

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 after the enrollment procedures period.

Course registration through ITC-LMS or bookmarking syllabus on UTAS is different from "Course Registration" on UTAS. To earn credits, you must register course through UTAS.

Please be sure to meet the deadlines. The course registration cannot be made outside of the period.

Registration period

- (1) Log onto UTAS using the URL below to register your courses during the following period. Intensive courses registration period is the same as regular courses registration period.

S1, S1S2 and year-round courses: April 13 (Tue) – April 19 (Mon)

S2 courses: June 11 (Fri) – June 17 (Thu)

A1, A1A2 courses: October 4 (Mon) – October 8 (Fri)

A2 courses and W courses: December 6 (Mon) – December 10 (Fri)

[UT–mate URL]

https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do?locale=en_US

- (2) Registration for "Research Paper", "Thesis", and "Internship" will be done by GraSPP Office. (Your registration via UTAS is unnecessary.)
Further information for "Research Paper" and "Thesis" including registration procedure, writing requirements and schedule will be announced via GraSPP students bulletin board webpage.

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

- (3) If you find any course unable to register 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 or registration correction period.

Course registration correction period

If necessary, you can add, change and remove courses during the following period using UTAS. **You CANNOT add, change or remove courses after this period.**

S1, S1S2 and year-round courses: April 20 (Tue) – April 22 (Thu)

S2 courses: June 18 (Fri) – June 22 (Tue)

A1, A1A2 courses: October 11 (Mon) – October 13 (Wed)

A2 and W courses: December 13 (Mon) – December 15 (Wed)

However, withdrawal of Intensive courses does not apply to the correction period indicated above. You cannot withdraw intensive courses via UTAS beyond the correction period. In that case, please notify GraSPP Office by email. Please note that the email should be sent 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

Maximum amount of credits that students can register in one academic year* is 38 to encourage well-planned study.

The amount of credits are counted after the correction period. However, credits for Research Paper, Thesis and Internship which registration is done outside of the registration period will also be included. Please note that courses you received the grade “M” or “F” in previous semester will not be excluded. It will be counted as part of the maximum amount of credits.

***Autumn enrolled students: academic year will be counted from September.**

Caution: Registration of Courses with Other Faculties and Graduate Schools

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. As the grade reporting period differ amongst faculties/graduate schools, there is a possibility that you will not be able to receive grades before the completion assessment period.

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

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

In AY2021/2022, 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 : Advanced Academic Writing

Course Number : 5130200

Name of Lecturer : FAYE Singh

Course Title : Introduction to Academic Writing

Course Number : 5130205

Name of Lecturer : FAYE Singh