses.

3 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.

4 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.

5 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>
April 1 - March 31 the following year	<u>Last day of February</u>	Last day of March	April - March the following year (12 months)
July 1 - September 30	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)
October 1 - March 31 the following year	<u>Last day of August</u>	Last day of September	October - March the following year (6 months)
January 1 the following year -	Last day of October	Last day of November	January the following year - March (3 months)

March 31	<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)
February 1 the following year - September 30	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)	

(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.

If you wish to study abroad at a partner university, you can apply for various scholarships. For more information on studying abroad, please refer to the [Student Support Center International Exchange Support Office website](#).

© 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 (Some of the partner universities only accept students from certain Graduate Schools. Check with the Student Support Center International Support Office.)

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

6 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.

7 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.

8 Tuition Fee Payments

Tuition Fees and Deadlines

	Tuition	Payment Deadlines
1 st Semester	267,900 yen	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 the next business day)
2 nd Semester	267,900 yen	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)

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 make sure that the amount due is in your bank account one business day before the debit date, and not on the debit date itself.
3. For more information, please refer to the University's website (Tuition Fees for Undergraduate and Graduate Students: <https://www.tsukuba.ac.jp/en/admissions/fees-tuition/fees-tuition-students/>).

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