



**Tokyo University of Foreign Studies**

**Graduate School of Global Studies**

**Master's Program**

**Doctoral Program**

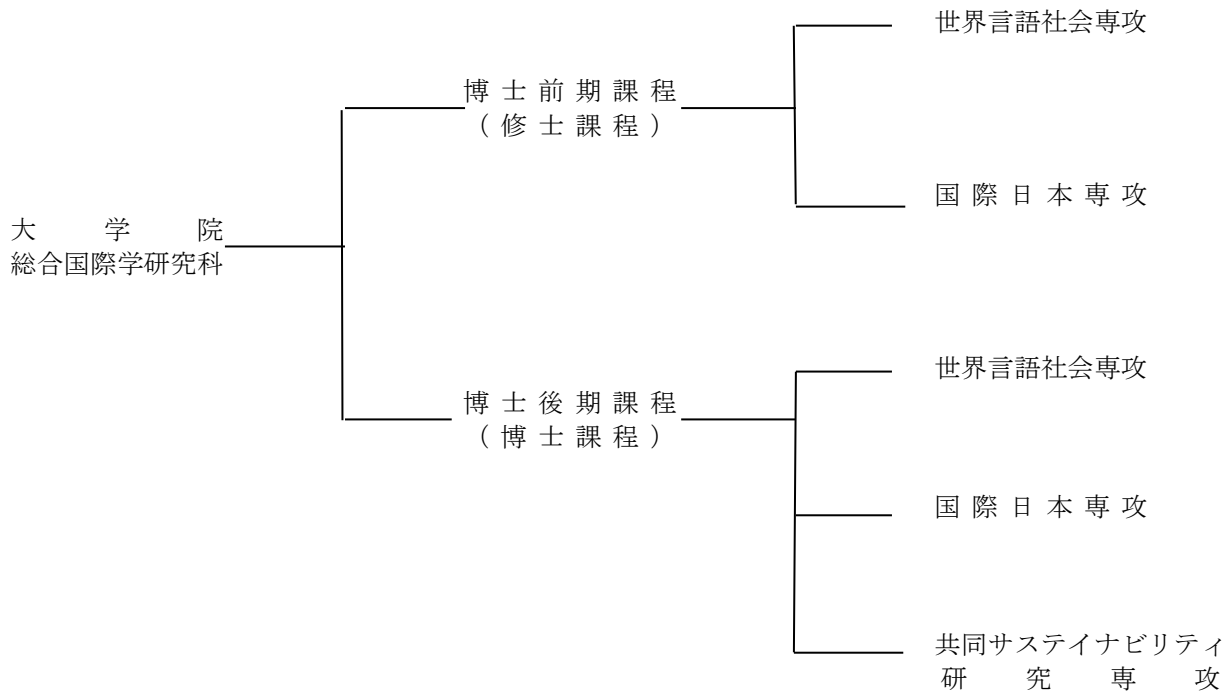
## **Course Handbook**

**For students entering 2019**

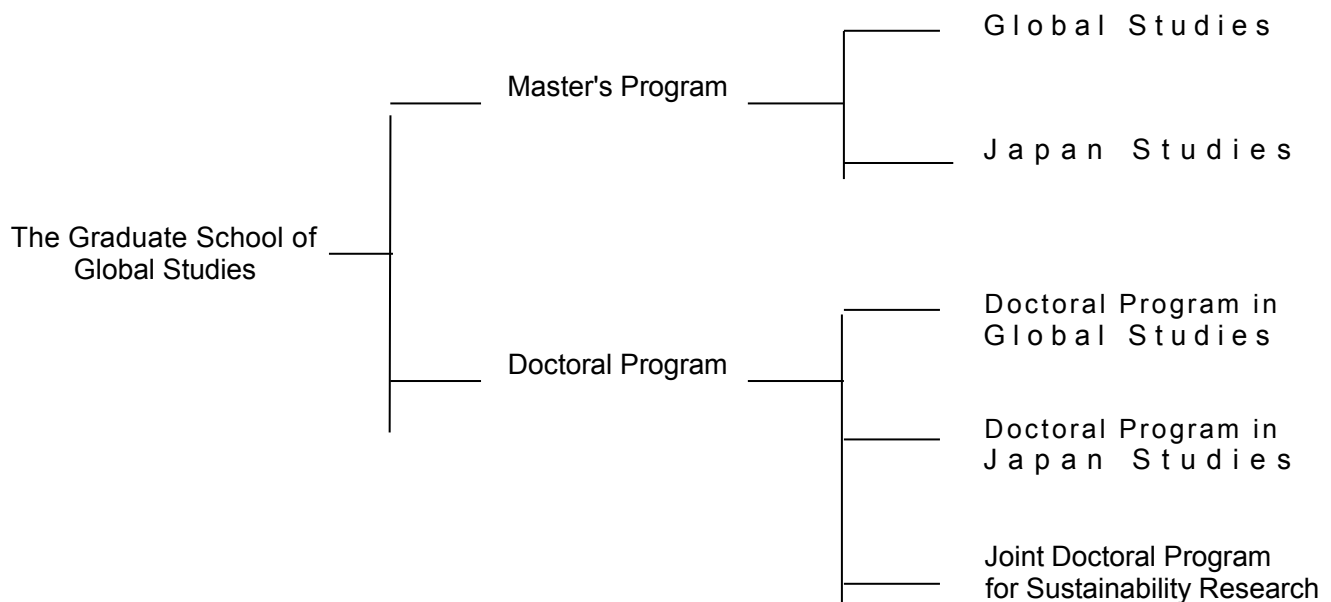


# Tokyo University of Foreign Studies

## Graduate School Course Handbook



### Tokyo University of Foreign Studies



Note: This Course Handbook will be used until you graduate.

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## MASTER'S PROGRAM

### 1.1 Characteristics of the Master's Program

#### 1.1.1 Objectives

The Master's Program in Global Studies applies an integrated and comprehensive perspective on the languages, cultures, and societies of various regions of the world, as well as the international community as a whole so as to foster multilingual and globally competitive human resources who will thrive in the era of a global society.

##### ■ Language and Culture Studies Course

This course promotes specialized education and research on the languages and cultures of the various regions of the world, and fosters experts with who have advanced linguistic knowledge and a comprehensive understanding of global regions.

##### ■ Area and International Studies Course

This course promotes specialized education and research related to the societies of various regions of the world, as well as international society, and fosters experts with the coordination skills and resilience toward conflicts.

##### ■ Peace and Conflict Studies Course (October admission)

This course promotes education and research in peacebuilding and conflict prevention, utilizing networks with various universities in regions embroiled in conflicts, and fosters international leaders who will play an active role in international society and contribute to peacebuilding. All classes are taught in English.

The Master's Program in Japan Studies undertakes to provide comparative perspectives on Japanese language and Japanese language education as they relate to other languages, and on the place of Japanese culture and Japanese society within the world. The objective of this program is to foster human resources who can look at Japan with objectivity.

■ Japan Studies Course

This course examines from a comparative perspective Japanese language and Japanese language education as well as the place of Japanese culture and society within the world with the objective of fostering human resources with an objective perspective on Japan. Four main focuses of this course are Japanese Language, Japanese Language Education, Japanese Literature and Culture, and Japanese Society.

■ Recurrent Course in Japanese Language Education (October admission)

This is a one-year course for Japanese language teachers in employment working in or out of Japan.

### 1.1.2 Curriculum

As a general rule, students in the master's programs are required to take a "Core Seminar Subject" in the spring and a "Global Studies Subject" in the fall. (Students enrolled in October for the Peace and Conflict Studies course and the Recurrent Course in Japanese Language Education are expected to follow the designated course requirements.)

Students undertake systematic studies in their respective courses and subjects under the oversight of the main academic supervisor and supervisor. In the second year, students must attend the "Thesis Seminar Subject" taught by their main academic supervisor, and write a master's thesis.

The Asian and African Field Science Program is offered as an add-on program under the Master's Program in Global Studies. The Program provides experience in theoretically and practically enhanced field work in various regions of Asia and Africa.

In the Language and Culture and International Society courses, students can acquire the language presentation skills needed for their research by taking classes in Language Training for Academic Purposes.

In fields where these studies can link directly to a career, certificates can be issued that show the content of the courses taken. TUFs also offers a range of career enhancement programs.

### **1.1.3 Career programs**

Graduate school not only provides a forum for specialized research, it also serves as a platform from which students can launch their careers. After mastering the academic subjects in your chosen field, it is time to prepare for the next step. For this purpose, TUFs offers a number of programs that should prove invaluable in starting your career after acquiring your master's degree.

- Japanese Language Education Program
- Multicultural Society Coordination Program
- New Foreign Language Education Program based on Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR)
- World History in Secondary Education Program
- Introduction to International Administration Program

Program contents are as follows.

