



Tokyo University of Foreign Studies

Graduate School of Global Studies

Master's Program

Doctoral Program

Course Handbook

For students entering 2018

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I. Master's Program

1.1 Characteristics of the Master's Program

1.1.1 Objectives

Since 2016, the TUFS Graduate School of Global Studies has offered two master's programs in global studies and Japan studies.

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. This course has four sections.

■ Recurrent Course in Japanese Language Education (October admission)

This is an one-year course with October admission for current Japanese language teachers working overseas.

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 take the required classes for their respective courses.)

Students undertake systematic studies in their respective courses and subjects under the oversight of the main academic supervisor and a supervisor. In the second year, students must attend a class in their 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 as an academic subject
- (4) Opportunities for controlled research

■ 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 knowledge 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 lecture course on implementing multicultural coordination and forging 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 class 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 TUFSS 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 a 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 a 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 supervising professor at the earliest opportunity.
- Upon receiving your grades at the end of the academic year, submit your grade report and application for specialty area certificate of completion to your supervising professor. After your 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 Supervisor

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 must take classes designated by the graduate school that have been approved by his/her main academic supervisor before registration.

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

■ 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 elective subjects (選択科目) within the Course Specialization Program (専修プログラム) of the School of Language and Culture Studies and the School of International and Area Studies (excluding the Research Seminar 卒業論文演習), Regional Languages 地域言語 AIII, under the Global Liberal Arts Program (languages other than your native language), and World Languages (世界のことば), Language and Communication (ことばとコミュニケーション), and Japan in the World (世界の中の日本).

A student is ineligible 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
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General Graduate School subjects	2 (compulsory)	Core Seminar Subject
	2 (compulsory)	Global Studies Subject
General Major subjects	4 (compulsory)	Thesis Seminar Subject * 4 credits compulsory as thesis instruction during year 2 (2 credits per quarter) *2 credits must be registered during the quarter the student will submit his/her thesis.
	2 (compulsory)	Language Training for Academic Purposes Subject * 2 credits are compulsory from one language. (1 credit per quarter) Note: Must be a language other than the student's native language. 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 Language and Culture Studies classes
Major Related subjects	8	Students may take other General Graduate School Subjects, 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. Academic 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 Subject
	2 (compulsory)	Global Studies Subject

General Major subjects	4 (compulsory)	Thesis Seminar Subject *4 credits compulsory as thesis instruction during year 2 (2 credits per quarter) *2credits must be registered during the quarter the student will submit his/her thesis.
	2 (compulsory)	Language Training for Academic Purposes Subject * 2 credits are compulsory from one language. (1 credit per quarter) Note: Must be a language other than the student's native language. 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 Language and Culture Studies course
Major Related subjects	8	Students may take other General Graduate School Subjects, 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.Academic 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	2 (compulsory)	Core Seminar Subject
Graduate School subjects	2 (compulsory)	Global Studies Subject
General Major subjects	4 (compulsory)	Thesis Seminar Subject *4 credits compulsory as thesis instruction during year 2 (2 credits per quarter) *2 credits must be registered during the quarter the student will submit his/her thesis.
Major subjects	2 (compulsory)	PCS Research Methodology Subject
	12	Must select from classes 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, specialized 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. Academic 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	2 (compulsory)	Core Seminar Subject
Graduate School subjects	2 (compulsory)	Global Studies Subject
General Major subjects	4 (compulsory)	Thesis Seminar Subject *4 credits compulsory as thesis instruction during year 2 (2 credits per quarter) *2 credits must be registered during the quarter the student will submit his/her thesis.
Major subjects	12	Must select from classes in the Japan Studies course

Major Related subjects	10	Students may take other General Graduate School Subjects, specialized 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. Academic Credits
		Total 30 credits or more

1.2.2.5 Japan Studies: Recurrent Course in Japanese Language Education

Subject division	Number of credits	Name of the class & requirements
General Major subjects	4 (compulsory)	Thesis Seminar Subject *4 credits compulsory (2 credits per quarter x 2)
Major subjects	16	Must select from classes in the Japan Studies course
Major Related subjects	10	Students may take other General Graduate School Subjects, specialized 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. Academic 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 supervisor designated by the Graduate School based on his/her research topic and conduct the Masters research.

