



**TOHOKU**  
UNIVERSITY

**For the Academic Year 2026  
(Beginning in Spring 2026)**

# **Student Handbook**

**The Graduate School of International Cultural Studies**



**GSICS**  
TOHOKU UNIVERSITY

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# GSICS Academic Calendar AY2026

April 2026 to March 2027

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Apr.  2026	...	...	...	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	...	...
	...	...	...	...	...	...	...
May  2026	...	...	...	...	...	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	...	...	...	...	...	...
Jun.  2026	...	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	...	...	...	...
	...	...	...	...	...	...	...
Jul.  2026	...	...	...	1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	...
	...	...	...	...	...	...	...
Aug.  2026	...	...	...	...	...	...	1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31	...	...	...	...	...
Sep.  2026	...	...	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	...	...	...
	...	...	...	...	...	...	...

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Oct.  2026	...	...	...	...	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
	...	...	...	...	...	...	...
Nov.  2026	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	...	...	...	...	...
	...	...	...	...	...	...	...
Dec.  2026	...	...	1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	...	...
	...	...	...	...	...	...	...
Jan.  2027	...	...	...	...	...	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	...	...	...	...	...	...
Feb.  2027	...	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	...	...	...	...	...	...
	...	...	...	...	...	...	...
Mar.  2027	...	1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31	...	...	...
	...	...	...	...	...	...	...

Note 1) \_\_\_\_\_ Class Day      - - - - - Make-up Class Day        Saturday, Sunday, and National Holiday \*Offices Closed  
 \_\_\_\_\_ Presentation Day      - - - - - Final Examination for the Master's Degree

Note 2) ○ : Classes follow a Monday schedule.  
 ◇ : Classes follow a Tuesday schedule.  
 □ : Classes follow a Wednesday schedule.  
 △ : Classes follow a Friday schedule.

Note 3) Although April 29(Wed.)is National Holiday, classes are held as usual.

Note 4) Although June 22(Mon.)is University Foundation Day, classes are held as usual.

Note 5) Due to the university festival, there is no classes on October 23(Fri.).

Due to the Common Test for University Admissions, there is no classes on January 15 (Fri.).

## Summary of Important Dates AY2026

### Lecture

<b>Orientation for new students enrolled in April 2026</b>	April 6 (Mon)
<b>Spring Semester Begins</b>	April 8 (Wed) – July 31 (Fri)
<b>Class Registration Period for the Spring Semester</b>	April 8 (Wed) – April 21 (Tue)
<b>Annual Health Checkup</b>	May 7(Thu) – May 19 (Tue) * Except Saturday and Sunday (Please check the Health Administration Center’s <a href="#">web-site</a> )
<b>University Foundation Day</b>	June 22 (Mon)
<b>Make-up Class Period</b>	August 3 (Mon) – August 7 (Fri)
<b>Semester End Vacation</b>	August 10 (Mon) – September 30 (Wed)
<b>Commencement Ceremony</b>	September 25(Fri)
<b>Orientation for new students enrolled in October 2026</b>	September 28 (Mon)
<b>Fall Semester Begins</b>	October 1 (Thu) –February 3 (Wed), 2027
<b>Class Registration Period for the Fall Semester</b>	October 1 (Thu) – October 15 (Thu)
<b>Winter Vacation</b>	December 29 (Tue) – January 1 (Fri), 2027
<b>Make-up Class Period</b>	February 4(Thu) – February 15 (Mon), 2027
<b>Commencement Ceremony</b>	March 25 (Thu), 2027

## Master's Thesis (For students enrolled in April)

<b>Submission deadline for the Research Title (For M1 students)</b>	June 23 (Tue)
<b>Research Title Presentation (For M1 students)</b>	July 29 (Wed) and July 30 (Thu)
<b>Submission deadline for the Master's Thesis Provisional Title (For M2 students)</b>	June 23 (Tue)
<b>Presentation on the Master's Thesis Plan (For M2 students)</b>	July 29 (Wed) and July 30 (Thu)
<b>Submission deadline for the Master's Thesis Title (For M2 students)</b>	November 24 (Tue)
<b>Submission deadline for the Master's Thesis (For M2 students)</b>	January 8 (Fri), 2027
<b>Final Examination (For M2 students)</b>	January 19 (Tue) and January 20 (Wed), 2027
<b>Master's Thesis Presentation (For M2 students who passed the final examination)</b>	January 21 (Thu) and January 22 (Fri), 2027

## Reference: Master's Thesis (For enrolled in October)

<b>Submission deadline for the Research Title (For M1 students enrolled in October 2026)</b>	December 18 (Fri)
<b>Research Title Presentation (For M1 students enrolled in October 2026)</b>	January 21 (Thu) and January 22 (Fri), 2027
<b>Submission deadline for the Master's Thesis Provisional Title (For M2 students enrolled in October 2025)</b>	December 18 (Fri)
<b>Presentation on the Master's Thesis Plan (For M2 students enrolled in October 2025)</b>	January 21 (Thu) and January 22 (Fri), 2027
<b>Submission deadline for the Master's Thesis Title (For M2 students who enrolled in October 2024)</b>	May 22 (Fri)
<b>Submission deadline for the Master's Thesis (For M2 students who enrolled in October 2024)</b>	June 23 (Tue)
<b>Final Examination (For M2 students who enrolled in October 2024)</b>	July (exact date TBD)
<b>Master's Thesis Presentation (For M2 students who passed the final examination)</b>	July 29 (Wed) and July 30 (Thu)

## Doctoral Dissertation (For students enrolled in April)

<b>Submission deadline for the Research Title (For D1 students)</b>	May 22 (Fri)
<b>Research Title Presentation (For D1 students)</b>	July 29 (Wed) and July 30 (Thu)
<b>Submission deadline for the Doctoral Dissertation Interim Presentation Title (For D2 students)</b>	June 23 (Tue)
<b>Doctoral Dissertation Interim Presentation (For D2 students)</b>	July 29 (Wed) and July 30 (Thu)
<b>Submission deadline for the Doctoral Dissertation Title (For D3 students who expect to complete the degree program in March 2027)</b>	June 23 (Tue)
<b>Preliminary Doctoral Dissertation Draft Presentation (For D3 students who will complete the degree program in September 2027)</b>	From July to September
<b>Submission period for the Doctoral Dissertation (For D3 students submitted their doctoral dissertation title in June)</b>	November 12 (Thu) – November 26 (Thu)
<b>Final Examination (For D3 students who submitted their dissertation in November 2026)</b>	Mid-December – February 10(Wed), 2027

## Reference : Doctoral Dissertation (For students enrolled in October)

<b>Submission deadline for the Research Title (For D1 students enrolled in October 2026)</b>	December 18 (Fri)
<b>Research Title Presentation (For D1 students enrolled in October 2026)</b>	January 21 (Thu) and January 22 (Fri), 2027
<b>Submission deadline for the Doctoral Dissertation Interim Presentation Title (For D2 students enrolled in October 2025)</b>	December 18 (Fri)
<b>Doctoral Dissertation Interim Presentation (For D2 students enrolled in October 2025)</b>	January 21 (Thu) and January 22 (Fri), 2027
<b>Submission deadline for the Doctoral Dissertation Title (For D3 students who expect to complete the degree program in September 2027)</b>	January 14(Thu), 2027
<b>Preliminary Doctoral Dissertation Draft Presentation (For D3 students who will complete the degree program in September 2027)</b>	From February to March, 2027
<b>Submission period for the Doctoral Dissertation (For D3 students who submitted their doctoral dissertation title in January 2026)</b>	May 15 (Fri) – May 28 (Thu)
<b>Final Examination (For D3 students who submitted their dissertation in May 2026)</b>	Late June – August 10 (Mon)

# Important Information for University Life

## 1. Opening Hours (Academic Affairs Section)

The Academic Affairs Section of the Graduate School of International Cultural Studies (hereafter referred to as the Academic Affairs Section) is open during the following hours:

Weekdays: 8:45 a.m. ~5: 15 p.m.