#### **1.1.3.1 Japanese Language Education Program**

##### **■ Objective**

This course addresses the teaching of Japanese as a foreign language and provides a short period of actual teaching practice to give students the basic knowledge and experience they will need to teach the Japanese language, both in Japan and overseas.

##### **■ Program features**



- (1) As the world's largest institute for Japanese language education, TUFS offers an abundance of resources
- (2) A curriculum tailored to the needs of students who have experience studying abroad
- (3) The opportunity to acquire practical experience in the teaching of Japanese which may benefit for the studies of other languages
- (4) Awareness towards the importance of Comparative Studies

■ Program participants

As a general rule, this program is intended for graduate students who are not specializing in Japanese language or Japanese language education

■ Program requirements

A certificate of completion will be awarded to students who take three subjects (six credits) or more of the following subjects.

■ Subjects

At least one class each in categories A and B.

A. Lectures

- Basic Studies in Japanese Language Education 1
- Basic Studies in Japanese Language Education 2

B. Practical training

- Practicum in Japanese Language Education 1
- Practicum in Japanese Language Education 2

### **1.1.3.2 Multicultural Society Coordination Program**

■ Objective

The goal of this program is to prepare students for the challenges of coordinating Japan's increasingly culturally diverse society. As Japanese society becomes more multi-lingual and multi-cultural there is a need for people who can facilitate cross-cultural communication and understanding in such areas as education, administration, and local communities. This program augments the research of TUFs graduate students by providing them with the basic skills required to be an effective multicultural coordinator.

■ Program features

- (1) Spring and fall: Case studies and workshops on coordinating multicultural societies focused on basic knowledge and the development of coordination skills.
- (2) Winter: Intensive course on implementing multicultural coordination and establishing a career as a multicultural coordinator.
- (3) Program content that promotes real-life applications relevant to students' languages and regions.
- (4) Opportunities to learn directly from people already working as coordinators in various fields.

■ Program participants

Open to all TUFs graduate students in all areas of study.

■ Program requirements

A certificate of completion will be awarded to students who take the following three subjects for 6 credits.

■ Subjects

Spring: Multicultural Society Coordination 1

Fall: Multicultural Society Coordination 2

Winter: Intensive course on Multicultural Society Coordination 2

### **1.1.3.3 CEFR-based Foreign Language Education Program**

■ Objective

The Common European Framework of Reference for Languages: Learning, Teaching, Assessment (CEFR) is being increasingly applied in language education worldwide. In keeping with this trend, TUFS is currently developing its own language program to comply with CEFR criteria.

This program offers instruction in CEFR concepts and methods as they are applied to various languages to prepare students seeking careers in language education or careers that will make use of their foreign language capabilities.

- Program features

(1) Spring: Basic CEFR concepts and specific methods using English as the model language.

(2) Fall: How to formulate language teaching material based on CEFR principles.

(3) Participation in CEFR-J x 27 project, a Super Global University (SGU) program, for practical training

- Program participants

Open to all TUFS graduate students in all areas of study.

- Program requirements

4 credits will be awarded for completion of the following two subjects.

- Subjects

Spring: Basic Studies of Language Education

Fall: Basic Studies of Language Education

### **1.1.3.4 World History in Secondary Education**

- Objective

This course is primarily for graduate students seeking to acquire an advanced teaching certificate for geography and history. World History in Secondary Education 1 is a seminar directed at highly motivated high school teachers who wish to deepen their understanding of history education. World History in

Secondary Education 2 provides instruction on the fundamentals of historical studies and practical experience in how to read historical materials.

■ Program features

- (1) Participate in a world history seminar highly rated by teachers throughout Japan
- (2) Enjoy interaction in the seminar with other, highly motivated teachers
- (3) Examine the issues of teaching world history in secondary school and the outlook for comprehensive history courses
- (4) Acquire a cross-regional understanding of history and learn how to read historical materials

■ Program participants

As a general rule, this course is for graduate students seeking to acquire an advanced teaching license for geography and history.

■ Program requirements

A certificate of completion will be awarded for completion of the following two subjects

■ Subjects

- Spring: World History for Secondary Education 1
- Fall: World History for Secondary Education 2

### **1.1.3.5 Introduction to International Administration**

■ Objective

This program offers basic instruction in political science and economics which are necessary for those who seek careers in civil service. It also provides a focus on the specialized knowledge required for Japan's various civil service examinations, as well as for seeking practical solutions to administrative issues.

■ Program features

- (1) Provides a firm grounding in the basic political science and economics necessary for civil service careers
- (2) Class content is designed to provide a framework for students to study for the civil service exams on their own after they have completed the program
- (3) A special feature of this program is that it offers classes in both the political science necessary for graduate students focusing on a wide range of specialties and in the economics that is often so difficult for students in the humanities to master.

■ Program participants

This course is for graduate students in master's programs, particularly those in their first year, who plan to take civil service exams.

■ Program requirements

Students planning to enter the civil service are strongly encouraged to take both "Introduction to International Administration 1" and "Introduction to International Administration 2". A certificate of completion is issued to those who complete both courses.

■ Subjects

- Spring: Introduction to International Administration 1
- Fall: Introduction to International Administration 2

#### **1.1.4 Specialty Area Certification Program**

This program certifies that a student has specialized knowledge and skills related to a special area of study undertaken while enrolled in the master's program. TUFS currently issues certificates in the areas listed below. The certificates provide a way for graduate students to demonstrate their expertise and thereby further their careers. In contrast to the Career Program which is intended to provide a broad range of knowledge and skills, the Specialty Area Certification Program is premised on specific areas and skills.

#### **1.1.4.1 Areas for which certification is offered**

- English Language Education: English Language Education Certificate of Completion
- Practicum in Japanese-English Interpreting and Translation: Practicum in Japanese-English Interpreting and Translation Certificate of Completion
- Japanese Language Education: Japanese Language Education Certificate of Completion

#### **1.1.4.2 Criteria**

- Credits: A minimum of 12 credits is required for all specialty areas. The classes required for a certificate of completion are designated for each area.
- Grades: A grade of “A” is required for at least half of the compulsory classes.
- Master’s thesis: Each specialty area has a required topic for the student’s master’s research and thesis as shown below.
  - English Language Education: A topic related to English language education
  - Practicum in Japanese-English Interpreting and Translation: A topic related to Japanese-English interpreting and translation
  - Japanese Language Education: A topic related to Japanese language education, Japanese language studies, Japanese literature and culture studies, or Japanese society research

#### **1.1.4.3 Application procedures**

- Students who desire a certificate of completion should consult their main academic supervisor at the earliest opportunity.
- Upon receiving your grades at the end of the quarter you are completing, submit your grade report and application for specialty area certificate of completion to the professor in charge of the specialty area. After the professor has checked and approved your application, you must submit it to the Educational Affairs Division within the application period.

- Certificates are issued only once upon completion of the required courses. As a general rule, the certificate is issued in March for courses completed in March, and in September for courses completed in September.

## **1.2. Credits and Academic Supervisors**

### **1.2.1 Requirements for Completion**

■ All the Global Studies and Japan Studies programs are designed to be completed in two years. Students must acquire at least the minimum prescribed credits, write a master's thesis under the necessary guidance and supervision, have their MA thesis evaluated and approved, and, finally, successfully defend their MA thesis. Those recognized as having achieved remarkable accomplishments may complete the program in one year or less than two years (see 1.7.2 Early Completion).

■ The Recurrent Course in Japanese Language Education is, as a general rule, meant to be completed in one year. Students must acquire at least the minimum prescribed credits, have their MA thesis evaluated and approved, and, finally, successfully defend their MA thesis.

### **1.2.2 Courses and Credits**

■ A total of 30 credits or more are required and the student shall register for the classes approved by the main academic supervisor.

■ Credits acquired at other universities with which TUFS has an agreement for credit transfer may be counted as necessary credits (up to 10 credits) by following the required procedures (see Part 5: Studying at Partner universities).

■ A graduate student may take some undergraduate classes, with a few exceptions. Credits acquired through such undergraduate classes may be counted as necessary credits (up to 8 credits for Global Studies and up to 10 credits for Japan Studies).

The undergraduate classes that may be taken by graduate students are the lectures and seminars (講義・演習) within the Core Seminar Program (専修プログラム) of the School of Language and Culture Studies, the School of International and Area Studies and the School of Japan Studies, Regional Languages 地域言語 AIII, General Courses on Japan (教養日本力科目), and World Languages (世界言語科目) under the Global Liberal Arts Program.

A student is not eligible to take Regional Languages A-III classes conducted in the student's native language.

