

# Course Registration

You should register your courses online using the UTAS system on the internet. You will need a user ID and password to log onto UTAS. These are noted in the "Password Notice" which was distributed during the new student orientation session.

## Registration period

- (1) From your personal computer, log onto UTAS using the URL below to register your courses. Intensive courses registration period is the same as regular courses registration period.

**S1, S1S2 and year-round courses: April 12 (Fri) – April 18 (Thu)**

**S2 courses: June 12 (Wed) – June 18 (Tue)**

**A1, A1A2 courses: October 1 (Tue) – October 7 (Mon)**

**A2 courses and W courses: November 25 (Mon) – November 29 (Fri)**

[UT–mate URL]

[https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do?locale=en\\_US](https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do?locale=en_US)

- (2) The consent from an academic advisor is required to register for “Research Paper”, “Thesis”, and “Internship”. Please submit your application form to the GraSPP Office for registration. (Your registration via UTAS is unnecessary.)

The registration procedure and period for “Research Paper” and “Thesis” will be announced via Current Students webpage. Further information on report writing requirements and the schedule will also be announced via Current Students webpage.

Internship applications are accepted as needed. Details on application procedures will be announced via Current Students webpage.

- (3) If you are experiencing difficulties with registration of courses via UTAS, please first check the syllabus or with the respective graduate school administrative offices on your eligibility to take those courses, then contact GraSPP Office within the registration period.

## Course registration withdrawal period

If you wish to withdraw from any of the courses in which you have registered according to Registration period mentioned above, you must de-register them using the UTAS system during this period. **Changes or additions to registration of courses are not allowed during this period. Besides, withdraw beyond this period is not permitted.**

**S1, S1S2 and year-round courses: April 22 (Mon) – April 25 (Thu)**

**S2 courses: June 24 (Mon) – June 27 (Thu)**

**A1, A1A2 courses: October 14 (Mon) – October 17 (Thu)**

**A2 and W courses: December 2 (Mon) – December 5 (Thu)**

※ Intensive Courses

Withdrawal of Intensive courses does not apply to the withdrawal period indicated above. Withdrawal of Intensive courses should be requested by notifying Graduate School Office via email to Graduate School Office by the end of the 1st class day of the course. Any request for withdrawal after the 1st class day of the course will not be accepted.

If there is any specific announcement given by the faculty of the course regarding withdrawal such as in the syllabus, such announcement will override the rule mentioned above. If intensive courses are offered from other faculties or schools, the rules at such faculties or schools will be prioritized.

## **[IMPORTANT] Maximum amount of credits**

At GraSPP, maximum amount of credits that students can register per academic year\* is 38 in order for students to achieve in systematic manner.

This includes credits for Research Paper, Thesis and Internship which registration is done outside of the registration period. The amount of credits are counted after the withdrawal period and not after the registration period. Courses students received M or F in previous semester shall also be counted as part of the maximum amount of credits.

**\*Fall enrolled students: academic year will be counted from fall.**

## **Caution: Registration of Courses with Other Faculties and Graduate Schools**

You cannot take courses for those case studies of Faculty of Law which are not joint curricular courses with GraSPP.

As the grades reporting period differ amongst faculties/graduate schools, there is a possibility that you will not be able to complete in time should your grades cannot be ascertained by the completion assessment period. Students in their final semester of studies should not take courses from other faculties or graduate schools as part of your credits required for completion. Those credits are NOT counted as required credits for completion.

## **Information: Courses for “Research Paper” and “Thesis”**

In AY2019/2020, GraSPP will offer three courses to strengthen English writing skills, presentation skills and effective delivery of works.

Students, especially those who are willing to submit either Research Paper or Thesis or those who seek to enroll in a PhD program, are advised to consider taking the course(s) below.

※Please check syllabus in the UTAS for more details.

Course Title : Essential Academic Skills: Writing and Research Planning

Course Number : 5123312-1

Name of Lecturer : MARSZALEC Daniel Janusz

Course Title : Academic Writing Basic Level I · II

Course Number : 5130211, 5130212

Name of Lecturer : FAYE Singh

Course Title : Academic Writing Advanced Level I · II

Course Number : 5130215, 5130216

Name of Lecturer : FAYE Singh