In cases of emergency, however, there may be exceptions to this rule. Likewise, occasionally the office may be temporarily closed.

The Academic Affairs Section is not open on the following days:

Saturday, Sunday, Holidays (including make-up holidays), University-wide Holidays (Middle of August), Beginning and End of the Year Holidays (December 29<sup>th</sup> ~ January 3<sup>rd</sup>).

## 2. Information, Mail and Handouts

- (1) Information for students is posted on the GSICS website, Student Affairs Information System or sent to your DC mail (university email). Students are advised to make it a daily practice to check the website and DC mail.
- (2) Neglected information can lead to irreversible situations, such as incomplete comprehension of important procedures or missed deadlines for document submission. Thus, please take care to check these constantly.
- (3) When students are called to the Academic Affairs Section, please come to the office promptly.
- (4) Any mail or handouts for students are delivered to the mailbox, which is situated in front of the main office on the second floor of the East Building of the Graduate School of International Cultural Studies complex. Students are advised to check the box constantly to ensure prompt receipt.

## 3. SSO (Single Sign-On)

SSO (Single Sign-On) is one of the user authentication mechanisms for information services in Tohoku University. In addition to primarily functioning as an authentication window when accessing various information services on campus from the off-campus network, this service also serves as a gateway for the “student portal site,” which is a collection of links to various information services for students. For further details about this process, please check the Tohoku University webpage (link below).

<https://www.dc.tohoku.ac.jp/en/>

#### **4. The Student Identification Card**

- (1) The Student Identification Card (Student ID) is an important means of proving that one is a student at Tohoku University. Thus, students should always carry their ID, and whenever staff members or others at a service window ask to see it, please present it to them.

Furthermore, as the library and automatic-issue certificate machines require Student ID, please make a habit of always carrying it with you.

- (2) Students must take special care not to lose their student ID or lend it to others. It is possible that the student ID might be put to improper use, with the result that injury to the student or the university might occur. Should a student be impersonated, for instance, a student loan might be taken out in a student's name, or various student discounts might be used. Thus, please take special care, to avoid such unfortunate situations. Also, in cases where the ID is lost, please notify the Academic Affairs Section as soon as possible and follow the procedure for re-issuance of the ID.
- (3) There are various cases in which a student should return their Student ID to the Academic Affairs Section as soon as possible. These include cases where the student has requested and received a replacement ID but then finds the earlier misplaced ID; where the student has completed their program; and where the student has withdrawn or been removed from GSICS (i.e., in cases where the student is no longer enrolled in school).

#### **5. Payment of Tuition**

Tuition is paid via automatic withdrawal from the student's bank account into a designated university account.

#### **6. Entrance Fee Waiver and Payment Extension**

(1) Tohoku University may grant a full or half exemption of enrollment fees upon application and subsequent selection. Additionally, for individuals who find it extremely difficult to pay enrollment fees due to economic reasons and who possess an outstanding academic record, the university may grant a deferral (extension of payment) of enrollment fees upon application and subsequent selection.

(2) For details regarding the application, please review the relevant documents in the enrollment procedure materials and contact the Financial Support Section, Student Services Division, Education and Student Support Department (hereby, "Financial Support Section"), located within the Education and Student Support Center on Kawauchi Kita Campus.

(3) Selection results will be announced through the Student Affairs Information System.

#### **7. Tuition Exemption**

(1) Tohoku University may grant an exemption of tuition fees upon application and subsequent selection.

(2) Regarding applications for tuition fee exemption, notices will be issued by the Financial

Support Section as required (scheduled for around January and July). Please check the website (<https://c.bureau.tohoku.ac.jp/gakusei-shien/menjo/>) or other sources and submit the relevant documents to the Financial Support Section by the designated deadline. Applicants for exemption should not pay tuition fees until they have been notified of the selection results.

(3) Selection results will be announced through the Student Affairs Information System.

## **8. Tuition Payment Extension and Monthly Payment**

- (1) Students who, for financial reasons, would have difficulty in making tuition payments by the due date can apply for an extension of payment (postponement); if they would have difficulty making the tuition payment in one lump sum, they can apply for a monthly payment plan (installments). In both cases, these changes in payment schedule must be requested by the student.
- (2) Requests for a payment extension and/or monthly payment plan must be made according to a particular schedule (announced in January and July). Request deadlines are announced by the Financial Support Section and can be checked at this link:

<https://c.bureau.tohoku.ac.jp/gakusei-shien/menjo/tuition-defer-e/>

All required documents should be submitted to the Financial Support Section by the announced deadline.

## **9. Application for and Award of Student Scholarships**

Every time local public organizations, private companies, and foundations announce scholarship opportunities, the notifications will be posted on the GSICS website.

## **10. Other Requests/Applications**

It is necessary to immediately notify the Academic Affairs Section in cases of: (a) requests for a change in the status of one's academic enrollment (e.g., leave of absence, resumption of studies, withdrawal from studies, etc.); (b) a change in the student's information record (e.g., surname, name, permanent address, present address, etc.); and (c) request to use one's maiden name/commonly used name. More information can be found in the document "Procedures Related to Changes in School Registry Status" on pages 31-37.

## **11. Requests for Various Certificates**

The following documents can be obtained from an automatic issuance machine: certificate of enrollment; certificate of expected completion; non-confidential academic transcript. Confidential academic records (i.e., those requiring sealed envelopes), can be obtained at the Academic Affairs Section.

For students requiring various certificates after completing their studies, requests should be

made to the Academic Affairs Section. At that time, the following information will be required: entrance date, completion date, division, department, name, birth date, reason for document request, place of submission/document forwarding, and number of copies requested. Applicants must also provide a return envelope along with the necessary postage stamp. (These details can be found on the GSICS website for alumni.)

Please note that requests by telephone and/or fax will not be accepted, either from currently enrolled students or graduates.

## **12. Student Commuter Passes**

### **(1) Student Discount Certificate (Japan Railways)**

The Student Discount certificate is a special offer from JR (Japan Railways), enabling students to enrich their studies. Students should take care, though, to abide by the rules and avoid engaging in impermissible or illegal conduct.

The Student Discount certificate can be obtained from the automatic-issue machine. Student Discount certificates can be issued up to 20 times per year and remain in effect for three months after the date of issue.

### **(2) Student Transportation Certificate**

Students need a Student Transportation certificate to buy a student transportation pass from JR. The Student Transportation certificate is issued at the Academic Affairs Section.

### **(3) Sendai Municipal for Students: Municipal Bus Subway Free Pass**

To promote the use of public transportation, students are encouraged to obtain the “Sendai Municipal for Student: Municipal Bus Subway) Free pass”. With this pass, students can make use of both municipal buses and subways. Student ID is required to buy this pass.

\*Note: this does not include use of “Loople Sendai” and also “RAKUTEN ballpark Shuttle bus”.

Pass Type/Prices:

For details about the Free Pass, please consult:

Website of Sendai Municipal Transportation division

(<https://www.kotsu.city.sendai.jp/fare/teiki/freepass/>)

## **13. Important Notes about Use of the Classrooms**

(1) GSICS students who wish to meet for the purpose of studying and conducting research may use the classrooms and seminar rooms located in the GSICS buildings and Kawakita Research Forum. In all cases, students must select rooms and/or times that are not set aside for other class or research activities.

Students who wish to use a classroom must obtain permission by submitting a designated application for classroom use. This form must be properly and thoroughly filled out and

bear the signature of a faculty member in the department. It must then be submitted to the Academic Affairs Section within the prescribed deadline (generally 3 days prior to actual use). Forms are distributed at the Academic Affairs Section.

To finalize details of classroom usage, please follow the advice of the Academic Affairs Section.

## **14. Healthcare**

### **(1) Regular Health Examination**

In spring (generally in May), a health examination is conducted for all students. Please be sure to have this health check for early detection and/or prevention of illness.