### 1.2.2.1 Global Studies: Language and Culture Studies Course

Subject division	Number of credits	Name of the class & requirements
General Graduate School subjects	2 (compulsory)	Core Seminar
	2 (compulsory)	Global Studies
General Major subjects	4 (compulsory)	Thesis Seminar * 4 credits compulsory as thesis instruction during <u>year 2</u> (2 credits per quarter) * May not register in year 1. * May not register for the class held by professor other than the student's main academic supervisor. *2 credits must be registered during the quarter the student will submit his/her thesis.
	2 (compulsory)	Language Training for Academic Purposes * 2 credits are compulsory from one language. (1 credit per quarter) * May not register for two or more classes in one quarter.  <b>Note: Must be a language other than the student's native language.</b> An exception may be made if it is considered useful for the student's research to take a class in his/her own native language and if the main academic supervisor has given permission. If an exception is to be made, the Graduate



		School section of the Educational Affairs Division must be notified.
Major subjects	12	Must select from subjects offered in Language and Culture Studies
Major Related subjects	8	Students may take other General Graduate School Subjects, major subjects in their own course, Language Training for Academic Purposes, and Language and Culture Studies classes in other Global Studies, Japan Studies, and undergraduate courses, up to 8 credits (except Thesis Seminar Subject).  * Regarding undergraduate classes, see 1.2.2. Courses and Credits
	Total 30 credits or more	

### 1.2.2.2 Global Studies: Area and International Studies Course

Subject division	Number of credits	Name of the class & requirements
General Graduate School subjects	2 (compulsory)	Core Seminar
	2 (compulsory)	Global Studies
General Major subjects	4 (compulsory)	Thesis Seminar  *4 credits compulsory as thesis instruction during year 2 (2 credits per quarter)  * May not register in year 1.  * May not register for the class held by professor other than the student's main academic supervisor.  *2credits must be registered during the quarter the student will submit his/her thesis.
	2 (compulsory)	Language Training for Academic Purposes  * 2 credits are compulsory from one language. (1 credit per quarter)  * May not register for two or more classes in one quarter.  <b>Note: Must be a language other than the student's native language.</b> An exception may be made if it is considered

		useful for the student's research to take a class in his/her own native language and if the supervising instructor has given permission. If an exception is to be made, the Graduate School desk of the Educational Affairs Division must be notified.
Major subjects	12	Must select from subjects offered in Language and Culture Studies course
Major Related subjects	8	Students may take other General Graduate School Subjects, major subjects in their own course, Language Training for Academic Purposes, and Area and International Studies classes in other Global Studies, Japan Studies, and undergraduate courses, up to 8 credits (except Thesis Seminar Subject).  * Regarding undergraduate classes, see 1.2.2.Courses and Credits
Total 30 credits or more		

### 1.2.2.3 Global Studies: Peace and Conflict Studies Course

Subject division	Number of credits	Name of the class & requirements
General Graduate School subjects	2 (compulsory)	Core Seminar
	2 (compulsory)	Global Studies
General Major subjects	4 (compulsory)	Thesis Seminar  *4 credits compulsory as thesis instruction during <u>year 2</u> (2 credits per quarter)  * May not register in year 1.  * May not register for the class held outside PCS course.  *2 credits must be registered during the quarter the student will submit his/her thesis.
	2 (compulsory)	PCS Research Methodology

Major subjects	12	Must select from subjects offered in the Peace and Conflict Studies course.
Major Related subjects	8	With their PCS instructor's permission, students may take other General Graduate School Subjects, major subject classes in their own course, classes in other Global Studies, Japan Studies, and undergraduate courses, up to 8 credits (except Thesis Seminar Subject).  * Regarding undergraduate classes, see 1.2.2. Courses and Credits
Total 30 credits or more		

**1.2.2.4 Japan Studies: Japan Studies Course**

Subject division	Number of credits	Name of the class & requirements
General Graduate School subjects	2 (compulsory)	Core Seminar
	2 (compulsory)	Global Studies
Major subjects	4 (compulsory)	Thesis Seminar  *4 credits compulsory as thesis instruction during year 2 (2 credits per quarter)  * May not register in year 1.  * May not register for the class held by professor other than the student's main academic supervisor.  *2 credits must be registered during the quarter the student will submit his/her thesis.
	12	Must select from subjects offered in the Japan Studies course
Major Related subjects	10	Students may take other General Graduate School Subjects, major subject classes in their own course, classes in other Global Studies, Japan Studies, and undergraduate courses, up to 10 credits (except Thesis Seminar Subject)  * Regarding undergraduate classes, see 1.2.2. Courses and Credits

	Total 30 credits or more
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### 1.2.2.5 Japan Studies: Recurrent Course in Japanese Language Education

Subject division	Number of credits	Name of the class & requirements
Major subjects	4 (compulsory)	Thesis Seminar Subject *4 credits compulsory (2 credits per quarter x 2)
	16	Must select from classes in the Japan Studies course
Major Related subjects	10	Students may take other General Graduate School Subjects, Major subject classes in their own course, classes in other Global Studies, Japan Studies, and undergraduate courses, up to 10 credits (except Thesis Seminar Subject).  * Regarding undergraduate classes, see 1.2.2. Courses and Credits.
	Total 30 credits or more	

### 1.2.3 Main Academic Supervisor and Supervisor

Students will receive research guidance from the Main Academic Supervisor and the Supervisor designated by the Graduate School based on their research topic and conduct the Masters research.

The Main Academic Supervisor will be registered through the submission of the “Report of Research Title” to the Educational Affairs Division Graduate School section with his/her name and hanko or handwritten signature. The Main Academic Supervisor will recommend the Supervisor according to the student’s research title.

## 1.3. Registration Procedures

To acquire the required credits, students must first obtain approval from their Main Academic Supervisor for the subjects they plan to take this academic year. The course registration form must be completed and submitted within the designated period. Modifications or addition will not be permitted after the amendment period. Students are advised to be especially careful when registering their classes. Note that Graduate students are permitted to take only the designated subjects from the undergraduate courses. See 1.2.2.

Courses and Credits

Documents to be submitted	Submission period	Submission method
Course registration	Spring Quarter: Mid-April Summer Quarter: early July Fall Quarter: Early October Winter Quarter: Mid-January	(1) Under the guidance of the main academic supervisor, the student must select classes, fill out the registration form with the student's name, registration code, class title, and the name of the instructor. Once completed, the student must request the supervisor's signature and seal of approval.  (2) Students must register their courses online through TUFs "GAKUMU" Information system. The student must input the same data as that on the registration form approved and stamped by the supervisor.  (3) After registering online, submit the original registration form to the Graduate School Section of the Educational Affairs Division.
Course registration amendment period	Spring: 2 days in Mid-April Fall: 2 days in Mid-October	Revise (if necessary) through the TUFs GAKUMU information system.

**Note: A detailed schedule will be announced in the class schedule handbook and on the TUFs "GAKUMU" Information System.**

**1.4. Awarding of Credits**

**1.4.1 Awarding of Credits and Grades**

Course credits are awarded on the basis of a comprehensive evaluation of class attendance, exams, and reports. No credit is given if a student re-registers for a class or subject already taken. However, if the class content differs even though the class subject and course title are the same, credit may be given. In such a case, the student should consult with the class instructor.

Grades are assigned as A, B, C or D and its scores and pass/fail are as follows;

Grade	Score	Assessment Criteria	pass/fail
A	100 – 80	Excellent achievement of class objectives	Pass
B	79 – 70	Satisfactory achievement of class objectives	Pass
C	69 – 60	Minimum achievement of class objectives	Pass
D	Below 59	Failure to achieve class objectives	Fail

The result of credits awarded can be checked through the GAKUMU system. Currently enrolled students can have their transcript with grades printed out by a certificate issuing machine.

### 1.4.2 Examinations and Reports

Follow the instructions of the class instructor regarding exams and reports required for course credit. The written exam period at the end of each quarter and at the end of the academic year may overlap with the exam dates for undergraduate classes. Students should check the bulletin board for their exam schedule, especially if they are taking undergraduate classes.

### 1.4.3 The Final Examination

The final examination will be held to those who have submitted their MA thesis or MA research paper in the form of face-to-face interview. March graduates will have the final examination in mid-February and for September graduates between mid-July to early August. The schedule and the venue will be announced in

late January for March graduates and early July for September graduates (details are informed on the thesis submission date). No inquiries are accepted over the phone or by email.

#### **1.4.4 Inquiries regarding grades**

If you have any questions regarding your grades, you may consult with the professor who assigned the grade by submitting an inquiry form through the Educational Affairs Division within the designated period. If you are unsatisfied with the response, you may appeal by submitting the designated form within one week after receiving the response. The designated forms are available at the Educational Affairs Division, or may be downloaded from the Educational Affairs Division website. Appeals regarding grades may only be made for TUFs classes.