With the approval of the said professor, the student shall state the name of the professor whom he/she wishes to have as main academic supervisor on the “Report of Research Title” and submit it to the Graduate Students’ section, Educational Affairs Division. The main academic supervisor will appoint the Supervisor based on the student’s research topic.

1.3. Registration Procedures

To acquire the required credits, students must first obtain approval from their supervisor for the subjects they plan to take this academic year. The course registration form must be completed and submitted within the designated period. Once submitted, modifications or addition will not be permitted after the amendment period. Students are advised to be especially careful when registering their classes. Graduate students are permitted to take some undergraduate classes with a few exceptions. See 1.2.2. Academic Credits.

Documents to be submitted	Submission period	Submission method
Course registration	Spring Quarter: Mid-April Summer Quarter: Late June to early July Fall Quarter: Early October Winter Quarter: Mid-January	<p>(1) Under the guidance of the 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.</p> <p>(2) Students must register their courses through TUFs education information system, using their personal computer or those available on the 4th floor of the library or in a research room. The student must input the same data as that on the registration form approved and stamped by the supervisor.</p> <p>(3) After registering online, submit the original registration form to the Graduate Students Section of the Educational Affairs Division.</p>
Course registration amendment period	Spring: 2 days in Mid-April Fall: 2 days in early October	Revise (if necessary) through the TUFs education information system.

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

1.4. Credit Confirmation

1.4.1 Credit Confirmation 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. Only A, B and C are passing marks.

A: 100 – 80

B: 79 – 70

C: 69 – 60

D: 59 or lower

Currently enrolled students can have their transcript with grades printed out by a certificate issuing machine. Graduating students will receive their transcript on the day of the commencement ceremony.

1.4.2 Exams and Reports

Follow the instructions of the class lecturer 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 Exam

The final exam will be given to those who have submitted their MA thesis or MA research paper early in February by face-to-face interview. The final exam schedule will be announced in late January soon after students have submitted their theses. Students should check the bulletin board for the latest information. 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 one week after grades have been announced. 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 Students 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 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 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 Information System.
- (3) Those completing the course in September must submit their Report of Master's Thesis Title in May (dates to be announced) to the Graduate School desk of the Educational Affairs Division.
- (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 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 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 also provide two abstracts, one in the same language as the thesis and the other in Japanese. Students in the PCS course are required to follow other instructions.
- (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 (1 original and 2 copies)
Abstracts	3 sets (1 original and 2 copies)
- (3) Submission period for those finishing the course in March is early January. Submission period for those finishing the course 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 education 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

- (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

- (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 glossary that must be submitted with the master's research paper by students in the Japanese-English Translation and Interpretation course

- (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 translation submitted as a master's research paper by a student in

the Japanese-English Translation and Interpretation course

- (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. Whether there are careless mistakes such as typographical errors and omissions
- b. Whether the structure of the research (chapters) is clearly expressed
- c. Whether there is conformity in style (paragraphs, citations, examples, annotations, references)
- d. Whether the references stated in the text or annotation is correctly indicated

(2) Expressions and writing style

- a. a. Whether the writing is 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.

(3) Theme, research questions formulations, conclusions

- a. Whether it reviews the previous researches.
- b. Whether there is an originality in research questions.
- c. Whether the subject matter and its meanings are clearly stated

(4) Research methodology and compositions

- a. Whether the methodology is appropriate
- b. Whether it is based upon data or past researches
- c. Whether it is persuasive and logically correct
- d. Whether there is some originality

(5) Academic and practical significance

- a. Whether it can be acknowledged as a research that displays a persuasive outcome.
- b. Whether there is a forecast on yet-to-be-defined issues.
- c. Whether the research can be read by researchers and practitioners of related fields with interest.

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. The PCS master's research paper must be based on field study of an area neighboring a region in conflict or must be a record of activity undertaken in an internship. The research must be highly specialized and of a quality equivalent to a master's thesis.

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 supervisor.

Master's Program of Global Studies

Language and Culture Studies Course:	Linguistics, Literature, humanities
Area 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 provide instruction and 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 TUFS 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)

TUFS 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 Program duration and enrollment limit

The standard Master's Programs are for two years. Students may not remain in the programs for more than 4 years. The Recurrent Course in Japanese Language Education is for only one year and students in this course may not remain for more than 2 years.