Furthermore, the health certificates required for both employment applications and scholarships are issued to students based on the result of the regular health examination. Please note that a health certificate cannot be issued to students who do not undergo a regular health check.

### **(2) Health Consultation and Medical Examination**

At the Student Health Care Center, health consultations and medical examinations are performed by school doctors with the aim of promoting and maintaining student health.

Irrespective of the school or division in which one is enrolled, students are encouraged to visit the nearest health center.

For more details about the Student Health Care Center health consultations and medical examinations, please consult:

Website of the Student Health Care Center

([https://www.health.ihe.tohoku.ac.jp/eng\\_front/](https://www.health.ihe.tohoku.ac.jp/eng_front/))

### **(3) Dietary Consultation**

There is a service offered whereby students can seek consultation regarding personal menu planning, nutritional guidance, and daily diet from a professional nutritionist. Please feel free to use this service.

If students wish to use this service, they should make an appointment by calling 795-7836.

### **(4) Referrals to Local Medical Facilities**

In addition to the Student Health Care Center, Tohoku University maintains its own Hospital. Students who require referral can receive one from the Student Health Care Center and/or any of the Health Care Rooms.

In the event a student wishes to visit other medical institutions, they must remember to bring their student ID card and health insurance card.

## **15. Student Education Research Accident Injury Insurance System (also known as “Gakkensai”)**

The Student Education Research Accident Injury Insurance System, or Gakkensai, is a compensation system for accident-related injuries that students can subscribe to. It covers situations where students receive bodily injuries due to a natural disaster or accident during pursuit of education-related/research activities, extracurricular activities, and/or commuting. This insurance is mandatory for all students. Tohoku University will cover the insurance premiums for all students. For further details, please contact the Academic Affairs Section or the Student Service Division. (The 1st floor of the Education and Student Support Department, Kawauchi-Kita Campus; from hereon it will be referred to as the “Life Support Section”).

## **16. Personal Liability Insurance (also known as “Gakkenbai”)**

Another system of insurance that students can subscribe to is Personal Liability Insurance, or Gakkenbai. This covers situations where someone is injured or possessions are broken during the course of an internship, working toward a teaching certificate, and/or volunteer activities such as participating in a class, a school event, or an extracurricular activity. This insurance is mandatory for all students. Tohoku University will cover the insurance premiums for all students. For further details, please contact the Academic Affairs Section or the Student Service Division.

## **17. Comprehensive Insurance for Student Lives Coupled with “Gakkensai” for International Students (also known as “Inbound Futai-gakuso”)**

Inbound Futai-gakuso offers coverage for injury, sickness, accidents, etc. for both on-campus and off-campus situations. This insurance is mandatory for international students. For further details, please contact the Academic Affairs Section or the Student Service Division.

## **18. Campus Facilities**

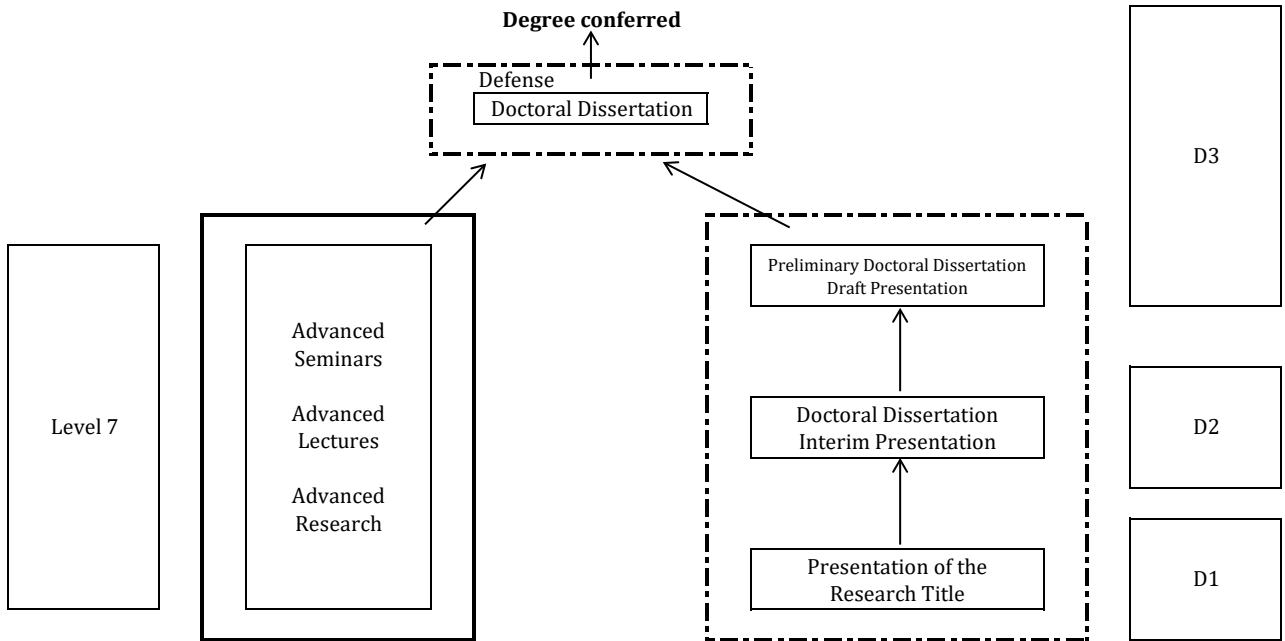
The Tohoku University Co-op operates the bookstores, which sells textbooks, stationery, and miscellaneous goods. The Co-op also runs a travel service center as well as all the cafeterias across the various Tohoku University campuses.

\* Please note that the Co-op facilities observe shortened hours during the summer, at the beginning and end of the calendar year, and during spring break.

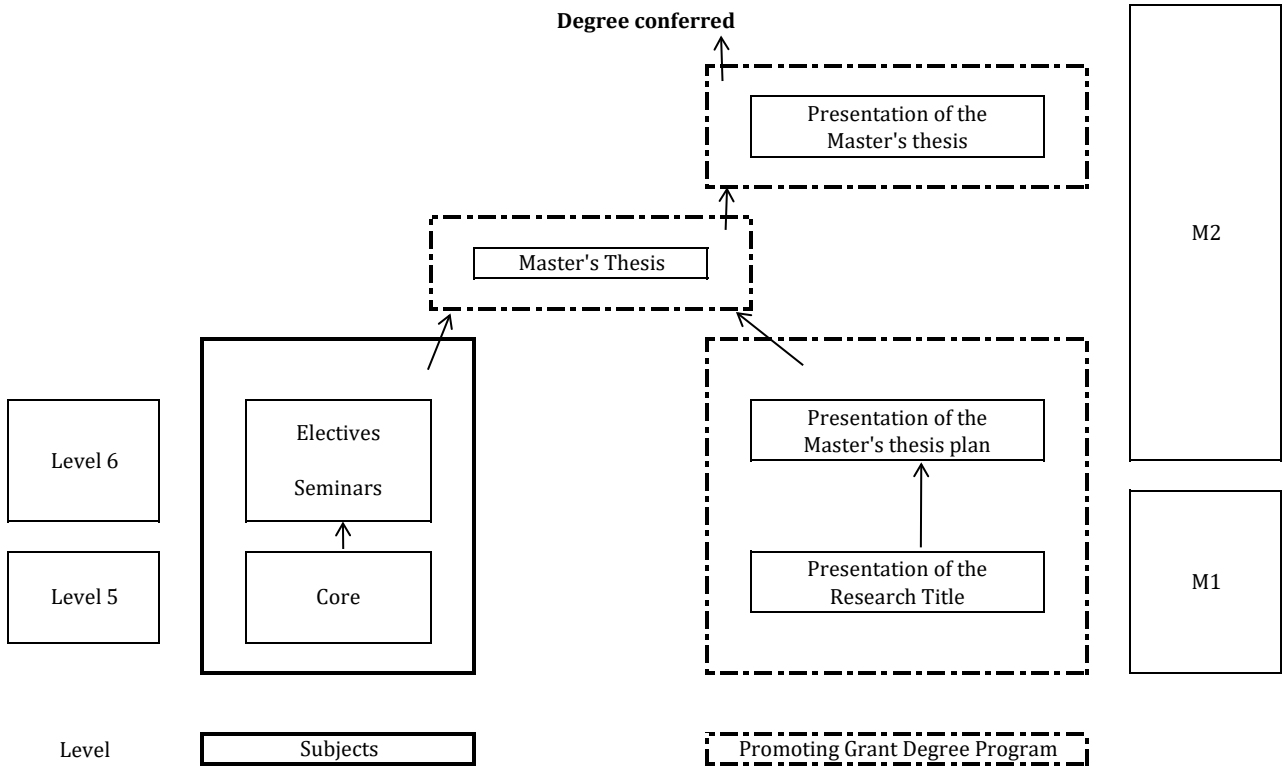
\*Please check the following website for the latest updates: <https://www.tohoku.u-coop.or.jp/en/>