### **1.5. Master's Thesis / Master's Research Paper**

#### **1.5.1 Qualifications to Submit a Master's Thesis or Master's research Paper**

Those who have been enrolled in a master's program for 1 year or more, who have 16 credits or more in the required subjects, and who have received necessary guidance are eligible to submit a master's thesis or research paper.

Those who have been enrolled in a master's program for 2 years or more as of April (excluding time taken off as leave), who have 16 or more credits, and who have had received necessary guidance, and who desire to complete their course in September, should make their desire known to the Graduate School Section of the Educational Affairs Division (excludes students admitted in the fall).

Two credits from a Thesis Seminar must be registered during the quarter in which the thesis or report is to be submitted. Should the student fail the final exam, this will result in a failing grade for the said subject.

#### **1.5.2 Report of Master's Thesis Title**

- (1) Students planning to submit their master's thesis must first submit a Report of Master's Thesis Title approved by their Main Academic Supervisor.

- (2) Submission of the Report of Master's Thesis Title for those completing the course in March is early in October. Detailed information will be posted on the bulletin board or announced through the TUFS "GAKUMU" Information System.
- (3) Those who wish to complete the course in September, Students of Peace and Conflict Studies course and Recurrent course must submit their Report of Master's Thesis Title in May to the Graduate School Section of the Educational Affairs Division. Detailed information will be posted on the bulletin board or announced through the TUFS "GAKUMU" Information System.
- (4) Submissions will not be accepted after the deadline. However, in case of illness or other unavoidable circumstances, a late submission may be accepted. In such cases, promptly inform both your main academic supervisor and the Educational Affairs Division and submit the Report of Master's Thesis Title, and a statement of reason for the delay. No submissions will be accepted after the deadline without a statement of reason for the delay.
- (5) If a student fails to submit their master's thesis within the designated period stated in the Report of Master's Thesis Title, the Report of Master's Thesis Title must be re-submitted again the following year.

### **1.5.3 Guidelines for master's thesis or research paper**

- (1) May be written in Japanese or in other language
- (2) If printed, it must be on A4 size paper. If handwritten in Japanese, use A4-size 400-character manuscript sheets
- (3) Follow the instructions of your Main Academic Supervisor regarding total number of words or characters
- (4) The completed thesis must be bound

### **1.5.4 Abstracts**

- (1) Students who have written their thesis in Japanese must prepare two abstracts, one in Japanese and one in another language designated by the Main Academic Supervisor. Those who have written their



thesis in another language must prepare an abstract in Japanese or in English. Students in the PCS course are required to follow instructions given by the course.

- (2) Use A4 size paper, with approximately 2000 characters in Japanese or 500 words in other languages.
- (3) If handwritten in Japanese, use A4-size 400-character manuscript sheets

### **1.5.5 Deadlines and submission procedures**

(1) Submit your master's thesis along with an Application for Master's Degree and a Notification of Master's Thesis, both approved by your Main Academic Supervisor.

(2) Submit as follows:

Master's thesis or research paper 3 sets

Abstracts 3 sets

(3) Submission period for those finishing the course in March is early January. Submission period for PCS course and those finishing in September is expected to be sometime during the first week of July (For the Recurrent course, mid-July). Submission deadlines will be posted on the bulletin board and announced through the TUFS "GAKUMU" information system.

### **1.5.6 Assessment Criteria for Master's Thesis / Research Paper**

Assessment Criteria for a master's thesis or research paper are as follows:

#### **1.5.6.1 Assessment Criteria for Master's Thesis (for all courses)**

(1) Formatting

- a. Are there careless mistakes such as typographical errors and omissions?
- b. Is the thesis well-structured (chapters)?
- c. Is there conformity of style (paragraphs, citations, examples, annotations, references)

d. Are references in the text and annotations correctly cited?

(2) Expressions and writing style

a. Is the writing carefully structured using formal academic language?

b. Is the text grammatically correct?

c. Are citations and examples written in a language other than the language of the text grammatically correct?

(3) Theme, research question formulations, conclusions

a. Is the topic well-argued and based on authoritative references in the literature of the field?

b. Are the theme and research questions clearly stated, and are the research questions original?

c. Is the framework or background of the research clearly explained?

d. Is the conclusion clear and does it correspond to the research questions?

(4) Research methodology and composition

a. Is the methodology appropriate and is there originality?

b. Are there supporting data or historical references?

c. Is the thesis persuasive and logically sound?

d. Do citations, examples, charts and graphs match the text?

(5) Academic and practical significance

a. Does the thesis present a persuasive outcome?

b. Does it present yet-to-be-defined issues?

c. Could the thesis be of interest to researchers in other fields?

**1.5.6.2 Assessment Criteria for Master's Research Paper (for all courses)**

(1) Formatting

- a. Are there careless mistakes such as typographical errors and omissions?
- b. Is the paper well-structured (chapters)?
- c. Is there conformity of style (paragraphs, citations, examples, annotations, references)
- d. Are references in the text and annotations correctly cited?

(2) Expressions and writing style

- a. Is the writing carefully structured using formal academic language?
- b. Is the text grammatically correct?
- c. Are citations and examples written in a language other than the language of the text grammatically correct?

(3) Theme, research question formulations, conclusions

- a. Does the paper reference previous research?
- b. Are the research questions original?
- c. Is the subject matter and its significance clearly presented?

(4) Research methodology and composition

- a. Is the methodology appropriate?
- b. Are there supporting data or historical references?
- c. Is the paper persuasive and logically sound?
- d. Is there some originality?

(5) Academic and practical significance

- a. Does the paper present a persuasive outcome?
- b. Does it present yet-to-be-defined issues?

- c. Could the paper be of interest to researchers in other fields?

### **1.5.6.3 Assessment Criteria for the master's research paper "Glossary" by a student majored in the Japanese-English Translation and Interpretation**

#### (1) Formatting

- a. Are there careless mistakes such as typographical errors and omissions?
- b. Is the glossary well-structured?
- c. Is there conformity of style (paragraphs, citations, examples, annotations, references)
- d. Are references in the text and annotations correctly cited?

#### (2) Expressions and writing style

- a. Is the writing carefully structured using formal academic language?
- b. Is the text grammatically correct?
- c. Are citations and examples written in a language other than the language of the text grammatically correct?

#### (3) Theme, research question formulations, conclusions

- a. Is there a clear explanation for the need to compile a glossary?
- b. Are the research questions original?
- c. Is the subject matter and its significance clearly presented?

#### (4) Research methodology and composition

- a. Is the glossary appropriate in terms of significance and necessity, rather than just being a list of terms translated between English and Japanese?
- b. Is the presentation well-organized and based on an original viewpoint?
- c. Is the foundation for the paper's organization clearly stated?

- d. Is there an explanation for the basis of selecting specific translations, are terms well explained, and is there an attached list of reference works and materials?

(5) Academic and practical significance

- a. Does the paper present a persuasive outcome?
- b. Does it present yet-to-be-defined issues?
- c. Could the glossary be of interest to researchers in other fields?

**1.5.6.4 Assessment Criteria for a master's research paper "Japanese-English Translation" by a student majored in Japanese-English Translation and Interpretation**

(1) Formatting

- a. Are there careless mistakes such as typographical errors and omissions?
- b. Are the chapters of the original text clearly defined? Is a copy of the original text attached as a separate document?
- c. Is there conformity of style (paragraphs, notes, references)

(2) Expressions and writing style

- a. Is the writing carefully structured using formal academic language?
- b. Is the text grammatically correct?
- c. Are citations and examples written in a language other than the language of the text grammatically correct?

(3) Appropriateness of the translation

- a. Is the significance of translating the text or book into English explained?
- b. In making the translation, have the reasons for the selection of key words been sufficiently explained?
- c. Is there a vocabulary list in Japanese and English attached at the end of the translation?

(4) Quality of English

- a. Is the English target language of a professional quality? Has it been checked by a native speaker of English?
- b. Is the grammar correct and is the register of the translation appropriate?
- c. Are special terms correctly translated?
- d. If there is no generally accepted term for a translation, has a note been added to indicate this?

(5) Academic and practical significance

- a. Has the original text or book been properly translated into English?
- b. Is there clear explanation of the significance of the text or book in the cultural context of the source language (Japanese) and reason for translating into the cultural context of the target language (English)?
- c. Has a notation been made of the kind of readers of the Japanese text and the expected readership in the target language (English)?
- d. Is there an introduction to the author of the original text or book and an explanation of the background of the work?

**1.5.6.5 Assessment Criteria for MA Research Paper (for PCS course)**

The MA Research Paper shall be a research based on field research in the conflict-affected region or report of the internship. It is expected to have contents based on high expertise and show the research achievement equivalent with the MA thesis.

(1) Formatting

- a. Are there careless mistakes such as typographical errors and omissions?
- b. Is the thesis well structured?
- c. Is there conformity in style (paragraphs, citations, examples, annotations, references)?
- d. Are the references in the text and annotation correctly cited?