1.7.2 Early Completion

Early completion prior to the end of a program is possible in the following two cases.

1.7.2.1 Undergraduate students in their fourth year who acquire credit for graduate school courses taken as "credited auditors"

Students in their fourth year of undergraduate school who have acquired credit for graduate school courses taken 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 have 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 supervisor certifying that the student has outstanding research achievements that exceed the average achieved within the standard two years

- Thesis or research paper (1 original and 3 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.

2.1.2 Curriculum

TUFS Doctoral Program consists of two programs Global Studies and Japan Studies.

The Doctoral Program on Global Studies includes the following.

- Language and Culture Studies
- International and Area Studies
- Peace and Conflict Studies
- Asian and African Field Science Research

Students may take classes outside of any of these programs so long as the classes are relevant to their major area of study. There is also a course on interdisciplinary studies that is offered as a common course in all four programs of study and is intended to facilitate the interaction of students in related fields. Students will pursue their research under the guidance of a supervising professor and deputy supervisor while taking classes taught by their supervisor and deputy supervisor.

2.2. Credits and Supervisor

2.2.1 Requirements for Completion

The doctoral program is designed to be completed in 3 years, during which students must acquire 12 or more credits, carry out research and write a dissertation under the guidance and supervision of their professors, have their dissertation evaluated and approved, and successfully defend the dissertation

Actual duration of enrollment may vary. 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.

Persons with a master's degree from an overseas institution who are admitted to the TUFS doctoral program under the provisions of the TUFS Graduate School Code Article 16, paragraphs 2, 3 and 4, will be considered to have completed a 2-year master's program, and if they have outstanding research achievements, will be eligible to complete the doctoral program in 1 year.

2.2.2 Courses and Credits

Doctoral students must acquire a minimum of 12 credits in courses for doctoral students. As an exception, 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 classes conducted by the same professor. Credits exceeding the maximum 4 credits will not be counted toward the required 12 credits, but will be recorded on the student's transcript.

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

2.2.3 Main Academic Supervisor and advisory professors

Students shall receive research guidance from a main academic supervisor and advisory professors designated by the Graduate School. The assigned professor must sign the student's Report of Research Title and appoint supervisor 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. Students in the Peace and Conflict Studies Program will be assigned one of the following three professors as their main supervisor: Professor Isezaki, Professor Matsunaga, Professor Shinoda. 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. Credit Confirmation

Same as Master's Program. See 1.4.

2.5 Doctoral Dissertation and Procedures

2.5.1 Application for doctoral degree

Those who have been enrolled in a doctoral program for two years or more, who have 8 credits or more in the required subjects, and who have undergone the necessary guidance and supervision are eligible to submit a doctoral thesis.

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 apply for final dissertation evaluation and final exam.

Students who wish to submit their doctoral dissertation for early completion may do so if a graduate school faculty meeting is able to confirm that the student will be acquiring the necessary 12 credits and if the student's research is being supervised.

2.5.2 Procedures

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 students admitted in April or October

■ 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 supervisor and two deputy 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) Submission of doctoral dissertation (five copies) and documents specified in the university regulations on awarding degrees (June, September, December and March)

(2) Final exam (review of doctoral thesis 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.

(6) Assessment criteria for final exam (defense)

- a. The content of the dissertation is well understood and clearly explained.
- b. Research questions are logically explained.
- c. Unresolved issues on the research topic are discussed.
- d. The most updated research in the specific field is known.
- e. Basic knowledge in the relevant field is demonstrated.
- f. The author demonstrates advanced ability as a researcher in his/her field.

2.5.4 Assessment Criteria for Final Exam

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: 3 months 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. 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 Doctoral Program is for three years. Students may not remain in the program for more than 6 years. Regarding early completion in less than 3 years, see 2.2.1 Completion Criteria.

2.7. Cotutelle degree programs with overseas graduate schools overseas

When approved by the university president, certain PhD candidates can be jointly enrolled at TUFS 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.

TUFS 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. Overseas Study

This section introduces exchange program and other opportunities for graduate students to study overseas.

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. 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 granted upon review of the submitted documents. The maximum is 8 or 10 credits, depending on the program.