Curriculum Tree  
 Graduate Program in Global Governance and Sustainable Development

○ Doctoral Course



○ Master's Course



Level

Subjects

Promoting Grant Degree Program

## Procedure for Completing the Program

### I. Coursework Requirements

#### **Master's Program (2-year course)**

1. In order to obtain a master's degree in the Graduate School of International Cultural Studies (hereby, "GSICS"), the student must be enrolled for no less than two years and complete at least 30 credit hours of coursework. The student must receive essential research guidance and submit a master's thesis, which must pass an evaluation and be successfully defended during a final examination. In this context, "research guidance" means advice on completing the program, advice on conducting research activities, and advice on writing the thesis, as specified below:

Advice on completing the program:	Guidance from the "supervisor" (see the notes below) is required for students to take the necessary class subjects appropriate for completing the program.
Advice on conducting research activities:	Essential educational guidance is required to support a research project. Such guidance includes setting a thesis topic for exploration, advising on research activities and techniques of presentation in academic conferences, and following up on conference activities with publication in academic journals.
Advice on writing a thesis:	Substantial guidance will be given, both in terms of essential skills and active training toward completing the thesis. This guidance will run from the time of submitting a thesis topic to its actual completion.

#### Notes:

1. "Supervisor" means an advisor, a primary supervisor, or a sub-supervisor.
2. The advisor is assigned to each student upon entering the GSICS and serves in that capacity until a primary supervisor and sub-supervisor(s) are determined.

2. Students must complete 30 credit hours of coursework. Courses must fulfill the requirements of the following components:

[International Graduate Program in Language Sciences]

- (a) Core: 6 credits
- (b) Electives: 18 credits
- (c) Seminars [Individual Research]: 6 credits

[Graduate Program in Global Governance and Sustainable Development]

- (a) Core: 10 credits
- (b) Electives: 16 credits
- (c) Seminars: 4 credits

3. Credit hours for class subjects are acquired by receiving a passing grade in an examination at the end of each class.
4. With GSICS approval, it is possible for up to 15 graduate credit hours earned elsewhere prior to enrollment in GSICS to be credited toward the student's credit total. This applies to credits earned outside of Japan as well. However, for a transfer of credits to be approved, the petitioned class subjects must be equivalent to those subjects offered at GSICS. In order to receive credit, the student should first consult with their advisor or primary supervisor about the possibility of transferring credits; the student must then submit the form "Acknowledgement of Previously Earned Credit Hours".
5. The master's thesis can be submitted only after the student has (a) been enrolled for over one year in the master's program; (b) obtained over 20 credit hours (collectively) from each class subject (i.e., 2, above); and (c) received research guidance. Prior to submitting a thesis, the "Master's Thesis Title Registration Form" must be submitted to the Academic Affairs Section by the designated date (to be announced). Failure to submit the required documents will prevent you from proceeding to the next step and may delay your program completion.
6. Concerning the duration of enrollment in the master's program (i.e., section 1, above), one year is sufficient in cases where the faculty committee of GSICS has recognized special achievement in academic research.
7. The maximum duration of enrollment is four years.

### **Doctoral Program (3-year course)**

1. For students proceeding to the doctoral program from the master's program, they must take an entrance examination, which includes a master's thesis review and interview.
2. In order to complete the doctoral program at GSICS, it is necessary to be enrolled for over three years and complete more than 12 credit hours of coursework. The student must receive essential research guidance and submit a doctoral dissertation, which must pass an evaluation and be successfully defended during a final examination. In this context, "research guidance" means advice on completing the program, advice on conducting research activities, and advice on writing the dissertation, as specified below:

Advice on completing the program:	Guidance from the "supervisor" (see the notes below) is required for students to take the necessary class subjects appropriate for completing the program.
Advice on conducting research activities:	Essential educational guidance is required to support a research project. Such guidance includes setting a thesis topic for exploration, advising on research activities and techniques of presentation in academic conferences, and following up on conference activities with publication in academic journals.
Advice on writing a dissertation:	Substantial guidance will be given, both in terms of essential skills and active training toward completing the dissertation. This guidance will run from the time of submitting a dissertation topic to its actual completion.

#### Notes:

1. "Supervisor" means an advisor, a primary supervisor, or a sub-supervisor.
2. An advisor is assigned to each student upon entering GSICS and serves in that capacity until the primary supervisor and sub-supervisor(s) are determined.

3. Required doctoral coursework includes the following components:

[International Graduate Program in Language Sciences]

(a) Advanced Seminars: 8 credits

(b) Advanced Lectures: 4 credits

[Graduate Program in Global Governance and Sustainable Development]

Total 12 credits from Advanced Research A/B, Advanced Seminar A/B, and Advanced Lecture A/B

4. The doctoral dissertation can be submitted only after the student (a) has been enrolled in the

doctoral program for over two years and will have completed the program in three years; (b) has earned over 6 credit hours; and (c) has received research guidance. Furthermore, prior to submitting a dissertation, the form “Notice of the Doctoral Dissertation Title” must be submitted to the Academic Affairs Section by the designated date (to be announced). Failure to submit the required documents may prevent you from proceeding to the next step and may delay your program completion.

5. Students who withdraw from school without submitting the doctoral dissertation, but who have received research guidance and earned over 12 credit hours, may call themselves “a student who has completed the doctoral coursework”.
6. Concerning the duration of enrollment in the doctoral program (i.e., section 2 above), one year is sufficient in cases where the faculty committee of GSICS has recognized special achievement in academic research. (For those who have finished the master’s program in less than 2 years, the doctoral program can be completed within a period of 3 years—i.e., from the start of the master’s program to the end of the doctoral program).
7. The maximum duration of enrollment is six years.
8. Regarding the procedure for taking classes, students must follow the same procedure as the master’s program students.

## **II. Registering for Classes**

1. Class registration takes place during the designated period in April for the Spring semester and October for the Fall semester. (The exact dates for this period are announced on the GSICS website.)

Note: If students take classes without following this procedure, credit hours will not be awarded.

2. The detailed procedure is as follows:

- (1) Registering for classes in GSICS

Register through the Student Affairs Information System (the website for graduate students of GSICS)

The Student Affairs Information System:

<https://www.dc.tohoku.ac.jp/en/>

- (2) Registering for classes from other Faculties/Schools at Tohoku University

The student must (a) check the class schedule and syllabus which can be found in the Academic Affairs Section, and (b) obtain advice by consulting with their advisor, primary supervisor, or faculty member in the program in which the student is enrolled.

Please be aware that students cannot use the Student Affairs Information System (the website for graduate students of GSICS) to register. To do so they must submit: (a) the “Class Registration Form”, and (b) the “Class Registration Form for Other Schools”. (Also note that students will need to receive the personal seal from their advisor or primary supervisor to submit these forms to the Academic Affairs Section.)