(2) Expressions and writing style

- a. Is the writing carefully structured using formal language?
- b. Whether it is written grammatically correct using appropriate language?
- c. Whether citations and examples written in a language other than the language used in text are written grammatically correct?

(6) Theme, research question formulations, conclusions

- d. Does the paper reference previous research?
- e. Are the research questions original?
- f. Is the subject matter and its significance clearly presented?

(7) Research methodology and composition

- e. Is the methodology appropriate?
- f. Are there supporting data or historical references?
- g. Is the paper persuasive and logically sound?
- h. Is there some originality?

(8) Academic and practical significance

- d. Does the paper present a persuasive outcome?
- e. Does it present yet-to-be-defined issues?
- f. Could the paper be of interest to researchers in other fields?

**1.5.6.7 Miscellaneous matters**

- (1) Follow the submission guidelines that will be posted on the bulletin board.
- (2) Submissions may not be made by postal mail.
- (3) No inquiries by phone or email.
- (4) For the PCS course, the master's thesis or research paper must be written in English.

### 1.5.6.8 Master's Degree Field

The field of the master's degree should be noted on the Application for Master's Degree, upon consultation with the main academic supervisor.

#### Master's Program of Global Studies

Language and Culture Studies Course:	Linguistics, Literature, Humanities
Area and International Studies Course:	Humanities, International Studies
Peace and Conflict Studies Course:	International Studies

#### Master's Program of Japan Studies

Japan Studies Course:	Linguistics, Literature, Arts, International Studies
Recurrent Course in Japanese Language Education:	Linguistics, Humanities

## 1.6. Collaborations with other institutions

### 1.6.1 Bank of Japan Institute for Monetary and Economic Studies

TUFS has a collaborative program for education and research with the Bank of Japan Institute for Monetary and Economic Studies. Researchers from the Institute hold classes and provide research supervision for the Graduate School of Global Studies.

### 1.6.2 Consortium for Asian and African Studies (CAAS)

For the purpose of promoting research on Asia and Africa, TUFS has formed a Consortium for Asian And African Studies (CAAS) with the following institutions: Institut national des langues et civilisations orientales



(INALCO; France), Leiden University (Netherlands), Shanghai International Studies University (China), Hankuk University of Foreign Studies (HUFS; South Korea), National Faculty of Arts and Social Sciences (FASS), University of Singapore (NUS; Singapore), School of Oriental and African Studies (SOAS), University of London (UK), and Columbia University (US).

Professors at these institutions who conduct research on Japan are periodically invited to TUFSS as part of the CAAS Unit to hold classes and provide research guidance at the Graduate School of Global Studies for the Master's Program in Japan Studies.

### **1.6.3 National Institute for Japanese Language and Linguistics (NINJAL)**

TUFSS has a collaborative agreement with the National Institute for Japanese Language and Linguistics (NINJAL) to promote education and research related to Japanese language. As part of the NINJAL Unit, NINJAL researchers hold classes and provide research guidance for the Master's Program in Japan Studies.

## **1.7. Duration of Enrollment**

### **1.7.1 Duration of the enrollment and its limit**

The standard study period for the Master's Programs is two years. Students may not remain in the programs for more than four years. The Recurrent Course in Japanese Language Education is for only one year and students in this course may not remain for more than two years.

### **1.7.2 Early Completion**

Students may complete the program early before completing the standard study period in the following two cases.

#### **1.7.2.1 Students who in their 4<sup>th</sup> year undergraduate, had acquired credits from the graduate school as “credited auditors”**

Students who in their fourth year of undergraduate school have acquired credit from the graduate school courses as “credited auditors” may apply for early completion by submitting in June the following documents.

- Report of Master’s Thesis Title and Research Plan for Graduate School of Global Studies Master’s Program
- Transcript of grades (showing credits already acquired)
- Certificate of completion of courses

The Educational Affairs Division will notify the student of the result of the application.

### **1.7.2.2 Students who are approved as having outstanding research achievements**

Students who have outstanding research achievements may apply for early completion by submitting in October the following documents and an application for early completion to the Educational Affairs Division.

Note: For students in the PCS course, the application and documents must be submitted in April.

- A letter of recommendation from the student’s Main Academic Supervisor certifying that the student has outstanding research achievements that exceed the average achieved within the standard two years
- Thesis or research paper (one item/ three copies)
- Abstract in Japanese of thesis or research paper (around 2,000 characters)
- Abstract in English of thesis or research paper (around 500 words)
- Certificate of completion of courses

Note: Students in the PCS course must prepare their thesis, research paper and abstract in English. Japanese language versions are not required.

The Educational Affairs Division will notify the student of the result of the application.

## 2. Doctoral Program

### 2.1. Characteristics of the TUFS Doctoral Program

#### 2.1.1 Objectives

The Doctoral Program in Global Studies fosters the development of human resources who can apply their high level of language proficiency and expertise in regional cultures and societies for an integrated and comprehensive approach to issues confronting contemporary societies.

The Doctoral Program-in Japan Studies fosters the development of human resources with specialized and objective knowledge of Japan who are capable of explaining Japan's place in the global community. In particular, for students from abroad, the program helps them to master the Japanese language to facilitate their research and understanding of Japanese society.

The Joint Doctoral Program for Sustainability Research fosters professionals with a practical vision to tackle the global issues, with deep understandings of contemporary challenges based on balanced perspectives of humanities, social science, science and engineering, as well as agricultural sciences.

#### 2.1.2 Curriculum

The Doctoral Program in Global Studies consists of Language and Culture Studies Program, International and Area Studies Program, Peace and Conflict Studies Program and Asian and African Field Science Research Program, and courses on each expertise are offered. However, the students may take classes outside of any of these distinctions so long as the classes are within the program the students are enrolled in.

The Doctoral Program in Japan Studies encompasses systematic study of the Japanese language, Japanese language education, Japanese literature and culture, and Japanese history and society for comprehensive Japan research and cultivates the comprehensive view of Japan Studies while developing the research plan tailored to each student.

There is also a course on interdisciplinary studies that is offered as a common course for all doctoral programs and is intended to facilitate the interaction of students in related fields.

Students will pursue their research under the guidance of the academic supervisor and supervisors while taking classes taught by them.

For the purpose of fostering the professionals with practical vision to tackle the global issues, the Joint Doctoral Program for Sustainability Research provides a systematic and flexible course encompassing humanities, social sciences, and natural sciences, in introducing ideas and perspective indicated in the “Sustainable Development Goals (SDGs)” adopted by the United Nations in 2015. This systematic and flexible educational program is jointly organized by Tokyo University of Foreign Studies (TUFS), the Tokyo University of Agriculture and Technology (TUAT), and the University of Electro-Communications (UEC).

## **2.2. Credits and Supervisors**

### **2.2.1 Requirements for Completion**

In order to complete the doctoral program, students shall be enrolled for three years or more, during which students must acquire predetermined number of credits ( 12 credits for Doctoral program in Global Studies and Japan Studies, 16 credits for the Joint Doctoral Program for Sustainability Research) or more, carry out research and write a dissertation while receiving research guidance, have their dissertation evaluated, and successfully pass the final examination.

However, those who are admitted with outstanding research achievements may enroll in the doctoral program for only 1 year if they completed their master’s program in 2 years, or 2 years or more if they completed their master’s program in 1 year.

### **2.2.2 Courses and Credits**

In order to complete the Doctoral Program in Global Studies and Japan Studies, students must acquire a minimum of 12 credits from the courses offered within the program enrolled in. 4 credits from Interdisciplinary Research 1 and 2 may be counted toward the required 12 credits. Likewise, 4 credits for classes under another program may be counted toward the required 12 credits.

Of the 12 credits, no more than 4 credits may be earned through the same classes conducted by the same professor. (Class title with suffixes 1 or 2 are regarded as same class.)

Students may take the classes taught by instructors other than their main academic supervisor or supervisors, but should only do so after careful consultation with their main academic supervisor.

To complete the Joint Doctoral Program for Sustainability Research, students must acquire a minimum of 16 credits: 4 credits from Basic Studies in Sustainability Research, 6 credits from Seminar and Laboratory Work for Sustainability Research, and 6 credits from Practicum and Internship. Details of the classes are provided at the student orientation (2019 October admission).

### **2.2.3 Main Academic Supervisor and supervisors**

Students shall receive research guidance from the main academic supervisor and supervisors designated by the Graduate School based on the student's research topic. The Main Academic Supervisor will be registered through the submission of the "Report of Research Title" to the Educational Affairs Division Graduate School section with his/her name and hanko or handwritten signature. The Main Academic Supervisor will appoint the Supervisors according to the student's research topic.

