

## **II Student and Academic Administration**

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### 1 Academic Affairs

#### (1) 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, Final Examinations 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.

#### (2) Academic Service Offices

The Academic Service Offices of the schools and colleges manage a variety of academic and student affairs to support school life.

### (3) Business Hours

The business hours of the Academic Service Offices are as follows. In cases when the offices are closed or temporarily set at different business hours due to school events, etc., notices will be posted on the Bulletin Board (TWINS) in advance.

#### Be punctual

<b>Weekdays (Monday through Friday)</b> <b>9:00 – 17:00</b>	<b>Lunch Break</b> <b>12:15 – 13:15</b>
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### (4) List of the Academic Service Offices, Affiliated Schools and Colleges, and Locations

Academic Service Office	Schools and Colleges		Location
Humanities and Social Sciences	School of Humanities and Cultures (College of Humanities), School of Social and International Studies (College of Social Sciences, Undergraduate Program of International Social Studies)		1A Building 3F
Pure and Applied Sciences	School of Life and Environmental Sciences (College of Geoscience), School of Science and Engineering (College of Mathematics, College of Physics, College of Chemistry)		1A Building 3F
Life and Environmental Sciences	School of Humanities and Cultures (College of Comparative Culture, College of Japanese Language and Culture), School of Life and Environmental Sciences (College of Biological Sciences, College of Agro-Biological Resource Sciences)		2B Building 3F
Human Sciences	School of Human Sciences (College of Education, College of Psychology, College of Disability Sciences)		2A Building 2F
Systems and Information Engineering	School of Social and International Studies (College of International Studies), School of Science and Engineering (College of Engineering Sciences, College of Engineering Systems, College of Policy and Planning Sciences, Bachelor's Program in Interdisciplinary Engineering), School of Informatics (College of Information Sciences)		3A Building 2F
Library, Information and Media Studies	School of Informatics (College of Media Arts, Sciences, and Technology, College of Knowledge and Library Sciences)		7B Building 2F
Medical Sciences	School of Medicine and Health Sciences (College of Medicine, College of Nursing, College of Medical Sciences)		4A Building 2F
Art and Sport Sciences	School of Physical Education, Health, and Sport Sciences School of Art and Design		5C Building 2F
Center for Education of Global Communication (CEGLOC)	All Schools	Foreign Language Education Division, Japanese Language Division	CEGLOC CA Building 2F
		Japanese Language Education Division	9P Building 2F
Sport and Physical Education Center	All Schools (Physical Education)		Physical Education Center 2F
Top Global University Project Office	Bachelor's Program in Global Issues		Administration Center 2F

### **(5) Primary Services of the Academic Service Offices**

Undergraduate Academic Affairs	Course Registration, Individual Transcripts, Certificates (Transcripts, Expected Graduation, Dossier of Application for Graduate Schools), Graduation Research/Thesis, Class Cancellation and Change of Schedule, Change of Classroom, Change of Student Status (Leave of Absence, Withdrawal, Reinstatement, Study Abroad), Final Examinations (Change of Classrooms), Practice Teaching, Blanket Application for Teacher's License, Admission for Credited Auditors and Non-Degree Research Students, Classroom Usage Permission, etc.
Undergraduate Student Services	Change of Personal Status (Name, Current Address), Student ID Card, Bicycle Registration, Campus Activities, Academic Counseling, Career Counseling, Certificates (Student Discounts/Registration), Student Commendations and Disciplinary Measures, Petition for Assemblies, Lost and Found, Career Forum, Career Information, Disaster and Accident Insurance for Students Education and Research, Scholarships, Tuition Fees, Application for Tuition Fees Exemption, etc.

Note: For more details on the main sections handling student-oriented service in the offices, please see the university website: <https://www.tsukuba.ac.jp/campuslife/students-guidebook-en.pdf>

### **(6) Telephone Queries**

The University of Tsukuba does not answer telephone queries regarding school events, class cancellations, applications for official certificates, classes, examinations, etc. If necessary, please check the Bulletin Board (TWINS) or inquire at the Academic Service Offices. The University refuses any off-campus phone calls to individual students. Furthermore, no personal information will be shared whatsoever. Please keep these policies in mind and inform families and friends in advance.

