

## 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 you via e-mail or telephone respectively. It is crucial that student register e-mail address and telephone number at all times in UT-mate and update in case of change in e-mail address and telephone number.

### Student Contact (Announcements etc.):

- (1) GraSPP Bulletin Board or Current Students webpage are 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 student records, student identification, and expectation of completion, as well as student fare cards are issued immediately by the automatic certificate dispenser.  
\* An expectation of completion certificate can be issued for only the second year.
- (2) Your PIN for the automatic certificate dispenser is the same as the UTAS password.
- (3) Other certificates are issued according to a "Application for Certificate" as follows.  
Certificates in Japanese: Issued next day (except Saturdays, Sundays and holidays)  
Certificates in English: Issued in a week (except Saturdays, Sundays and holidays)

### Tuition Payments:

- (1) Tuition payments are made twice a year for the summer semester (April – September) and the winter semester (October – March) and one half of the annual amount must be paid each in May and November.
- (2) Payment by automatic remittance from an account registered based on a tuition deposit account remittance request form.
- (3) Account remittance dates are May 27 for the summer semester and November for the winter semester (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 fees.**

\* Reference: <http://www.u-tokyo.ac.jp/en/campus-life/students/financial-aid/tuition/payments.html>

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

- (1) Primarily, scholarships are available under UT's in-house scholarship schemes, Japan Student Services Organization (JASSO), Local Public Organizations or Public Interest Organizations.
- (2) Please check GraSPP Current Students 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 Adviser. Please ask International Student Adviser if you want to know the details.**

\* Reference: <http://www.u-tokyo.ac.jp/en/campus-life/students/financial-aid/scholarships/>

**Changes on your student registration status:**

If you wish to request permission for temporary withdrawal, study abroad, change of division, or extension of your enrollment period, you must submit a designated application form to the GraSPP Graduate School Office to request permission one month in advance of the commencement of the requested leave. For more information, see the sections relating to the procedures for “temporary withdrawal”, “foreign travel”, “changing program” and “extension of enrollment period” below.

**GraSPP Graduate School 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.u-tokyo.ac.jp](mailto:ppin@j.u-tokyo.ac.jp)

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

- Procedures for temporary withdrawal

If you wish to temporarily withdraw from your degree, you should keep the following in mind:

### 1. Procedures

If you wish to temporarily withdraw from your study at GraSPP, by one month before submit a designated application form to the GraSPP Graduate School Office to request permission.

For the criteria regarding the granting of permission for temporary withdrawal, refer to the “Criteria for Granting Permission for Temporary Withdrawal by Student” and the “Scope of Recipient of Care and Activities of Social Merits for the Criteria for Granting Permission for Temporary Withdrawal by Student”.

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

(Documents required for the application of temporary withdrawal)

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

### 2. Temporary withdrawal, years required for completion and years in enrollment

(see Article 18 of The University of Tokyo Rules on Graduate School Professional Degree Programs)

The duration of temporary withdrawal to be permitted is a minimum of two months but shall not exceed two years.

You should note that the period of your temporary withdrawal 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). You are not allowed to take any courses during the period of temporary withdrawal.

### 3. Re-enrollment

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

#### 4. **Tuition fees**

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

When you receive permission to return to your studies, you must pay tuition fees 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 foreign travel**

1. **Traveling abroad while on leave for temporary withdrawal**

If you intend to enroll in an educational or research institution abroad, or conduct research and field trips abroad, you must take procedure of temporarily withdraw.

The period of temporary withdrawal (a maximum of two years) 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 temporary withdrawal prior to the end of the submission period (end of February for the summer semester and end of August for the winter semester), you will be exempted from paying tuition fees for the period of your temporary withdrawal (see “Procedures for temporary withdrawal”).

2. **Studying abroad** (Article 9, Paragraph 2 of The University of Tokyo Rules for the Graduate School of Public Policy)

If you wish to study at a university in a foreign country, you must carry out the procedures required by the Graduate School Office.

If you will be taking courses which are related to your major and earning credits for those courses at a university 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 Graduate School Office before starting the application procedures).

For study at a university affiliated under a student exchange agreement with GraSPP, refer to the notices separately posted.

3. **Foreign travel**

When you travel abroad for less than two months, you must submit a "Notice of Travelling Abroad".

- **Procedures for changing program (sub-specialization)**

You may be allowed to change your program (sub- specialization) if you are deemed to have an acceptable reason. (See Article 2, Paragraph 2 of The University of Tokyo Rules for the Graduate School of Public Policy) You may change your program only once during your enrollment. In order to change program, you must (1)study in the currently enrolled program at least one year, and, (2)complete some of the courses (class subjects) offered by the program in which you wish to change, and show the certain level of academic achievements.

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

1. **Procedures for change**

If you wish to change your program, you must submit a designated application form to the Graduate

School 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 program, temporary withdrawal 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 temporary withdrawal 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 program may be included in the calculation of the credit requirements as stipulated in Article 4 of The University of Tokyo Rules for the Graduate School of Public Policy.

- **Procedures for extension of enrollment period**

The standard period of enrollment 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 the Graduate School Office for confirmation).

It should be noted that enrollment in GraSPP 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 one only year (excluding the period of temporary withdrawal).