Students under the supervision of a professor affiliated with the Research Institute for Languages and Cultures of Asia and Africa will participate in the Asian and African Field Science Program.

The Joint Doctoral Program for Sustainability Research provides students tutorial under triplet research supervision scheme: one Main Academic Supervisor from TUFs, and one Supervisor from both TUAT and UEC.

The assignment of Main Academic Supervisor and Supervisors must be approved in a faculty meeting and may not always conform to the student's wishes.

## **2.3. Registration and Procedures**

Same as for Master's Program. See 1.3.

## **2.4. Awarding of Credits**

Same as Master's Program. See 1.4.

## **2.5 Doctoral Dissertation and Procedures**

### 2.5.1 Eligibility for submission

Those who have been enrolled in a doctoral program for two years or more, who have earned predetermined number of credits (8 credits or more in the required subjects for Doctoral Program in Global Studies and Japan Studies, 14 credit or more for Joint Doctoral Program for Sustainability Research), and who have undergone the necessary guidance and supervision are eligible to submit a doctoral dissertation.

In addition, candidates who withdrew from the university within three years after having completed three or more years of enrollment, who have the required 12 credits, and who have completed the guided research may still submit the doctoral dissertation.

Students who wish to submit their doctoral dissertation for early completion may do so on when the graduate school faculty meeting has confirmed that the student will be acquiring the necessary 12 credits or more for the Doctoral Programs in Global Studies and Japan Studies, 16 credits or more for the Joint Doctoral Program for Sustainability Research and that the student has been receiving necessary supervision.

### 2.5.2 Procedures leading to the Application of the degree

Doctoral degree approval procedures are set forth in the university's regulations for degrees and supplementary regulations for degree reviews.

The outline is as follows. Schedule stated in ( ) shows (for April Admission / for October Admission).

- For first year students (D1)

- (1) Submission of research title (April / October)
- (2) Submission of doctoral dissertation title (mid-June / mid-December)
- (3) Establishment of a PhD supervisory committee (one Main Academic Supervisor and two Supervisors) for the doctoral candidate (July / January)
- (4) Submission of doctoral dissertation plan (framework, research methods, etc.) (early February / early June)
- (5) Oral examination (early March / early July)

■ For second year students (D2)

- (1) Submission of published paper, abstract, and list of other publications or of unpublished paper and abstract (early February / early June)
- (2) Oral examination (early March / early July)

Note: Students who fail the oral examination in their second year should repeat the procedure as follows:

- (1) Submission of published paper, abstract and list of other publications or unpublished paper and abstract(early June / early September)
- (2) Oral examination (early July / early October)

■ For third year students (D3)

- (1) Preliminary Screening (!~2 months before the submission of the application for degree)
- (2) Submission of doctoral dissertation (one item/five copies) and documents specified in the university regulations on awarding degrees (June, September, December and March)
- (3) Final exam by the committee (review of doctoral dissertation and final exam)

### **2.5.3 Assessment Criteria for Doctoral Dissertations**

- (1) Academic and practical significance
  - a. There are new findings and originality in both observations and analysis.
  - b. The research demonstrates originality and that sufficient and diligent work has been done.
  - c. Unresolved relevant issues encountered while writing the dissertation are addressed in a plan for future research.
  - d. The dissertation offers both academic and practical contributions.
- (2) Research topic, question and conclusion

- a. The research topic and questions are based on preceding literature and works.
- b. Based on an understanding of the true nature of the issue, a suitable research framework has been formed demonstrating relevance, uniqueness and appropriateness in the context of existing research.
- c. The conclusion is clearly presented and corresponds with the research questions.

(3) Methodology and structure

- a. The methodology has been appropriately chosen based on a deep analysis of preceding literature and works and properly implemented for collecting and analyzing data and historical references.
- b. The references and data are accurately interpreted and analyzed.
- c. There is a logical and systematic structure demonstrating clarity and consistency in academic writing style.

(4) Expressions and writing style

- a. The writing is carefully structured using formal academic language.
- b. The text is grammatically correct.
- c. Citations and examples written in a language other than the language of the text are grammatically correct.

(5) Formatting

- a. The paper has been proofread to eliminate careless mistakes such as typographical errors and omissions.
- b. The structure of the thesis (chapters) is clearly defined.
- c. There is conformity of style (paragraphs, citations, examples, annotations, references)
- d. The references stated in the text or annotations are correctly cited.
- e. The topic and its length and formalities are appropriate for a doctoral dissertation.



### **2.5.4 Assessment Criteria for Final Examinations**

The final exam is a public, oral examination. Assessment is based on the following criteria and the results of the final exam will be included in the overall review for degree conferment.

- a. The candidate fully understands and can explain the content of the research.
- b. The candidate can think logically about the points raised regarding the contents of the research.
- c. The candidate is able to address the future outlook for the research.
- d. The candidate is fully up-to-date on the most recent advances in the field of research.
- e. The candidate has basic knowledge of related research fields.
- f. The candidate demonstrates ample capability as a researcher in the field.

### **2.5.5 Doctoral Degree Field**

The TUFS Doctoral Program offers a Doctor of Philosophy degree (Humanities)

### **2.5.6 Publishing the Doctoral Dissertation via Internet**

Since April 2013, MEXT requires persons who have been granted a doctoral degree to publish their dissertation. At TUFS, students will have their doctoral dissertations published in the Prometheus-Academic Collections (<http://repository.tufs.ac.jp/?lang=en>).

Upon being granted their degree, students are asked to follow the procedures below.

Submission of dissertation

- (1) Format: PDF/A (no security settings) on a CD-R
- (2) Deadline: 1 month from the date the degree is granted
- (3) Submit to Graduate School desk of the Educational Affairs Division

Students who do not want to make their dissertation public must submit a letter detailing the reasons for their request within 1 month after the degree has been awarded. An exemption will be granted upon approval of the request. There must be compelling reasons for such a request. A PDF/A of the dissertation must be submitted with the letter of request detailing the reasons for not publishing.

Compelling reasons may include the following.

- (1) The dissertation includes three-dimensional content that cannot be shown on the Internet.
- (2) Due to copyright restrictions or the need to protect personal information, the dissertation may not be posted on the internet for one year or more from the date the doctoral degree is conferred.
- (3) Because the dissertation has already been published in a journal that forbids duplicate publication or because a patent application has been filed on the basis of the dissertation, it would clearly be a detriment to the author to be published on the Internet for duration of one year or more.

If for the above or similar reasons, the request not to publish is granted, the student must submit an abstract of the dissertation to the university. Even when there are compelling reasons not to publish the dissertation itself, the abstract and a summary of the dissertation review results will be published on the Internet within 3 months of the conferment of the degree.

Submission of abstract

- (1) Format: PDF/A (no security settings) on a CD-R
- (2) Deadline: Promptly, as soon as dissertation has been approved
- (3) Submit to Graduate School desk of the Educational Affairs Division

Note: Even while the abstract is posted, anyone who requests it will be allowed to view the whole dissertation. The full dissertation must be made public once the reason for prohibiting its posting on the Internet is no longer valid.

## **2.6. Duration of Enrollment**

The standard study period for the Doctoral Program is three years. Students may not remain in the program for more than six years. For early completion in less than three years, see 2.2.1 Completion Criteria.

## **2.7. Long Term Registration System**

Long Term Registration System is established for doctoral students in employment who may face difficulty finishing the academic requirements within the standard study period due to employment. If and when the Long Term Registration has been approved by completing the necessary formalities, the student may follow the curriculum in a planned way exceeding the standard study period. Details are provided at the Graduate School Section of the Educational Affairs Division.

## **2.8. Cotutelle degree programs with overseas graduate schools**

When approved by the university president, certain PhD candidates can be jointly enrolled at TUFSS and a partner graduate school or research institute and spend time at both institutions. The candidate is jointly supervised at each institution and upon successful completion of the program will graduate from both universities with a Doctor of Philosophy.

The candidate's status, duration of study at the partner university, fees, supervision, and other matters are decided on the basis of the terms of each individual cotutelle degree program agreement. The doctoral degree awarded under a cotutelle degree program will indicate that there was joint supervision.

TUFSS currently has cotutelle degree program agreements with the following institutions:

University of Hildesheim, Germany

University of Bologna, Italy

University of Rome, Italy

University of Trento, Italy

Paris 8 University, France

## 3. Studying and other activities abroad

This section introduces programs and other opportunities for graduate students to study abroad.

### 3.1. Long-term Programs

TUFS offers the following four programs for long-term overseas study for graduate students.

#### 3.1.1 Exchange Programs (Master's program only)

The exchange program is operated with partner universities and students are sent while maintaining the enrollment at TUFS, thus the credits can be recognized.

Upon return to Japan, exchange students must submit a certificate of credits earned, a certificate of grades, and a syllabus of subjects taken. Credits will be recognized upon review of the submitted documents. The maximum is 8 or 10 credits, depending on the program. Next year's applications will open around October of each year.