### **(7) Official Application, Notification, and Certificates**

The Academic Service Offices manage official application, notification, and certificates as listed below. When applying for any documents at the offices, please show your student ID card. Some documents may be issued via Automatic Certificate Issuing Machine. If official documents are required for employment purposes, etc., please apply well in advance.

	Documents	Sections/Offices	Required Day(s)	Notes
Change of Personal Status	Notification of Present Address	Undergraduate Academic/Student Affairs, Academic Service Office	—	Submit the documents immediately after any changes.  Keep your contact information on TWINS updated all the time.
	Notification of Changes in Emergency Contact			
	Notification of Change of Name			
	Overseas Travel Notification	Register in the Overseas Travel System (TRIP)	—	Make sure to register when you travel overseas for any reasons (i.e., study, leave of absence, private.)
Change of Academic Status	Application for Absence from School	Undergraduate Academic/Student Affairs, Academic Service Office	—	Issued after approval of the faculty councils.  Approval seals needed. (class instructor and tuition payment confirmation)
	Application for Re-enrollment			
	Notification of Re-enrollment			
	Application for Studying Abroad			
	Application for Change of Undergraduate Courses			
	Application for Entrance Examinations at Other Colleges			
	Application for Withdrawal from School			
Certificates	Certificate for Purchasing Discount Travel Tickets for Students	Undergraduate Student Affairs, Academic Service Office, or Student Plaza	Within the day	Available by Automatic Certificate Issuing Machine (Academic Service Office, Student Plaza, University Hall C 9P210, Shimoda Marine Research Center, and Sugadaira Research Station)
	Transcript for Academic Record			
	Certificate of Enrollment			
	Certificate of Transcript/Expected Graduation			
	Certificate of Expected Graduation			
	Health Certificate	University Health Center		
	Conditional Report of Teacher's License	Undergraduate Academic/Student Affairs, Academic Service Office	3 days	
	Certificate of Credits			
	Certificate of Transcript/Graduation	Administration Center Division of Educational Promotion (Record Management and Analysis),	Approx. 3 weeks	Personal application for teacher's license
	Transcript of Academic Record/Certificate of Enrollment		Within the day	After graduation, withdrawal
	Certificate of Graduation			
Certificate of Academic Performance				

#### Notes

- Please apply for any official documents with the designated certificate request form, except when using the Automatic Certificate Issuing Machine.
- It takes about 10 days to issue any official certificates in English, so please apply well in advance.**
- After graduation, official documents are issued by the Division of Educational Promotion (Record Management and Analysis) on the 2<sup>nd</sup> floor of the Administration Center (TEL: +81-29-853-2199).
- Academic Service Offices may require paper forms for the notification of present address to collect accurate information.
- Academic Service Offices may require paper forms for Overseas Travel Notification.
- Please refer to the university website for details about other official documents, such as campus activities, student life, career services, tuition fees, scholarships, etc. <https://www.tsukuba.ac.jp/campuslife/students-guidebook-en.pdf>
- Certificate of expected graduation can be issued to students in their final year. If you are unable to issue a certificate in your final year, please contact the academic services office.

## 2 Student Affairs

### (1) Student ID Number

At the time of enrollment in the University of Tsukuba, all students are assigned a student ID number, which remains the same throughout their undergraduate careers at the University. This student ID number is used in several important official contexts such as course registration and allotment of academic grades through electronic data management. Additionally, to obtain official documents such as attendance sheets, examination papers, academic papers, or official requests or certificates, students should provide their student ID number and names.

Enrollment Year (4 Digit of A.D.)	Type of Student ID Number	Number
2023	1	0001

### (2) Student Name

For official records, the University of Tsukuba uses the name provided by students on a document “Data Coding Sheet for International Students Immigration Matters” for admission procedures.

### (3) Maximum Enrollment Duration

The maximum enrollment duration is the length of time that students are allowed to study at the University of Tsukuba.

- (a) The maximum enrollment duration is 6 years. Students are not allowed to stay longer than this duration.
  - Leaves of absence are not included.
  - Periods of suspension from school are included.
- (b) The University allows transfer students to have an equal length of maximum enrollment duration as other students in the same academic year.