(3) Registering for intensive classes (in GSICS or in another Faculty/School)

The schedules and dates for each intensive class vary. Once the schedules are determined, they will be announced on the GSICS website. Students who are interested in registering for these classes must submit an “Intensive Class Registration Form” to the Academic Affairs Section. However, students should carefully note the registration period, which varies depending on the class date.

(4) Registering for General Education classes

If students wish to take classes in the general education program (e.g., classes related to teaching certificates), they should first contact the Academic Affairs Section for consultation.

3. Application of Certification for taking Specialized Classes

If students wish to take a class in other graduate schools and earn credit toward their major in GSICS, they must submit an “Application for a Specialized Class Certification Form” to the Academic Affairs Section within the designated time period (the specific dates will be announced on the GSICS website). They must do so after consulting with their advisor or primary supervisor. Note that “specialized classes” refer to “Electives”.

4. Students should consult with their advisor or primary supervisor regarding class registration. However, students may also consult with the following people:

- Members of the GSICS Academic Affairs Committee
- Counselors at the Student Support Consultation Center (designated officers are listed on the GSICS website)
- Graduate students in the same program who are in their 2nd year or above

### **III. Regarding Classes and Credits**

Classes are conducted through lectures, seminars, or a combination of both, and are generally held 15 times (weeks) per semester. Furthermore, some courses may be conducted as intensive courses.

### **IV. Management of Grades/ Evaluations**

Students will be personally notified of their grades in registered class subjects via designated means. After confirmation of their grades, students can request an explanation about the grade from the professor in charge of the class, within the period specified below. Requests for explanation should be made at the Academic Affairs Section.

Spring semester classes: Requests must be made between late September and the end of September.

Fall semester classes: Requests must be made between late February and the end of February.

Intensive classes: Contact the Academic Affairs Section for further details.

The grading scale for courses in the Graduate School of International Cultural Studies is as follows.

Grading Scale	Score	Evaluation
AA	100-90	Pass
A	89-80	Pass
B	79-70	Pass
C	69-60	Pass
D	59-0	Fail

**Graduate Program in Global Governance and Sustainable Development (G2SD), Master's**

Course Component		Course Name	Credits	Academic Year 2026		Academic Year 2027		Requirement
				Term 1	Term 2	Term 1	Term 2	
Core	Basic	Ethics for Academic Research (English)	2		○		○	2credits
		Academic English for Scientific Research(English)	2		○		○	2credits
		Introduction to Statistics(English)	2	○		○		
	Specialized	International Political Economy	2		○			6 credits
		Methodology of Investigation (English)	2		○		○	
		Human Security and Global Health	2	○		○		
		Health and Social Resilience for Large-Scale Disasters	2		○		○	
		Hydrology	2		○		○	
		Disaster Reduction System	2		○		○	
		International Development Studies	2	○		○		
		Food Economics	2		○		○	
		Energy and Resource Resilience Strategies	2	○		○		
Environmental Resilience and Energy Security	2		○		○			
Electives	Governance-focused	US-European International Relations I	2	○		○		16 credits At least 4 credits from each category(Governance, Development, and Environment )
		International Relations of East Asia II	2					
		International Society II	2					
		Theories of Global Governance II	2		○		○	
		Governance in Multicultural Societies II	2		○			
		Multiethnic Societies II	2		○			
		Social Structures of the Middle East and North Africa I	2			○		
	Social Structures of the Middle East and North Africa II	2	○					
	Development-focused	International Economic Policy II	2	○				
		Sustainable Development II	2	○				
		Regional Planning and Development I	2	○		○		
		Project Risk Management I	2	○		○		
		International Cooperation	2		○			
	Environment-focused	Systems Approach on Recycling-oriented Society I	2		○		○	
		Pro-environmental Behavior and Psychology I	2	○		○		
		Environmental and Resource Economics II	2				○	
Environment and Public Policy I		2			○			
		Environmental Education II	2	○				
Seminars	Seminar in International Politics and Economy A	2	○		○		4 credits	
	Seminar in International Politics and Economy B	2		○		○		
	Seminar in Environment and Resources Policy A	2	○		○			
	Seminar in Environment and Resources Policy B	2		○		○		
	Seminar in Multiculturalism A	2	○		○			
	Seminar in Multiculturalism B	2		○		○		
	Seminar in Asian and African Studies A	2	○		○			
	Seminar in Asian and African Studies B	2		○		○		

**Requirements for the Program Completion**

	Core courses	Elective courses	Seminars	TOTAL
Credits	10	16	4	30

**Graduate Program in Global Governance and Sustainable Development (G2SD) courses, Doctoral**

Course names	Instructors (and schools)	Required/Elective	Credits	Academic Year 2026		Academic Year 2027		Requirements
				Term 1	Term 2	Term 1	Term 2	
Advanced Seminar in International Politics and Economy A	G2SD faculty members	Elective (designated)	2	2		2		4 credits
Advanced Seminar in International Politics and Economy B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Seminar in Environment and Resources Policy A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Seminar in Environment and Resources Policy B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Seminar in Multiculturalism A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Seminar in Multiculturalism B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Seminar in Asian and African Studies A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Seminar in Asian and African Studies B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Research in International Politics and Economy A	G2SD faculty members	Elective (designated)	2	2		2		4 credits
Advanced Research in International Politics and Economy B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Research in Environment and Resources Policy A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Research in Environment and Resources Policy B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Research in Multiculturalism A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Research in Multiculturalism B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Research in Asian and African Studies A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Research in Asian and African Studies B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Lecture in International Political Economy A	G2SD faculty members	Elective (designated)	2	2		2		4 credits
Advanced Lecture in International Political Economy B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Lecture in Environment and Resources Policy A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Lecture in Environment and Resources Policy B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Lecture in Multiculturalism A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Lecture in Multiculturalism B	G2SD faculty members	Elective (designated)	2		2		2	
Advanced Lecture in Asian and African Studies A	G2SD faculty members	Elective (designated)	2	2		2		
Advanced Lecture in Asian and African Studies B	G2SD faculty members	Elective (designated)	2		2		2	
		Total	48	24	24	24	24	

As of April 1st, 2026

**Requirements for program completion**

	Elective courses	TOTAL
Credits	12	12

## **About the “Research Title Form”**

### **1. Purpose**

In order to complete the master's program of GSICS, a student has to earn over 30 credit hours, submit a master's thesis after receiving essential guidance, and pass the final examination. To receive research guidance, students must consult with their advisor to decide on the research title, which must be officially reported.

### **2. Filling Out and Submitting the Form**

Students should refer to the document “Notes for Filling Out the Research Title Form” and consult with their advisor before submitting the “Research Title Form” to the Academic Affairs Section at the designated time. (The actual submission date varies slightly year to year and will be announced on the GSICS website.)

### **3. Presentation of the Research Title**

Students are required to give a presentation based on their submitted research title in late July / January. (The specific dates will be announced on the GSICS website.) This presentation is aimed at helping the students acquire and improve their presentation skills. Students should emphasize their research aim, content, method, and previous studies, rather than presenting the proposed research content and results in detail.

### **4. Additional Comments**

The research title is not necessarily the same as the master's thesis title. However, the master's thesis title is based on a research project that is developed from the research title. Submission of the “Master's Thesis Title Form” is scheduled at the end of November / May in the student's second year.

## Notes for Filling Out the “Research Title Form”

### 1. Consulting with the Supervisors about the research title and the sub-supervisors

After consulting with their advisor, the student must decide the research title and the candidates for their sub-supervisors. The student should discuss the research title and other aspects of the project with their prospective supervisors and complete the “Research Title Registration Form” (Form M-III-3-(2)-①). (Note: The faculty members identified as supervisors will later be formalized via approval of the faculty committee).

The student must then submit the form to the Academic Affairs Section, bearing the following points in mind.