#### 3.1.2 Long-term Overseas Research Programs

For these programs, graduate students must take a leave of absence from TUFS. There are no credits. These programs include the cotutelle degree program (see page 38), and JASSO Student Study Abroad Support program (aiming for diploma).

#### 3.1.3 Long-term Internship

Students may also take a leave of absence to participate in an overseas internship program. These internships include the Japan Foundation's "NIHONGO Partners" program and overseas diplomatic missions.

#### 3.1.4 Overseas Field Work

Under this program graduate students take a leave of absence from TUFS to pursue their own research without affiliation with any educational institution.

## 3.2. Short-term Overseas Activities

TUFS offers the following two programs for short-term study abroad for graduate students.

### 3.2.1 Short Visit Programs (for Master's students only)

To go overseas on a short visit program, students must register for short-term overseas programs listed in the summer and winter quarters. Program duration is from 2 weeks to 2 months. Upon completion of the program, participants must submit a certificate of grades and a certificate of completion. 2 credits will be awarded for one short visit. Short Visit Programs and registration procedures are announced each year by the TUFS Student Mobility Center

### 3.2.2 Joint Education Program

Under this program, students can undertake supervised research at partner universities under the professors and programs related to the student's own research. Student should consult closely with their main academic supervisor regarding contacting a professor at a partner university and the student's proposed research content. Duration must be for a minimum of 8 days to a maximum of less than 3 months.

Notices will be posted by the TUFS Student Mobility Center concerning application procedures.

## 3.3. Procedures

Necessary documents and procedures differ depending on the type of the study abroad. Please refer to below:

Study Leave	⇒ Request for Leave of Absence	⇒ Educational Affairs Division
Exchange Program	⇒ Request for study abroad	⇒ Student Exchange Division
SV/JEP	⇒ Request for study abroad (short visit/JEP)	
	⇒ TUFS Student Mobility Center	
Other overseas	⇒ Notice of overseas travel	⇒ TUFS Student Mobility Center

## 3.4 Safety and Living Conditions

For long-term programs of 3 months or longer, students must register with the local Japanese embassy or consulate. For short-term programs, students should register their trip with the Ministry of Foreign Affairs (MOFA) Tabireji system.

Based on the information submitted, the students' overseas information will be registered at "Tadaima kaigairyuugakuchuu (currently studying abroad)", a safety confirmation system of TUFS. In case of emergency, emails will be sent from this system to confirm the safety of the students. Students are to respond to TUFS emails immediately.

All students going abroad should take note of the information provided by the following websites.

MOFA Overseas Safety website

Ministry of Health, Labor, and Welfare (MHLW) Quarantine Information Office website

## 4. Leave of Absence & Reinstatement

### 4.1. Leave of Absence and its duration limit

A leave of absence can be taken when a student is unable to attend the university for a period of two consecutive months or more. International students shall take utmost care when making a decision to take a leave. See (4.5) below.

A leave of absence should be no longer than one year. In the master's program, it may not exceed two years (one year in the case of the Recurrent course) and in the doctoral program it must not exceed three years.

The duration of a leave of absence is not counted in the master's or doctoral program study period of two or three years (one year for the Recurrent course) or of the enrollment limits for the two programs of four or six years (two years for the Recurrent program).

### 4.2. Reasons for taking a leave of absence

The following conditions are considered acceptable reasons for taking a leave of absence.

- Illness
- Education or research at an overseas institution
- Participation in overseas surveys or study tours
- Financial circumstances (excluding international students)
- Other special circumstances

### 4.3. Start of the leave of absence

With the exception of illness or special circumstances authorized by the Graduate School Council, a leave of absence may not be taken at the same time as admission to graduate school.

### 4.4. Reinstatement after a leave of absence

In case the period of study leaves ends and the student will not extend the leave, the student's enrollment will be automatically reinstated. No application procedures are required.

In case the student is to cut short their leave of absence and reinstated, the student needs to submit the "Request for reinstatement" one month before the date on which the student wishes to be reinstated.

In either case, when the leave was due to illness, a medical certificate showing that a doctor has given permission for the student to resume studies must be submitted.

#### **4.5. Leave of absence policy concerning international students**

International students are not authorized to take a leave of absence except when they will be going overseas to study at a university in another country or to undertake an internship. Exchange students who wish to take a leave of absence of other reasons should consult the Student Exchange Division. This is because the Ministry of Justice will rescind an international student's visa if the student is inactive for a continuous period of 3 months or more.

A student visa allows the international student to study at a Japanese university. Taking a leave of absence means that the student is no longer fulfilling that purpose and is therefore no longer eligible for the visa. If an international student wants to take a leave of absence and remain in Japan, he or she will need to apply for a different visa status.

Please note that part-time work is not allowed while a student is on a leave of absence. Scholarships will also not be paid. For the international student, it should also be noted that financial reasons or personal reasons are not considered reasonable cause for taking a leave of absence.

If an international student desires to take a leave of absence, they must first consult with the Student Exchange Division.



## 5. Accessibility for classes and examinations

In compliance with the Act for Eliminating Discrimination against Persons with Disabilities (2013, Act No. 65), TUFS will make reasonable efforts to accommodate the accessibility needs of students with disabilities so that they can attend classes or examinations.

This policy is to provide an environment in which students with physical or mental disabilities have access to the same education as other students and is premised on making reasonable efforts to the extent that is possible without placing an undue burden on the university's resources.

The below gives examples of what are considered reasonable measures. Students requiring special measures are asked to submit an application.

<Reasonable measures>

- Portable slopes for wheelchair users.
- Designated parking spaces for persons with disabilities.
- Communicating through writing or sign language.
- Documents and test papers in Braille.
- Supplementary classes for students who need to take extended time off for medical treatment or rehabilitation.
- Example measures for students with special needs, such as autism spectrum disorder (ASD), attention deficit hyperactivity disorder (ADHD), and social anxiety disorder.
  - Reinforcing of oral communication through documents and notices written on blackboards
  - Instruction in clear, specific language
  - Avoiding multiple instructions given all at once
  - Plan the seating arrangements in the classroom beforehand
  - Advanced notice and reminders regarding the submission of reports and the like for those who may have difficulty planning ahead
  - For those who may have difficulty making presentations in public, academic evaluations may be made on the basis of such alternatives as written reports or recordings of their presentations

○ Application procedures

Students requesting special measures must submit an application form and supporting documents (such as a certificate of health, health screening data, disability handbook) to the Educational Affairs Division. Application forms are available at the Educational Affairs Division.

Application deadlines are as shown below.

Semester in need	Application deadline
Spring and Summer quarters	Until the spring quarter course registration revision period
Fall and Winter quarters	Until the fall quarter course registration revision period

NOTE: It may not be possible to implement the requested measures throughout the required quarter if an application is submitted after the deadline.

University doctor interview (Health Care Center physician)

After you have submitted an application for special measures, you must meet with the university doctor (Health Care Center physician) to discuss your disability history, conditions, and the kinds of special measures you need.

Please note that the Educational Affairs Division will be providing copies of your application form requesting special measures and your supporting documents to the Health Care Center. Please be sure to make an appointment at the Health Care Center as soon as possible after submitting your application.

Decision on application for special measures

Your application for special measures and the results of your interview with the university doctor will be reviewed by the Student Management Office which will make a final decision on your request.

Notice of the Student Management Office's decision will be made to you, your course instructor, and to the Student Counseling Office.

The duration of the approved special measures is, in principle, for the requested quarter only. If you wish to have the measures continued, you must reapply with supporting documents (such as a certificate of health, health screening data, disability handbook).

Notes

Even if your application is approved, you should take note of the following notes.

- 1) Regardless of the special measures, you should always consult with your course instructor regarding any changes in your condition.
- 2) If you are forced to be absent from class or need to arrive late or leave early due to changes in your condition, notify your course instructor and arrange for substitute measures to make up the class time that you miss.
- 3) Consult the Health Care Center or the Student Counseling Office whenever there are changes in your condition or when you have concerns.

## 6. Studying at Other Universities

### 6.1 Credit Transfer system

Under the credit exchange program a TUFS student can receive up to 10 credits for course work undertaken at a partner university with which TUFS has a credit exchange agreement. Students are reminded to take commuting time into consideration when planning to take classes at a partner university.