### (4) Payment of Tuition Fees

The payment deadlines for tuition fees are as follows. Please make your payments within each deadline. If students are in the process of applying for tuition fee exemption, they must immediately make the payment after they receive a notification of rejection of tuition fee exemption, which is acceptance of half exemption or acceptance of 1/3 exemption.

Semester	Tuition Fees	Payment Deadline
Spring Semester (Apr 1 - Sep 30)	¥267,900	Last day of May
Fall Semester (Oct 1 - Mar 31)	¥267,900	Last day of November

Notes

1. Please refer to the university website regarding the payment instruction.  
<https://www.tsukuba.ac.jp/en/admissions/guidebook-international-student/>
2. In case there is an amendment to the tuition fees, new fees may apply from the time the amendment becomes effective.

**(5) Change of Student Status**

**(a) Leave of Absence (Article 47 and 48, the Undergraduate School Rules)**

If students are unable to study for two or more months due to illness, overseas training (excluding study abroad), or other reasons, they are allowed to take a leave of absence upon the approval of the dean of the school. The approved period for a leave of absence ranges from two months to one year.

Students may be able to extend their leave of absence for a maximum of one year. The maximum length for a leave of absence is three years in total, and it is not to be included in the standard school years required for graduation or the maximum enrollment duration.

In principle, international students must go back to their home countries while they are on a leave of absence.

Procedure for Leave of Absence

(i) Please obtain a request form for leave of absence at the appropriate Academic Service Office and submit it after consulting with your class instructor. In case of a leave of absence due to illness, you will need to attach a medical certificate issued by a doctor. Furthermore, if involving overseas travel, submission of the itinerary (TRIP) is needed.

(ii) The application deadline for a leave of absence is as follows.

Depending on the leave of absence, the tuition fee for the permitted leave period may be exempted.

If the student is planning to take a leave of absence, please consult the appropriate Academic Service Office as soon as possible.

**【Example】**

<b>Period of Leave of Absence</b>	Application Deadline	Leave of Absence Authorized Date	<u>Month in Which Tuition Fee is Exempt</u>
<b>April 1–March 31 of the following year</b>	<u>End of February</u> (deadline)	End of March	April–March of the following year (12 months)
<b>July 1–September 30</b>	Until the end of April	End of May	July–September (three months)
	End of May (deadline)	End of June	No exemption (If the permission date becomes after the payment deadline for the spring semester, the tuition fee for the spring semester

			will not be exempted)
<b>October 1–March 31 of the following year</b>	<u>End of August</u> <u>(deadline)</u>	End of September	October–March of the following year (six months)
<b>The following January 1–March 31</b>	Until the end of October	End of November	The following January–March (three months)
	<u>End of November</u> <u>(deadline)</u>	End of December	No exemption (If the permission date becomes after the fall semester payment deadline, tuition fee for the fall semester will not be exempted)
<b>The following February 1–September 30</b>	Until the end of October	End of November	The following February–September (8 months)
	<u>End of December</u> <u>(deadline)</u>	The end of January the following year	The following April–September (six months) (If the permission date comes after the payment deadline for the fall semester, it will not be exempted for two or three months (two months))

(Note) In principle, it is necessary to submit a “leave of absence application” more than one month in advance.

【Reference】 Relation between tuition exemption and school leave permit date (day on which school leave was permitted)

Leave of Absence Authorized Date (It takes more than one month from submission of leave of absence to permit)	Period covered by tuition fee exemption (monthly basis)
Prior to the spring semester payment deadline (until the end of May)	Period concerning leave of absence for the spring semester · fall semester · the following fiscal year
After the payment deadline (after June)	Only during the period concerning leave of absence in the fall semester and the following fiscal year
Prior to the fall semester payment deadline (until the end of November)	Period concerning leave of absence for the fall semester and the following fiscal year
After the due date (after December)	Only during the period concerning leave of absence for the following fiscal year

※ Tuition fee payment deadline: The spring semester (April to September) is the last day of May, and the fall semester (October to March) is the end of November

**(b) Re-enrollment (Article 49, the Undergraduate School Rules)**

- (i) Students returning to school after a leave of absence need to submit a notification form for their re-enrollment.
- (ii) If students return to school during the period of their leave of absence, they need to submit a request form for their re-enrollment to be approved.