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 30), and graduate degree exchange programs supported by the Japan Student Services Organization.

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 Research Programs

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

3.2.1 Short Visit Programs (Master's program 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. Upon

confirmation of the certificates, 2 credits will be awarded. 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 with research laboratories and programs related to the student's own research. Student should consult closely with their supervising professor 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

An application to study abroad and your proposed plan must be submitted for both long-term and short-term programs.

Note: When going abroad will involve taking a leave of absence from TUFS, a request for leave of absence must be submitted to the Educational Affairs Division.

3.4 Safety and Living Conditions

For long-term programs, students are strongly advised to 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.

For both long-term and short-term programs, students should register on the TUFS Student Mobility Center's Studying Abroad website so that they can stay in touch with the university.

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 & Returning to TUFs

4.1. Leave of Absence: Duration and its 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. Exchange students must be careful, however, before deciding to take a leave of absence. See (4.5) below.

A leave of absence should be no longer than one year. In the master's program, it may not exceed 2 years (1 year in the case of the Recurrent course) and in the doctoral program it must not exceed 3 years.

The duration of a leave of absence is not counted as part of the master's or doctoral program durations of 2 or 3 years (1 year for the Recurrent course) or of the enrollment limits for the two programs of 4 or 6 years (2 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
- Other special circumstances

4.3. Start of 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 to the university after a leave of absence

A student is expected to return to the university after the duration of a leave of absence comes to an end. It is also possible to return before the leave is over if the reason for the leave no longer applies and the president has authorized the student's return to the university. In the first case, the student must submit a notice of return and in the second case, a request to return.

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 exchange student's visa if the student is inactive for a continuous period of 3 months or more.

A student visa allows the exchange 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 exchange 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 exchange 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 exchange student desires to take a leave of absence, they must first consult with the Student Exchange Division.

5. Program for Dispatching Students to Other Universities

5.1 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.

5.1.1 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, early April and early October. (Tokyo University of Agriculture and Technology Graduate School has a different schedule)

5.1.2 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 early April	Department of Music only
Tokyo Medical and Dental	Every year in early April	

University Graduate School		
Kobe City University of Foreign Studies Graduate School	Currently closed to applications	
Tokyo Metropolitan University Tokyo Graduate School	Every year in early April	
Chuo University Graduate School	Every year in early April	
International Christian University Graduate School	Every year in early April	
Tsuda University Graduate School	Every year in early April	
Seisen University Graduate School	Every year in early April	

5.2 Common features of the credit exchange programs

5.2.1 Qualifications

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

5.2.2 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.

5.2.3 Classes

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

5.2.4 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.

5.2.5 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.

5.2.6 Cancellation of classes

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

5.2.7 Student status at the host university

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

5.2.8 Duration

One academic term or year

5.2.9 Student ID card

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

5.2.10 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.

5.2.11 Grades

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

5.2.12 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.

5.2.13 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.

5.2.14 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.

5.2.15 Insurance

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

5.2.16 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

- Q1 If I register for classes through the TUFIS Information system, does that mean I don't have to submit a class registration notice? [Common]
- A1 Graduate students must secure their supervising professor'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 XX) if they are necessary for your research. Please remember, however, that you still need to have the approval of your supervising professor.
- 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 take more than the required number of classes for my major, what happens to the credits for those classes? [Master's program]
- A8 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 to enrollment status

- Q9 I want to take a leave of status. Will I still have to pay tuition? [Common]
- A9 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 Notifications website.
- Q10 Can I take a leave of absence for more than one year? [Common]
- A10 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.
- Q11 if the reason or taking a leave of absence no longer applies, may I return to the university in the middle of my leave? [Common]
- A11 Yes, you can. You must submit a request to return at least one month before the date you plan to resume attendance. Please note that you must get your supervising professor's signature and seal on the request to return form.
- Q12 Am I automatically re-enrolled when my leave of absence comes to an end? [Common]
- A12 No. You must submit a request to return at least one month before the date on which the leave of absence is scheduled to end. If you took the leave because you were ill, you will also need to submit a medical certificate from your doctor.
- Q13 What are the procedures for dropping out and terminating my enrollment at the university? What happens if I simply stop attending? [Common]
- A13 You must submit a request to terminate 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 supervising professor'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 for 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/>