



Tokyo University of Foreign Studies

Graduate School of Global Studies

Master's Program

Doctoral Program

Course Handbook

For students entering 2022



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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 studies and researches of languages, cultures, and societies of various regions of the world to nurture not only high expertise and advanced research skills, but also to foster multilingual and globally competitive human resources with interactive communication, coordination and conflict tolerance skills 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 applies a comparative perspectives in studying Japanese language in the context of other languages, and Japanese culture and society in the context of the world to nurture human resource who can look at Japan with objective perspectives. Through such, the program will send

out into society excellent Japanese researchers, Japanese language educators who are active in and out of Japan, and highly skilled professionals who truly understands the Japanese society and utilize their high Japanese proficiency.

■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. Students earn a Masters degree in one year.

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 Double Degree Master's Program "History in the Public Sphere (HIPS)".

Aiming to nurture global human resource and to strengthen the globalization of the university education, TUFS promotes the "Inter-University Exchange Project (IUEP)" of the Japanese Ministry of Education, Culture, Sports, and Technology (MEXT) which actively supports students studying abroad to and from Japan. As one of such, TUFS have started the double degree Master's program "History in the Public Sphere – HIPS" from 2020 to further realize the expansion of the activities of the Master's student overseas.

■ Its title and overview

History in the Public Sphere (HIPS) is a double-degree Master's program that has been jointly developed by the Tokyo University of Foreign Studies and the Central European University (Hungary/Austria). It is supported by both the "Inter-University Exchange Project (IUEP)" of the Japanese Ministry of Education, Culture, Sports, and Technology (MEXT), and "Erasmus Mundus Joint Master Degree (EMJMD)" by the Education, Audiovisual and Culture Executive Agency (EACEA) of the European Union (EU), and students come from all over the world.

Covering the theme of history in the public arena, students of this program study in this course for two years starting from the Autumn quarter of the 1st year.. Students move between TUFS and partner universities (including the Central European University) each semester (6 mos) to engage in basic learning, research, internships, and a final Thesis/Capstone Project. After successfully defending the final project at the Tokyo University of Foreign Studies, students are awarded two Master's degrees. While Students stay

at Japanese and European universities, they come from all over the world covering various areas of research.

■ Objectives and Prospects

Based on the concept of “History in the public sphere (HIPS),” this program aims to develop global human resources that can generate knowledge about history from an academic perspective, and translate it into practice.

At HIPS, we are conscious that history innumerable exists in the modern society and overlaps with all parts of society in multifaceted ways. This program cultivates human resources that can play an active role in a broad range of fields related to history, such as museums, art galleries, journalism, broadcasting media, digital media, business, and diplomacy, with a particular focus on the period from the early modern period to the present. Through academic, educational, and university exchanges that literally cross Japan and Europe, this initiative will create a place for a multilateral and international approach to history and the public sphere.

■ Features of the program

- ① It is not “History” in the narrow sense of historical studies, but an interdisciplinary studying of wide range of history and memories.
- ② Study system of mobility tracks among multiple universities globally (refer to the yearly schedule)
- ③ Three components of the curriculum
 - Coursework
 - Practical experience and skills
 - Research and research training
- ④ Four themes
 - History and institutionalization of memory

- Visual representations and medialization of history
 - History of inclusion and exclusion
 - Entanglement between nation, regional, and global frameworks of history
- ⑤ Highly globalized education and research environment with English as the common language

■ Yearly schedule

During the two-and-half-year program, students study every semester (about six months) at one of the partner institutions in the consortium that includes the Tokyo University of Foreign Studies (TUFS), the Central European University (CEU, Hungary/Austria), the University of Florence (UniFI, Italy), the New University of Lisbon (Nova, Portugal) , and the associated partner institution, The National Institute of Languages and Civilizations (INALCO, France), following mobility tracks in the third and fourth semesters.

At each institution, students complete coursework and practical experience and skills, including internships, and prepare their thesis/capstone project in accordance with the curriculum and schedule.