Example

A student has been allowed to take a leave of absence from April 1 to March 31 of the following year; however, from the fall semester (October 1), he or she would like to return to school after



his or her recovery from illness.

This student may be able to register the courses offered in the fall semester upon submission and approval of the re-enrollment form. Tuition must be paid by the deadline.

#### Re-enrollment Procedure

- (i) Please obtain a notification/request form at the appropriate Academic Service Office and submit it to the same office.
- (ii) If students return to school after recovery from illness, they should submit a medical certificate issued by a doctor.
- (iii) Students should submit the notification/request forms one month prior to re-enrollment. If students extend their period of leave of absence, they need to start over the same procedures.

#### **(c) Study Abroad (Article 51, the Undergraduate School Rules)**

Students are allowed to study abroad upon the approval of the dean of the school. Please prepare a “Request form for study abroad,” “Study abroad plan,” “Itinerary,” and other required application materials and submit them by the deadline to the appropriate Academic Service Office.

#### Accreditation of Credits Earned by Study Abroad

- (i) The academic organization at the University of Tsukuba may approve a study abroad if the academic organization considers it instructive from an educational perspective to take classes at the host university for the applying student. If approved, the length of time of the study abroad is included into the standard school years required for graduation and the maximum enrollment duration. Upon the approval of the Education Council of the schools or colleges, 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.
- (ii) There is no guarantee that all credits earned from a study abroad will be approved. Students need to examine course contents offered at the host universities concerning their compatibility with academic courses at the University of Tsukuba. If students wish to transfer earned credits, they should consult with their class instructor and the appropriate Academic Service Office.
- (iii) The maximum length of time approved for a study abroad is one year. However, if compelling reasons exist, students may be able to extend their study abroad for one additional more year. Please keep in mind that the total time of any study abroad cannot exceed two years.
- (iv) When students are unable to complete courses at the University of Tsukuba due to a study abroad, the University allows them to continue taking the courses after returning to Japan. For more details, please consult with the appropriate Academic Service Office.

(v) When students complete the study abroad, within one month after returning to Japan, students must write an academic report on their experience, prepare official transcripts issued by the host university, and submit these documents to the dean of the school via the appropriate Academic Service Office.

**(d) Withdrawal (Article 52, the Undergraduate School Rules)**

If students withdraw from school due to family circumstances or personal reasons, it is possible to withdraw from the school by obtaining permission based on a predetermined procedure. (Note) Please consult with the class teacher and parents etc., before making procedures for withdrawal.

Withdrawal Procedure

Please state the reason(s) for withdrawal, obtain a request form at the appropriate Academic Service Office, and submit it to the same office through your class instructor. Please note that students must pay their tuition fees for the academic year before applying for withdrawal.

In case you are planning for withdrawal, please consult the Academic Service Office as soon as possible.

**【Example】**

<b>Period of enrollment</b>	<b>Tuition fee</b>
<b>From April to September at least 1 day</b>	Tuition fee for the spring semester
<b>From October to March of the following year at least 1 day</b>	Tuition fee for the fall semester

(Note) There is no regulation of tuition fee exemption in the case of a withdrawal.

(Example) In case of applying for withdrawal on April 30, the tuition fee for the spring semester should be paid in full (6 months).

※ Tuition fee payment spring semester: April–September, fall semester: October–March

**(e) Expulsion (Article 54, the Undergraduate School Rules)**

Students who are deemed to meet any of the following conditions will be expelled from the University of Tsukuba:

- (i) Fail to pay tuition fees, even after being requested to do so by the University.
- (ii) Exceed the maximum enrollment duration as stated in the Undergraduate School Rules, Article 4.
- (iii) Fail to attain at least 15 credits each year (excluding those students who have obtained

permission from the dean in advance).

(iv) Exceed the period of leave of absence and are unable to attend the University as stated in the Undergraduate School Rules, Article 48, paragraph 1 and Article 48, paragraph 2.

(v) Fail to pay overdue admission fees.

**(f) Transfer Between Schools and Colleges Within the University of Tsukuba (Articles 20, the Undergraduate School Rules)**

Students who wish to transfer to a different school or college within the University of Tsukuba may be permitted to do so upon the approval of the dean of the school. Please submit a transfer request form to the appropriate Academic Service Office. Please consult with families/guardians and the class instructor prior to beginning transfer procedures. The University announces the transfer policy every October.

