

# Procedures for Academic Matters

## Registration and change of address, telephone number and e-mail address:

- (1) Once you receive a notice of your UTAS password, you must promptly register your address, telephone number and e-mail address through the UTAS system.
- (2) GraSPP Office may contact you via e-mail or telephone when necessary. **Be sure to check your e-mail address registered to UTAS.**
- (3) When critical matters arise (i.e. regarding completion requirements) or urgent issues occur, GraSPP Office will contact via e-mail or telephone respectively. It is crucial that students register e-mail address and telephone number at all times in UTAS and update in case of change.

## Student Contact (Announcements etc.):

- (1) GraSPP students bulletin board webpage is to be checked daily by students as information on academic matters, scholarship, commencement ceremony information etc. are posted frequently.
- (2) Please also check information on examinations and cancellation of classes etc. of the joint curricular courses with other faculties and graduate schools, which are announced at their various respective bulletin boards.

## Issuance of certificates:

- (1) Some certificates, such as transcripts, certificates of enrollment, and Expected Program Completion, as well as student travel discount certificates are issued immediately by the automatic certificate dispenser.  
\* Certificate of Expected Program Completion can be issued for only the last year of enrollment.
- (2) Your password for the automatic certificate dispenser is the same as the UTAS password.
- (3) Other certificates are issued according to "Application for Certificate".

## Tuition Payments:

- (1) Tuition payments are made twice a year for the first payment term (April – September) and the second payment term (October – March) and one half of the annual amount must be paid each in May and November.
- (2) Payments will be deducted automatically from the bank account that you registered using the automatic tuition payment registration webpage.
- (3) Account remittance dates are May 27 for the first payment term and November 27 for the second payment term (or the next business day if the payment date is a financial institution non-business day).
- (4) Please be sure to deposit an amount equal to the tuition payment in the relevant account at least one day prior to the remittance date.

※ **There will not be notifications for each deduction of tuition.**

\* Reference: [https://www.u-tokyo.ac.jp/en/prospective-students/tuition\\_fees.html](https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html)

### **Scholarship Matters:** ※ (mainly for Japanese Students)

- (1) Primarily, scholarships are available under UTokyo's in-house scholarship schemes, Japan Student Services Organization (JASSO), Local Public Organizations or Public Interest Organizations.
- (2) Please check GraSPP students bulletin board webpage on your own for information on application procedures and schedule etc., which will be announced when available.

※ **International Students should be careful of information from International Student Desk. Please ask International Student Desk if you want to know the details.**

\* Reference: <https://www.u-tokyo.ac.jp/en/prospective-students/scholarships.html>

### **Changes on your student registration status:**

If you wish to request permission for leave of absence, study abroad, change of policy stream, or extension of your enrollment period, you must submit a designated application form to the GraSPP Office to request permission at least one month before the commencement of the term in which you wish to make the status change. For more information, see the sections relating to the procedures for "leave of absence", "study abroad", "changing policy stream" and "extension of enrollment period" separately.

### **Travel abroad:**

When you travel abroad or go back to your home country except for studying at overseas universities, you must submit a "Notice of Travelling Abroad" beforehand.

### **GraSPP Office**

Office hours: 9:00 – 17:00

(Except Saturdays, Sundays, holidays, the New Year holidays and the day of entrance exam)

E-mail: [ppin.j@gs.mail.u-tokyo.ac.jp](mailto:ppin.j@gs.mail.u-tokyo.ac.jp)

Phone: 03-5841-1349 (same as office hours)

- Procedures for leave of absence

If you wish to take a leave of absence, you should keep the following in mind:

### 1. Procedures

If you wish to take a leave of absence, you must submit a designated application form to the GraSPP Office to request permission by one month before the commencement of the term in which you wish to take a leave of absence.

For the criteria regarding the granting of permission for leave of absence, refer to the “Criteria for Leave of Absence by Students” and the “Extent of Persons Requiring Nursing Care and Social Service Activities Pertaining to Student Leave of Absence Standards”.

The maximum period for a leave of absence is one year. If you wish to extend the period of leave of absence beyond one year, you must re-apply at least two months before the expiration of your permitted leave of absence.