- I. Students select a primary supervisor from among the full or associate professors whose research area is closely related to the research title; and at least one sub-supervisor who will assist the primary supervisor.
- II. It is possible to have more than two sub-supervisors.

### 2. Entering the Research Title

The research title does not necessarily have to be the same as the title of the master's thesis. However, the research title typically develops into the master's thesis title. Thus, when deciding the research title, students should consult well with their advisors. During the research title presentation, which is held in late July / January, students present the research title according to the submitted form (see section I above).

Furthermore, the research title does not require a subtitle (though the student may choose to have one if it is appropriate).

### 3. About the Deadline and Method for Submission

Submission Deadline: June / December (the precise date will be announced on the GSICS website).

Submission Method: To be sent to the Academic Affairs Section (details will be sent to students via email)

### 4. Changing the Research Title

It is possible to change the research title after submission. However, the student must first receive their supervisor's approval and then follow the exact procedure for submitting the approved research title (stated in 1, above). In addition, if there is a change in supervisor, the student must submit a “Research Title Change Registration Form” (M-III-3-(2)-②), along with a “Supervisor Change Registration Form” (M-III-3-(3)).

## **The Master's Thesis Schedule**

### 1. Schedule

Refer to the table “Main Steps in Completing the Program <Master's Program>”. As specific dates may vary year to year, details pertaining to essential deadlines and other pertinent information will be announced on the GSICS website. Please be aware that failure to submit the required documents may prevent you from proceeding to the next stage of the process and could result in a delay of your completion.

### 2. Important Remarks

#### I. Basic qualifications for the submission of the master's thesis

The basic qualifications for the submission of the master's thesis are as follows:

1. Students must be enrolled in the master's program (2-year course) of GSICS and have been enrolled in the program for at least two years by the time of completing the master's program.
2. Students must have attained 20 credit hours of the essential class subjects, as stated in Article 6, Section 1 of the Provisions of the Graduate School of International Cultural Studies. In addition, students must have received research guidance.

#### II. Master's Thesis

1. In principle, English is the language to be used in the thesis. However, if a student receives permission from their supervisor, the thesis may be written in another language.
2. In addition to the original, students must prepare and submit copies of the thesis.

#### III. Presentation of the Thesis

1. Students are required to give an oral presentation of their thesis in English (with 10 minutes for presentation and 5 minutes for questions and answers). An abstract (of 2 pages, A4 size paper) must also be prepared in English.
2. As this presentation is a very important event, students are advised to make rigorous preparations.

Main Steps in Completing the Program

	Student's Tasks and Duties	Dates and Deadlines	Supervisor's Tasks and Duties
Selection of Student's Advisor		Beginning of March : Submission of Advisor candidate recommendation forms  March: Decision by the Academic Affairs Committee	Beginning of March: Recommendation of Advisor candidates (Form: M-III-1-(2)) is submitted by the Program Director after examination by the departmental members of the student's research plan and their personal interview during the entrance examination.
Announcement of Student's Advisor		April:Orientation	
Class Registration Form (M1)	Receive class-related guidance from the Advisor.	Middle of April (First Semester)	The Advisor guides the student to take the appropriate coursework required to complete the program.
Plan of Instruction (M1)	Confirm "Plan of Instruction" prepared by the Advisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May Submit to the Academic Affairs Section	The Advisor decides the plan of instruction after discussing details with the student. The "Plan of Instruction" (the form designated by the Academic Affairs Committee) is shared with the student by Late June.
Application for Research Title/ Supervisors	Receive guidance from the Advisor. Obtain approval for the Research Title from all prospective Supervisors and submit "Research Title Registration Form" (Form M-III-3-(2)-①).	End of June  July: Academic Affairs Committee meeting	The Advisor guides the student in devising a Research Title and selecting Sub-Supervisors. The prospective Primary Supervisor and 1 or 2 Sub-Supervisor(s) must check the "Research Title Registration Form" (Form M-III-3-(2)-①).  Decision on the student's Research Title and Supervisors.
Presentation of Research Title	Submit an abstract (2 pages, A4 size) (Form M-III-3- (4)) Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late July	
	<Requirements to change the research title> The student must submit the Research Title Change Registration Form (Form M-III-3-(2)-②) to the Dean with the approval of all the student's Supervisors, and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		All Supervisors must check the "Research Title Change Registration Form" (Form M-III-3-(2)-②).
	<Requirements to change supervisors> The Primary Supervisor or the prospective Primary Supervisor must submit the "Supervisor Change Registration Form" (Form M-III-3- (3)) to the Dean with the approval of all other Supervisors (including new Supervisors), and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		"Supervisor Change Registration Form" must be submitted by the (prospective) primary supervisor. (Form M-III-3- (3)).
Class Registration Form (M1)	Receive class-related guidance from the Supervisors.	Middle of October (Second Semester)	
Plan for Writing the Master's Thesis	Submit the plan for writing the Master's thesis.	End of February: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Class Registration Form (M2)	Receive class-related guidance from the Supervisors.	Middle of April (First Semester)	Provide students with class-related guidance.
Plan of Instruction (M2)	Confirm "Plan of Instruction" prepared by the Primary Supervisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May: Submit to the Academic Affairs Section	The Advisor decides the plan of instruction after discussing details with the student. The "Plan of Instruction" (the form designated by the Academic Affairs Committee) is shared with the student by end of May.
Registration of the Master's Thesis Provisional Title	<Deciding the Master's thesis title> Submit the "Master's Thesis Provisional Title Registration Form" (Form M-III-3-(6)-①).  <Qualifications to submit the Master's thesis> Students must have been enrolled for over 1 year, have earned at least 20 credit hours; and have received the necessary guidance in coursework, registration, research, and thesis writing.	End of June  July : Academic Affairs Committee meeting	Transition into guidance for writing the Master's thesis. All of the student's Supervisors must check the "Master's Thesis Provisional Title Registration Form" (Form M-III-3-(6)-①).  Authorize the provisional title for the Master's thesis.
Presentation of the Master's Thesis Plan	Submit an abstract (2 pages, A4 size) (Form M-III-3- (4)). Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late July	
Class Registration Form (M2)	Receive class-related guidance from the Supervisors.	Middle of October (Second Semester)	Provide students with class-related guidance.
Registration of the Master's Thesis Title	Submit "Master's Thesis Title Registration Form" (Form M-III-3-(6)-②).	End of November  December: Academic Affairs Committee meeting	All Supervisors check the form "Master's Thesis Title Registration Form" (Form M-III-3-(6)-②).  Preliminary decision on the Master's thesis title and selection of the Thesis Evaluation Committee members is made. The Evaluation Committee is composed of 3 or more members and must include at least 2 Full or Associate Professors from GSICS. (At the time of the preliminary decision, the Program Director completes the "Recommendation Form" (Form M-V-1- ①) and submits it to the Academic Affairs Office).
Submission of the Master's Thesis	<Requirements to submit the Master's thesis> The Master's thesis must demonstrate a mastery of refined knowledge in keeping with a wide perspective, research ability in a specialized field, and a high level of ability essential for the highly specialized skilled occupations.	January 8th  January: Academic Affairs Committee meeting	The decision to authorize the Thesis Evaluation Committee members is made following the submission of the authorized "Recommendation Form" (Form M-V-1-②) by the Program Director to the Academic Affairs Section. In cases where the Thesis Evaluation Committee is commissioned, the Program Director must submit the candidate's CV and a list of achievements (about 3 publications—either books or articles), which must be approved by the Academic Affairs Committee.
Final Examination	<Submitting a list of errata> After submitting the master's thesis, a list of errata may be prepared and attached to the end of the thesis. The list may only include corrections for typographical errors and terms used inappropriately. The primary examiner will confirm whether corrections are within the permissible range.	Late January	The final examination is held in January.  The Primary Examiner decides the date and place of the Final Examination and notifies the Academic Affairs Section.
Presentation of the Master's Thesis	Submit an abstract (2 pages, A4 size) (Form M-III-3-(4)). Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late January	
	<Withdrawal of the thesis> The thesis may be withdrawn prior to the submission of the "Thesis Examination and Final Examination Grade Report" (Form M-X-1).	From the time of submission of the Master's thesis until the submission of the Final Grade report	Report on the Thesis Examination and related matters. The Primary Examiner compiles the results of the thesis evaluation, the final examination, and Master's thesis presentation in the "Thesis Examination and Final Examination Grade Report" (Form M-VII-3) and submits it to the Academic Affairs Section.
		End of February: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
		Early March: Faculty Committee Meeting	The final vote is based on the report by the Head of the Academic Affairs Committee, which is delivered at least two-thirds (2/3) of the entire faculty. The result is decided by the affirmative votes of at least two thirds (2/3) of the faculty members present at the meeting. The vote is made by a show of hands.
Awarding of the Master's Degree		March: Ceremony for conferral of the Master's degree	