**(6) Outline for Study Abroad**

We provide the students, who plan to study abroad as a student of our university, with various ways for it such as exchange programs with overseas universities (partner universities) with which we have exchange agreements, short-term overseas training programs, and so on. You should ensure that you have sufficient time to prepare and complete the necessary procedures before studying abroad. For more information, please refer to Website of Student Support Center, and also check with the Undergraduate Academic Affairs of each Academic Service Office.

**(a) Exchange program with partner universities and study program in Campus in Campus (CiC) partners**

We have concluded approximately 400 student exchange agreements with overseas universities and other institutions and have also concluded CiC agreements with 10 universities around the world to share campus functions and allow students and faculty to interact more freely across borders and institutional boundaries. Based on these agreements, we send students to partner universities as “exchange students.”

The following are some of the advantages of the exchange program.

- Students can apply for the various study abroad scholarship programs administered by the University of Tsukuba. For details, please refer to the “(d) Study Abroad Scholarships” below.
- Students can apply for tuition fee exemption, in cases where the University of Tsukuba has agreements with partner universities on mutual exemptions from tuition fees.
- In some cases, credits earned at the host institution may be approved as credits earned toward graduation requirements.

**(b) Study Abroad Scholarships**

We provide scholarship for overseas study and give information about various scholarships to

support students for international experience. Contact the Division of Student Exchange (Study Abroad), Department of Student Affairs for details.

(i) Overseas Study Support Program (“HABATAKE! Tsukudai-sei”)

This program comprises the following five programs.

I. Overseas Partner Universities Exchange Support Program

This program offers study abroad scholarships to qualified students who participate in exchange programs at the partner universities of the University of Tsukuba. The scholarship provides partial support for living expenses while recipients are staying abroad. (Period: One year or less)

II. Support Program of CiC/DDP/JDP

This support program provides financial support for students who plan to study/research at the universities overseas on the basis of agreements between University of Tsukuba and “Campus-in-Campus (CiC)” partner universities (priority-designated universities), universities implementing the Double Degree Program (DDP), or Joint Degree Programs (JDP). (Period: Depends on Programs)

III. Study Abroad “Musha Shugyo” Program

This program offers study abroad scholarships to voluntary student groups of two to seven students who have excellent planning and presentation skills and go abroad for projects with local students. The program provides partial-support for travel expenses. (Period: Two weeks or less)

IV. Program for Students Participating in International Conferences

This program offers study abroad scholarships to qualified students making presentations at international conferences, symposiums, or research workshops held in foreign countries. The scholarship provides partial support for travel expenses (Period: Two weeks or less).

V. Language Support Program and Overseas Training Support Program

This support program of Overseas Dispatch of Students provides financial support for students who have plans to participate in the study/research through the training program involving language training or specialized courses overseas (Period: About one week to about a month).

(ii) The Next Tobitate! (Leap for Tomorrow) Study Abroad Initiative

Tobitate! (Leap for Tomorrow) Study Abroad Initiative promotes Japanese students study overseas, not only as a government initiative, but as a public-private effort by society as a whole. Tobitate! has restarted the Next Tobitate Initiative in FY2023 as the second stage and will continue from 2023 to 2027. Tobitate! supports flexible study-abroad programs designed by students themselves based on their clear objectives and ambitious goals, which must include practical activities/experiences such as internship, volunteering, and field work (non-school activities).

(iii) JASSO Student Exchange Support Program (Scholarship for Short-Term Study Abroad)

The Student Exchange Support Program offered by Japan Student Services Organization (JASSO) provides scholarships for students studying abroad through the designated study-abroad programs developed by colleges and schools of the University of Tsukuba.

(iv) Scholarships Sponsored by Foreign Governments

A number of foreign governments encourage Japanese students to study in their countries. The conditions of study-abroad programs vary depending on the host government.

(v) Scholarships Sponsored by Private Foundations

Some private foundations offer scholarships to qualified students for studying abroad. Conditions of scholarships vary depending on the foundations.

(vi) Other Scholarships

Please check the Bulletin Board (TWINS), etc., and other websites of scholarship foundations for information.