(Documents required for the application of leave of absence)

For studying (taking course) abroad	Request for Leave of Absence; study plan; letter of acceptance or student identification from the foreign institution.
For scientific research abroad	Request for Leave of Absence; research/field trip plan (including itinerary)
For financial reasons	Request for Leave of Absence; letter of explanation
For medical reasons	Request for Leave of Absence; doctor’s certificate
Due to childbirth or childcare commitments	Request for Leave of Absence; maternity record book (copy)
For nursing care	Request for Leave of Absence; doctor’s certificate
For activities of social merit	Request for Leave of Absence; activity plan
For a home visit (foreign students)	Request for Leave of Absence; letter of explanation

### 2. Leave of Absence, years required for completion and years in enrollment

You are not allowed to take any courses during the period of leave of absence.

In the master’s program, the duration of leave of absence to be permitted is a minimum of two months but shall not exceed two years (see Article 18 of The University of Tokyo Rules on Graduate School Professional Degree Programs). You should note that the period of your leave of absence will not be included in the calculation of the years required for completion (i.e., 2 years) and the limit on years in enrollment (i.e., 3 years).

### 3. Resumption of Study

Once the reason for your leave of absence becomes non-existent at any time during your leave, you must submit a designated application form to the GraSPP Office to request permission to return to your studies. You must follow the same procedures when you return to school at the end of your leave of absence period.

#### 4. Tuition

You are exempted from payment of tuition during your leave of absence. If you have not completed the leave of absence procedure on time, you should note that you could pay tuition for either the spring or autumn semester even if you will be absent from your studies.

When you receive permission to return to your studies, you must pay tuition during the month in which you return for the entire period from that month to the end of the semester. Any tuition which has been paid will not be refunded.

- Procedures for study abroad

If you intend to enroll in an educational or research institution abroad for two months or longer, you must take the procedure for either studying abroad or taking a leave of absence.

1. Study Abroad

If you wish to study abroad under an exchange program or a double degree program based on a student exchange agreement with an overseas university, you must submit a designated application form to the GraSPP Office to request permission by the specified deadline.

The period of study abroad will be included in the calculation of the years required for completion and the enrollment limit. In principle, tuition must be paid to UTokyo during your study abroad. However, for double degree programs, 1) tuition is paid to the destination university during the period of study abroad and is exempted at UTokyo if the student exchange agreement specifies the tuition to be paid to each destination university, or 2) tuition is paid only to UTokyo during the period of study abroad if the agreement specifies the tuition to be paid to each home university. The agreement depends on the partner school, so please refer to the notices posted on the GraSPP students bulletin board webpage for more details.

2. Leave of Absence

See “Procedures for leave of absence”. The period of leave of absence will not be included in the calculation of the years required for completion and the enrollment limit. Further, if you have submitted and received approval for an application for leave of absence prior to the specified deadline (end of February for the spring semester and end of August for the autumn semester), you will be exempted from paying tuition for the period of your leave of absence. If you have not completed the leave of absence procedure on time, you should note that you could pay tuition for either the spring or autumn semester even if you will be absent from your studies.

If you will be taking courses which are related to your major and earning credits for those courses at a graduate school abroad, you may be deemed to have taken the equivalent courses at GraSPP and gain credits up to one-half of the credits required for completion of the course. (Note: If you have transferred credits which existed prior to your enrollment pursuant to Article 10 of The University of Tokyo Rules for the Graduate School of Public Policy, contact the GraSPP Office before starting the application procedures).

- Procedures for changing policy stream

You may be allowed to change your policy stream if you are deemed to have an acceptable reason only once during your enrollment.

When you want to change your stream, please make sure to check with the GraSPP Office beforehand for more details.

### **1. Procedures for change**

If you wish to change your stream, you must submit a designated application form to the GraSPP Office to request permission at least one month before the commencement of the term in which you wish to make the change.

### **2. Change of stream, leave of absence period, years required for completion and limit on years enrolled**

The number of years required for completion, the limit on years enrolled and the duration of leave of absence are aggregated with the years you have accumulated before the change.

### **3. Treatment of credits previously taken**

Credits which you have already gained before you change stream may be included in the calculation of the credit requirements.

- **Procedures for extension of enrollment period**

The standard period of enrollment of the master's program is two years (see Article 3 of The University of Tokyo Rules for the Graduate School of Public Policy).

If you wish to extend your enrollment beyond this standard limit, you must submit a notice of extension of enrollment on or before the end of the month preceding the month for your original completion. (Long-term students should contact GraSPP Office for confirmation).

It should be noted that enrollment of the master's program is limited to three years (see Article 17 of The University of Tokyo Rules on Graduate School Professional Degree Programs). Accordingly, you can extend your enrollment for only one year (excluding the period of leave of absence).