1."Supervisor" means an Advisor, a Primary Supervisor, or a Sub-Supervisor. Be aware that these three kinds of Supervisor are all different. The Advisor is assigned to each student upon entering GSICS and serves in that capacity until the Primary Supervisor and Sub-Supervisor(s) are determined.  
 2.Research guidance includes the following: (a) registration guidance; (b) research activity guidance; and (c) thesis writing guidance. As for (b), this includes a variety of activities, such as: (i) support for research, (ii) development of a research title, and (iii) obtaining the necessary (essential) education to pursue the research. Research activity guidance also extends to assisting students in making presentations at academic conferences, sending completed articles to academic journals, and offering support for engaging in academic conference activities.  
 3.Guidance in thesis writing is a necessary part of completing the thesis. Such guidance shall take concrete and practical form and continues from the beginning stages (of submitting a thesis title) to the final step (completion of the thesis itself).  
 4.The method of research guidance is as follows: (a) Specific, individual guidance, in which a student's research title is confirmed following exchanges with faculty members. (b) Collective guidance given to the student by all the members of the Courses team in a seminar. (c) Overall guidance by the GSICS faculty members during a student's thesis-related presentations, which the student gives during the course of their research project.  
 5.For students who qualify for either the Long-term Course Program or the Shortened Master's Course Program, please refer to the document "Policies Pertaining to the Master's Thesis".  
 6.In the case of completing the thesis in March, please refer to "Policies Pertaining to the Master's Thesis".  
 7.As for the specific date and schedule of activities (listed above), please refer to the school calendar for the given year.



## **Doctoral Program (3-year Course)**

### **About the “Research Title Form”**

#### 1. Purpose

In order to complete the GSICS doctoral program, the student must earn 12 credit hours, submit the doctoral dissertation after receiving necessary research guidance, and pass the final examination. To receive research guidance, students must consult with their advisor to set the research title, which must be officially reported.

#### 2. Filling Out and Submitting the Form

Students should refer to the document “Notes for Filling Out the Research Title Form” and consult with their advisor before submitting the “Research Title Form” to the Academic Affairs Section at the designated time. (The actual submission date varies slightly year to year and will be announced on the GSICS website.)

#### 3. Presentation of the Research Title

Students are required to give a presentation based on their submitted research title in late July / January. (The specific dates will be announced on the GSICS website.) This presentation is aimed at helping the students acquire and improve their presentation skills. Students should emphasize their research aim, content, method, and previous studies, rather than presenting the proposed research content and results in detail.

#### 4. Additional Comments

The research title is not necessarily the same as the doctoral dissertation title. However, the doctoral dissertation title is based on a research project that is developed from the research title. Submission of the “Doctoral Dissertation Title Form” is scheduled later in the doctoral program, typically in June / January of the third year.

## Notes for Filling Out the “Research Title Form”

### 1. Consulting with the Supervisors about the research title and the sub-supervisors

After consulting with their advisor, the student decides on their research title and the candidates for sub-supervisors. The student should discuss the research title and other aspects of the project with their prospective supervisors and complete the “Research Title Registration Form” (Form D-III-3-(2)- ①). (Note: Those faculty members identified as supervisors will later be formalized via approval of the faculty committee).

The student then submits the form to the Academic Affairs Section, bearing the following points in mind.

- 1) Students select a primary supervisor from among the full or associate professors whose research area is closely related to the research title; and at least one sub-supervisor who will assist the primary supervisor.
- 2) It is possible to have more than two sub-supervisors.

### 2. Entering the Research Title

The research title does not necessarily have to be the same as the title of the doctoral thesis; nor is a subtitle necessary. At the same time, students should understand that the research title is developed into the doctoral thesis title. Thus, students should consult well with their advisors when setting a title. During the research title presentation, which is held in late July / January, students present the research title according to the submitted form (see 1 above).

### 3. About the Deadline and Method for Submission

Submission Deadline: May / December (the precise date will be announced on the GSICS website).

Submission Method: To be sent to the Academic Affairs Section (details will be sent to students via email)

### 4. Changing the research title

It is possible to change the research title after submission. However, the student must first receive their supervisor’s approval and then follow the exact procedure for submitting the approved research title (stated in 1, above). In addition, if there is a change in supervisor, students need to submit a “Research Title Change Registration Form” (D-III-3-(2)-②), along with a “Supervisor Change Registration Form” (D-III-3-(3)).

## The Doctoral Dissertation Schedule

### 1. Schedule

Refer to the table “Main Steps in Completing the Program <Doctoral Program>”. As specific dates may vary from year to year, details pertaining to deadlines and other pertinent information will be announced on the GSICS website. Please be aware that failure to submit the required documents may prevent you from proceeding to the next stage of the process and could result in a delay of your completion.

### 2. Important Remarks

#### I. Basic qualifications for the submission of the doctoral dissertation

The basic qualifications for a student submitting the doctoral dissertation must meet one of the following conditions:

1. The student must be enrolled in the doctoral program (3-year course) of GSICS for at least two years and receive the necessary research guidance. In addition, the student must obtain at least 6 credit hours of coursework.
2. The student meets the following- 1) has enrolled in the doctoral program for at least 3 years and received the necessary research guidance 2) has withdrawn upon completion of coursework- is able to submit the doctoral dissertation within a year from the date of withdrawal from GSICS.

**In addition to the above, the student must have published at least two research articles in academic journals prior to the submission of a doctoral dissertation. Of these, at least one research article must be published in a recognized journal within the research area (an accepted paper can be deemed as published as long as publication is assured by the journal’s editor.).**

#### II. About the Doctoral Dissertation

1. In principle, English is the language used in the dissertation. However, if a student receives permission from their supervisor, the dissertation may be written in another language.
2. Documents to be submitted
  - ① Doctoral Dissertation: The number of printed copies as the number of student’s committee members plus one. Note that the dissertation formatting requirements and

the details of how to compile the dissertation will be announced on the GSICS website later.

② Academic publication(s) (not required). Note: if the student has academic publications directly related to the dissertation must be provided and attached to ①.

③ Dissertation Abstract: 1 copy in PDF format

④ Research Guidance Report: 1 copy (use the designated form) Note: This should be prepared by your academic advisor.

⑤ Curriculum Vitae: 1 copy (use the designated form)

⑥ Dissertation Index: 1 copy (use the designated form)

### III. About the Doctoral Dissertation Interim Presentation

An Interim oral presentation of the Thesis must be made in English (including a 25-minute presentation and 15-minute session of questions and answers). An abstract written in English (4 pages, A4 size paper) must also be prepared.

### IV. About the Preliminary Doctoral Dissertation Draft Presentation

Each department independently holds a presentation, open to the public, in which doctoral candidates must present the preliminary draft of their doctoral dissertation. This occurs during the period between July and September (February and March).

### V. About the Final Examination

A final examination is the last step in the evaluation of the dissertation. The final examination is based on the submitted dissertation and is conducted orally by the dissertation examiners (i.e., the doctoral dissertation committee).