■ Participants

• Maximum of 8 students from the Master’ s Programs selected through screening who also meet the following eligibilities

- ① Enrolled in the Master’ s programs on Global Studies or Japan Studies.
- ② Holders of interest and motivation in the concept of “History of the public sphere”
- ③ Holders of high English proficiency and its usage(submitting the official score taken within 2 years for either TOEFL iBT, TOEFL paper test, IELTS, PTE Academic, Cambridge EnglishC2 proficiency, Cambridge English C1 Advanced)

Native speakers of English and holders of a degree granted from universities where is language of instruction is English are exempted.

■ Screening Method:

Candidates are selected through screening by documents and interviews; admission is jointly decided by the Consortium Board.

■ **How to participate**

Those selected will follow the curriculum and earn necessary credits (30 ECTS per semester, 120 ECTS in total) and finalize their master's thesis/research. By passing the final exam for the master's thesis or research, TUFS Master's degree and Master of Arts in History from Central Europe University will be granted.

The actual credit based on ECTS will also be stated. The program is designed to satisfy both the necessary credits in Europe as well as those of TUFS.

Credits earned also coordinates with TUFS requirements and will be approved as the TUFS master's course degree. Those can be included in the 30 credits necessary to graduate from TUFS master's program. The master's thesis/research shall be written in English.

■ **Fees:**

Participation fee to this program: Covered by TUFS (no fees other than TUFS tuition)

Air fare, accommodation, living expense: On the students own cost (for those eligible,

JASSO scholarship is granted by preference for living expense and accommodation.

■ **For more information**

<http://www.tufs.ac.jp/hips/en/>

International office: 2F Agora Global

Email: tenkai-hips-coordinator@tufs.ac.jp

1.1.4 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. However, note that some parts are expected to be revised. Some programs may not be available on or after 2023.

1.1.4.1 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

1.1.4.2 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

1.1.4.3 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

1.1.4.4 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

1.1.4.5 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

1.1.5 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.

1.1.5.1 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

1.1.5.2 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

1.1.5.3 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 the 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 after enrolling one year or more (see 1.7.2 Early Completion).
- The standard years of enrollment for the Recurrent Course in Japanese Language Education is one year. Students must acquire the 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 15 credits) by following the required procedures (see Part 6: 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) (excluding Graduation Project within the major courses) 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 x 2) * May not register for two or more classes in one 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 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 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 x 2) * May not register for two or more classes in one 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 subjects offered in Area and International Studies course.

Major Related subjects	8	Students may take 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 x 2) * 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 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 x 2) * 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 (other than Thesis Seminar)
Major Related subjects	10	Students may take General Graduate School Subjects, major subject classes in their own course, classes in Global 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	

1.2.2.5 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) Only the class offered by the student's main supervisor
	16	Must select from classes in the Japan Studies course
Major Related subjects	10	Students may take General Graduate School Subjects, Major subject classes in their own course, classes in other Global 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 upon his/her approval. The Main Academic Supervisor will recommend the Supervisor according to the student’s research title.

1.3. Registration Procedures

Students must first discuss the classes they plan to take with their Main Academic Supervisor and then complete the procedures for registration. 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 register 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: Early-April Summer Quarter: early July Fall Quarter: Early October Winter Quarter: Early-January	(1) Under the guidance of the main academic supervisor, the student must select classes, and register the classes on GAKUMU information system. (2) After registering, ask the Main Academic Supervisor to confirm the contents of the registration. (3) The Main Academic Supervisor will then confirm the registration on GAKUMU information system.
Course registration amendment period	Spring: 2 days in late-April Fall: 2 days in Mid-late October	(1) Revise through the TUFS GAKUMU information system. (2) After revising, ask the Main Academic Supervisor to confirm the contents of the registration. (3) The Main Academic Supervisor will then confirm the revision on GAKUMU information system.

Note: Please check the details of the registration period on the Class schedule handbook.

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. If the credits earned through studying abroad or through credit transfer system can be approved as credits earned through registering TUFS classes, “Approved” will be marked on the academic transcript. Details are explained in “3. Studying and other activities abroad” for studying abroad and “6. Studying at Other Universities” for the credit transfer system.

1.4.2 Class attendance

Class attendance is a prerequisite for earning credits. As attendance is self-explanatory, attendance itself will not be counted in the grading scale. In the Grading scale of the syllabus there are items such as “active participation” or “response sheet (submitted at each class)” which may be affected by the attendance. Not only that many absences may lead to the low evaluation of such items, it may be judged as not fulfilling the prerequisite of earning the credit.