#### 6.1.1 Credit transfer within consortiums

Credit exchange consortium, partner universities, and program application period

Consortium	Partner universities	Application periods
Tama Area National Graduate School Credit Exchange Program	University of Electro-Communications Graduate School, Tokyo Gakugei University Graduate School, Tokyo University of Agriculture and Technology Graduate School	Every year, mid April and mid October. (Tokyo University of Agriculture and Technology Graduate School has a different schedule)

#### 6.1.2 Partner universities for credit transfer

Partner universities with which TUFS has credit exchange agreements and application periods

University	Application period	Comments
Ochanomizu University Graduate School	Every year in early April and early October	
Tokyo Institute of Technology Graduate School	Every year in early April and early October	

Tokyo University of the Arts Graduate School	Every year in mid April	Department of Music only
Tokyo Medical and Dental University Graduate School	Every year in early April	
Kobe City University of Foreign Studies Graduate School	Currently closed to applications	
Tokyo Metropolitan University Tokyo Graduate School	Every year in early April to late April	
Chuo University Graduate School	Every year in mid April	
International Christian University Graduate School	Every year in mid April, mid September, mid December	
Tsuda University Graduate School	Every year in early April	
Seisen University Graduate School	Every year in early April	

## 6.2 Common features of the credit exchange programs

### 6.2.1 Qualifications

Must be a TUFS graduate school student (excluding credited auditors of graduate school courses and graduate school research students)

### 6.2.2 Number of students that can be accepted

The number of students a host university will accept for credit exchange will depend on the university. Some universities limit the number of students they will accept.

### **6.2.3 Classes**

Classes eligible for credit exchange are determined by the host university.

### **6.2.4 Application period**

- As shown in the tables. Notice of details will be issued in late March, early April.
- Applications will only be accepted once a year, in principle. Some universities also have an application period for their fall term.

### **6.2.5 Decision to accept students from other universities**

- The host university may accept or reject applications.
- If the host university has a limit on the number of students it will accept, TUFS will make an initial selection from among the applicants. The final decision rests with the host university.

### **6.2.6 Cancellation of classes**

A class may be cancelled if no students of the host university have registered for the class.

### **6.2.7 Student status at the host university**

Special auditing student (some universities may use a different term)

### **6.2.8 Duration**

One academic term or year

### **6.2.9 Student ID card**

The host university will issue a special auditing student ID card.

### **6.2.10 Exams**

- In the event that exam dates or times conflict between TUFS and the host university, TUFS may allow the student to take a substitute exam at another time.
- Students may not re-take an exam that they did not take the first time or which they did take but failed.

### **6.2.11 Grades**

- The host university assigns the student's grades and credits.
- Grade and credit assignment is based on TUFS criteria.

### **6.2.12 Termination of program participation**

The student must notify the Educational Affairs Division when deciding to drop out of a credit exchange course at a partner university.

### **6.2.13 Use of host university facilities**

- Students accepted in a credit exchange program will be given access to the host university's facilities.
- The extent of access is decided by the host university
- As a general rule, credit exchange students are not allowed to commute to the host university by bicycle, motorbike, or car.

#### **6.2.14 Tuition fees**

- Tuition fees are not charged to the credit exchange student
- Provided, however, some host universities may charge for the costs of training or experiments and the like.

#### **6.2.15 Insurance**

- Students should have Personal Accident Insurance for Students Pursuing Education and Research (PAS). Students without insurance may not be approved by host universities.

#### **6.2.16 Other matters**

- Students must abide by the rules and regulations of the host university.
- Other conditions may be imposed at the discretion of the host university.
- Participating universities will post details of their credit exchange programs in late March, early April.



## 6. Q&A on Course Registration

**Q1 If I register for classes through the TUFs GAKUMU Information system, does that mean I don't have to submit a class registration notice? [Common]**

A1 Graduate students must secure their main academic supervisor's approval before signing up for classes. Therefore, submission of a class registration notice is required.

**Q2 If I change my class registration during the period allowed for making amendments, do I have to resubmit my class registration notice? [Common]**

A2 Yes, for the same reason given in A1.

**Q3 Can I cancel a class registration after the registration deadline? [Common]**

A3 No. Please be careful when registering your classes.

**Q4 Can I register for an undergraduate class? [Master's program]**

A4 Yes, you may register for certain undergraduate classes (see page 11) if they are necessary for your research. Please remember, however, that you still need to have the approval of your main academic supervisor.

**Q5 Can I take the same class I took last year? [Master's program]**

A5 As a general rule, you will not get credits for a class on the same subject and with the same title as one taken previously. Credit may be given in some cases, however, if the content of the class is different from before. Please consult with the class instructor.

- Q6 Can I take several academic language training courses within the same quarter? [Master's Program in Global Studies, Language and Culture Studies Course, Area and International Studies Course]**
- A6 You are not allowed to take several language classes in the same language within the same quarter, even if such classes are being offered.
- Q7 If I have not completed my studies within the allotted 2 years but already have 4 credits for a Thesis Seminar, do I still need to get additional credits? [Master's program]**
- A7 Two of the 4 credits for a Thesis Seminar must be acquired in the same quarter in which you submit your master's thesis. Please make sure you acquire the 2 credits in the correct quarter.
- Q8 If I have not completed my studies within the allotted 2 years and have more than 4 credits for the Thesis Seminar, can such be counted as major subjects or major related subjects?**
- A8 No, it cannot be counted as such.
- Q9 Can Thesis Seminar be taken during the 1<sup>st</sup> year or take the thesis seminar taught by a processor other than the main academic supervisor?**
- A9 No. Thesis Seminar shall be registered during the year the students are writing their thesis, and such class shall be taught by their main academic supervisor. Those who wish to complete the program early, and those under the recurrent course shall register from the 1<sup>st</sup> year.
- Q10 If I take more than the required number of classes for my major, what happens to the credits for those classes? [Master's program]**
- A10 They will be counted as classes related to your major. There is no need to make a special application or submit any forms for this.

**[Changes in enrollment status]**

- Q11 I want to take a leave of status. Will I still have to pay tuition? [Common]**

- A11 As a general rule, tuition fees are waived while you are on a leave of absence. Please note, however, that the amount that is waived may differ depending on when you file to start or end your leave. For more detailed information, see the *Student Handbook*.
- Q12 Can I take a leave of absence for more than one year? [Common]**
- A12 A leave of absence should be for no more than one year. If you anticipate that the reason for your leave will continue after one year, you must reapply to extend your leave for no more than one more year.
- Q12 If the reason for taking a leave of absence no longer applies, may I return to the university in the middle of my leave? [Common]**
- A12 Yes, you can. You must submit a request for reinstatement one month before the date you plan to resume attendance. Please note that you must get your main academic supervisor's signature and seal on the request form.
- Q13 Am I automatically re-enrolled when my leave of absence comes to an end? [Common]**
- A13 Yes, you will be automatically reinstated the next day after your leave terminated. However, when the leave was due to illness, you will need to submit a medical certificate from your doctor.
- Q14 What are the procedures for dropping out and terminating my enrollment at the university? What happens if I simply stop attending? [Common]**
- A14 You must submit a request to terminate the enrollment and your student ID card to the Educational Affairs Division at least one month before the date of termination. You will need to get your guarantor's and main academic supervisor's signatures and seals on the forms, so please make sure to have them prepared ahead of time. Note, permission will not be granted if you wish to terminate enrollment in the middle of a quarter but have not yet paid the tuition for that quarter. (An exception may be made if you terminate enrollment while on leave or for any other reason that your tuition payments have been waived.) If you fail to take the required procedures, your name will be removed from the university registry at the end of the academic year.

## Appendix

### **Notice regarding classes when there are special weather warnings**

#### I. Class cancellation due to suspension of public transportation services

When services on the JR Chuo line (between Tokyo and Takao) and Keio line (between Shinjuku and Keio Hachioji) are suspended, classes will be cancelled as follows:

- (1) If both lines are suspended as of 6:30 am, morning classes (1st and 2nd periods) in the undergraduate and graduate schools will be cancelled.
- (2) If both lines are suspended as of 10:30 am, afternoon classes (3rd period and later classes) in the undergraduate and graduate schools will be cancelled.

#### II. Class cancellation due to special weather warnings

Classes may be cancelled in the event of weather warnings announced by the Japan Meteorological Agency for the Fuchu and Chofu areas.

Heavy Rain, Heavy Snow, Hurricane or Snowstorm Warnings

- (1) If any of the above warnings are announced as of 6:30 am, morning classes (1st and 2nd periods) in the undergraduate and graduate schools may be cancelled.
- (2) If any of the above warnings are announced as of 10:30 am, afternoon classes (3rd period and later classes) in the undergraduate and graduate schools may be cancelled.
- (3) If hurricane or heavy snow is expected and if any difficulty in having the classes is anticipated, classes may be cancelled.

If either I or II applies and classes are cancelled, the cancellation will be announced through the TUFS information system. Please make sure to check online.

URL: <https://gakumu-web1.tufs.ac.jp/portal/>

The above constitutes a working English translation of the original manipulation in Japanese. In case of any difference in interpretation across this English version and the original version, the interpretation of the original Japanese version shall prevail.