1.4.3 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.

1.4.4 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 details of the final examination will be announced in late January for March graduates and early July for September graduates. No inquiries are accepted over the phone or by email.

1.4.5 Inquiries regarding grades

If you have any questions regarding your grades, you may submit the inquiry form to the educational affairs division during the designated period. This inquiry form will be used to confirm with the professor in charge.

If you are unsatisfied with the response, you may make an appeal by submitting the designated form within one week after receiving the response. Fill out the designated form and submit it to the Educational Affairs Division.

The designated forms can be downloaded from the university website during the period one may make an inquiry. Inquiries and Appeals regarding grades may only be made for TUFS classes. Classes taken through the credit transfer system with the other universities are not included.

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.
- (5) If a student fails to submit their master's thesis within the designated period, the Report of Master's Thesis Title already submitted become invalid. In such case, the Report of Master's Thesis Title must be submitted again.

1.5.3 Guidelines for master's thesis or research paper

- (1) May be written in Japanese or in other language
- (2) Follow the instructions of your Main Academic Supervisor regarding total number of words or characters

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) Approximately 2000 characters in Japanese or 500 words in other languages.

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) The deadlines are strictly observed for the submission. Submission period for those finishing the course in March is early January. Submission period for PCS course and those finishing in September is early July (For the Recurrent course, mid-July). Details will be 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?

(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?

1.5.7 Miscellaneous matters

- (1) The guidelines of submission will be announced through the Gakumu information system and others.
Submit the thesis, etc by following the submission guidelines.
- (2) No inquiries by phone or email.
- (3) For the PCS course, the master's thesis or research paper must be written in English.

1.5.8 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 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 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 4th year undergraduate at TUFs, 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.

1.8 Teacher's license

(No English translation available.)

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. 2 credits from “Interdisciplinary Research 1” 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.

2.2.3 Main Academic Supervisor and research supervisors

Students shall receive research guidance from the main academic supervisor and research 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 upon his/her approval. 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 more than the standard years of enrollment, have the required designated credits, and 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 for October entrants)
- (2) Submission of doctoral dissertation title (mid-June / mid-December for October entrants)
- (3) Establishment of a PhD supervisory committee (one Main Academic Supervisor and two Supervisors) for the doctoral candidate (July / January for October entrants)
- (4) Submission of doctoral dissertation plan (framework, research methods, etc.) (early February / early June for October entrants)
- (5) Oral examination (early March / early July for October entrants)

■ 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 for October entrants)
- (2) Oral examination (early March / early July for October entrants)

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 for October entrants)
- (2) Oral examination (early July / early October for October entrants)

■ 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 (Designated period in 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 may delay the publication based on “compelling reasons” by submitting a letter detailing the reasons and the full data (PDF/A) of the dissertation within 1 month after the degree has been awarded.

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
- (2) Deadline: Promptly, as soon as 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 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.

University of Hildesheim, Germany

University of Bologna, Italy

University of Rome, Italy

University of Trento, Italy

Paris 8 University, France

The Doctoral degree was granted under these structures.

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

The exchange program is operated with partner universities and students are sent while maintaining the enrollment at TUFS, thus the credits can be recognized. During the 派遣留学(TUFS student exchange program), students pay the tuition to TUFS, and are exempted from paying the tuition at the partner university overseas.

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 15 credits. 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 take a leave of absence to participate in an overseas internship program. These internships include 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 overseas without affiliation with any educational institution.

3.2. Short-term Overseas Activities

There are 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 transcript 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 (JEP)

This program supports the students for travel fees when undertaking 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 32 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 |
| Study Abroad (under double degree program) | | |
| | ⇒ Request for study abroad (for D.D) | ⇒ 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

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.

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.

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

TUFS website "Crisis Management" page

<http://www.tufs.ac.jp/student/studyaboard/crisis/>

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. International 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.

Therefore, please keep in mind that requested considerations that are not related to the characteristics of the disability or that correspond to essential changes in class objectives, content, and evaluation criteria will not be accepted as reasonable accommodations.

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 shall fill out the application form and prepare the supporting documents (such as a certificate of health, health screening data, disability handbook) . Once the student have the documents ready, make an appointment with the university doctor for an interview and submit the application documents 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).

Depending on the disability status, the period of validity may be extended to one year. Even so, one must have an interview with the school doctor within 6 months and have the conditions, symptoms and measures checked. Make sure to book for and have the interview. The measures may change depending on the result of the interview.

○ 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.

7. Q&A on Course Registration

Q1 May I select the classes to register on my own discretion? [Common]

A1 Graduate students are to receive guidance from the main academic supervisor as part of the register/research supervision when choosing the classes to take. Please consult with your main academic supervisor on the classes before registering.

Q2 Once I register the classes on GAKUMU information system, is the registration deem to be completed? [Common]

A2 After completing the registration, your main academic supervisor must confirm the contents of the registration. Please ask your main academic supervisor to confirm. They may check and confirm on GAKUMU information system.

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 Academic language training course needs to be taken throughout the year (1 credit per quarter x 2). Therefore, even if take several classes in one quarter, the credits approved for graduation is only one credit per quarter.
- 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 1st year or take the thesis seminar taught by a professor 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 1st 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.
- Q11 If I take the 「教科および教科の指導法に関する科目」 of the same title, how will it be treated for my acquisition of teachers license? 【Master's program】**
- A11 Even if the lecturer of the class permitted you to repeat the class, credits from the multiple classes under the same title cannot be counted for the teachers license. Credits from only one class per title will be accepted for the teachers license. (As stated in Q4, it may considered for credits necessary for graduation)

[Changes in enrollment status]

Q12 By when shall we complete the procedures for the changing of the enrollment status (Study leave, reinstatement and withdrawal) [Common]

A12 Please complete by one month before the Study leave date, reinstatement date and withdrawal date. (As stated in Q16 if you are reinstating at the end of your leave period, procedure is not necessary)

Q13 I would like to take a study leave. Do I need to pay the tuition even for the study leave period? [Common]

A13 In principle, you are exempted from paying the tuition during the study leave. But depending on the time you submit the request for the study leave, the amount you need to pay differs. Please check the details on 学生便覧 Student Handbook.

Q14 Can I take a leave of absence for more than one year? [Common]

A14 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.

Q15 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]

A15 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.

Q16 Am I automatically re-instated when my leave of absence comes to an end? [Common]

A16 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.

Q17 What are the procedures for terminating my enrollment at the university? What happens if I simply stop attending? [Common]

A17 You must submit a request of withdrawal and your student ID card to the Educational Affairs Division at least one month before the date of the withdrawal. 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 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/>

18. Guideline to prevent plagiarism

What you need to beware of when writing your papers

When writing one's papers, reports, comment sheets, and others, there are always rules that you shall follow. The credibility of the papers and reports is ensured by being written based on one's own research, analysis, and conclusion. Comment sheets submitted during the class are also something that you state your own ideas. Writing sentences of others as if it was written by yourself, in other words, fraudulent use of others' work or asking someone to write it on your behalf or doing such for others will lead you accountable both socially and morally.

Therefore, students are to abide by the following when writing reports, papers, comment sheets, and others.

1. Papers, reports, comment sheets, etc. shall be written by yourself. Asking someone else to write it on your behalf or writing such shall be prohibited.
2. References and sources of data, including bibliographic information, shall be clearly stated on papers and reports.

How to state the bibliographic information differs in cultures and fields. Please follow the instructions of the lecturer of the class and/or your zemi professor. Students may also refer to the following general guideline on bibliographic information.

<http://www.tufs.ac.jp/library/guide/literacy/2005/2-6-6.htm>

When using the information on websites, you must state its URL and the date you referred to. However, if such information does not include academic premise such as references, it means the information itself lacks in academic value, and you shall not refer to such.

3. Stating as if it is your own idea without mentioning the reference is plagiarism. DO NOT write papers and reports by copying sentences on websites without referencing or copying printed materials as if it is your own writing. And if you are quoting texts written in foreign languages, clearly state that you have translated it, and it is also preferred to quote its original sentences. Students shall follow the instructions of the supervisors and lecturers on how to quote.

If the students violate the above rules, it will be deemed as acts of misconduct or acts that violates the duties of a student and will be subject to punishment by referring to the rules and regulation of this university.

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.