### VI. Additional Comments

Students who wish to finish either during the first year or second year of the doctoral program (3-year course) must submit the “Doctoral Dissertation Title Form” by June / January (the specific date will be announced on the GSICS website). For the schedule following the submission, please refer to the normal schedule for third year students of the doctoral program.

Main Steps in Completing the Program

	Student's Tasks and Duties	Dates and Deadlines	Faculty's Tasks and Duties
Selection of Student's Advisor		Beginning of March: Submission of Advisor candidate recommendation forms  March: Decision by the Academic Affairs Committee	Beginning of March: Recommendation of Advisor candidates (Form: D-III-1-(2)) is submitted by the Program Director after examination by the departmental members of the student's research plan and their personal interview during the entrance examination.
Announcement of Student's Advisor		April: Orientation	
Class Registration (D1)	Receive class-related guidance from the Advisor.	Middle of April (First Semester)	The Advisor guides the student to take the appropriate coursework required to complete the program.
Plan of Instruction (D1)	Confirm "Plan of Instruction" prepared by the Advisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May: Submit to the Academic Affairs Section	The Advisor decides the plan of instruction after discussing details with the student. The "Plan of Instruction" (the form designated by the Academic Affairs Committee) is shared with the student by end of May.
Plan for Writing the Doctoral Dissertation	Submit the plan for writing the Doctoral Dissertation.	End of May: Submit to the Academic Affairs Section	
Determination of Research Title & Supervisors	Receive guidance from the Advisor. Obtain approval for the Research Title from all prospective Supervisors and submit "Research Title Registration Form" (Form D-III-3-(2)-①).	End of May	The Advisor guides the student in devising a Research Title and selecting Sub-Supervisors. The prospective Primary Supervisor and 1 or 2 Sub-Supervisor(s) must check the "Research Title Registration Form" (Form D-III-3-(2)-①).
Presentation of Research Title	Submit an abstract (2 pages, A4 size). (Form D-III-3-(4)). Each student is to present for 10 minutes followed by 5 minutes of Q&A.	Late July	
	<Requirements to change the research title> The student must submit the Research Title Change Registration Form (Form D-III-3-(2)-②) to the Dean with the approval of all the student's Supervisors, and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		All Supervisors must check the "Research Title Change Registration Form" (Form D-III-3-(2)-②).
	<Requirements to change supervisors> The Primary Supervisor or the prospective Primary Supervisor must submit the "Supervisor Change Registration Form" (Form D-III-3-(3)) to the Dean with the approval of all other Supervisors (including new Supervisors), and obtain approval of the Academic Affairs Committee at their next scheduled meeting.		"Supervisor Change Registration Form" must be submitted by the primary supervisor (Form D-III-3-(3)).
		End of February: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Submission of Class Registration Form (D2)	Receive class-related guidance from the Supervisors.	Middle of April (During the second semester: in the middle of October)	Provide students with class-related guidance.
Plan of Instruction (D2)	Confirm "Plan of Instruction" prepared by the Primary Supervisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May: Submit to the Academic Affairs Section	The "Plan of Instruction" for the next academic year is shared with the student by end of May.
Plan for Writing the Doctoral Dissertation	Submit the Plan for writing the Doctoral Dissertation.	End of May: Submit to the Academic Affairs Section	
Submission of the Doctoral Dissertation Interim Presentation Title	<Deciding the Doctoral Dissertation title> Submit the "Doctoral Dissertation Interim Presentation Title Registration" form (Form D-III-3-(6)).	End of June	Transition into guidance for writing the Doctoral Dissertation. All of the student's Supervisors must check the "Doctoral Dissertation Interim Presentation Title Registration" form (Form D-III-3-(6)).
Doctoral Dissertation Interim Presentation		July: Academic Affairs Committee meeting	Authorize the Doctoral Dissertation Interim Presentation Title.
	Submit a research abstract (4 pages, A4 size) (Form D-III-3-(4)). Each student is to present for 25 minutes followed by 15 minutes of Q&A.	End of July	
		End of February: Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Plan of Instruction (D3)	Confirm "Plan of Instruction" prepared by the Primary Supervisor. The student must sign the form and submit it to the Academic Affairs Section.	End of May: Submit to the Academic Affairs Section	The "Plan of Instruction" for the next academic year is shared with the student by end of May.
Plan for Writing the Doctoral Dissertation (Third submission)	Submit the plan for writing the Doctoral Dissertation.	End of May: Submit to the Academic Affairs Section	
Doctoral Dissertation Title Registration (D3)	Submit the "Doctoral Dissertation Title Registration Form" (Form D-III-3-(9)).	End of June	All Supervisors check on the form "Doctoral Dissertation Title Registration" (Form D-III-3-(9)).
	<Qualifications for submission of the Doctoral Dissertation> Students must have: been enrolled for over 2 years; earned over 6 credit hours; and received essential guidance for class subjects, registration, research, and dissertation writing.	July: Academic Affairs Committee meeting	The official decision on the Doctoral candidate's Doctoral Dissertation title is authorized.
Preliminary Doctoral Dissertation Draft Presentation		From July to September	Each department independently holds a public presentation. The presentation date, place, presenter's name, and dissertation title, etc. must be submitted to the Academic Affairs Section.
Provisional Evaluation Committee of the Doctoral Dissertation		November: Academic Affairs Committee meeting	At the time of the preliminary decision, the Program Director completes the "Recommendation Form" (Form D-V-1-①) and submits it to the Academic Affairs Section. The Evaluation Committee is composed of the Doctoral candidate's Supervisors and one faculty member from another department. Note that the Primary Examiner must come from the candidate's Supervisors and that at least 2 Full Professors from GSICS must be members of the Evaluation Committee.
Submission of the Doctoral Dissertation	The Doctoral Thesis: contributes to cutting edge research in the chosen area of study, from a creative perspective. It also demonstrates extensive knowledge capable of enabling the performance of highly specialized research and other activities.  Note that the dissertation formatting requirements and the details of how to compile the dissertation will be announced on the GSICS website.	10 days before the end of November  Note: The original data must be submitted the day before the scheduled meeting of the Faculty Committee in which the Dissertation will be considered.	
Formal Decision of the Doctoral Dissertation Evaluation Committee		December: Academic Affairs Committee meeting	The decision to authorize the Doctoral Dissertation Evaluation Committee members is made following the submission of the authorized "Recommendation" (Form D-V-1-②) by the Program Director to the Academic Affairs Office. In cases where the Doctoral Dissertation Evaluation Committee is commissioned, the Program Director must submit the candidate's CV and a list of achievements (about 3 publications—either books or articles), which must be approved by the Academic Affairs Committee.
		By end of February Submit to the Academic Affairs Section	The student's Primary Supervisor submits a Research Guidance Record.
Final Examination	<Submitting a list of errata> After submitting the Doctoral Dissertation, a list of errata may be prepared and attached to the end of the thesis. The list may only include corrections for typographical errors and terms used inappropriately. The primary examiner will confirm whether corrections are within the permissible range.	Prior to February 10	The Primary Examiner decides the date and place of the Final Examination and notifies the Academic Affairs Section.
Submission of the Doctoral Dissertation Evaluation Report	<Withdrawal of the dissertation> Students may withdraw from having their dissertation evaluated prior to the submission of "The Dissertation Evaluation and the Final Examination Grade Report" (Form D-X-1).	From the time of submission of the Doctoral Dissertation until the submission of Final Grade report	Report on the Dissertation Examination and related matters. The Primary Examiner compiles the results of the Dissertation evaluation and the final examination in the "Dissertation Evaluation Report" (Form D-VII-2-①) and prepares the abstract of Dissertation Evaluation (Form D-VII-2-②) (approximately 1,000 characters). Both reports are submitted to the Academic Affairs Office by February 2nd.
Deliberation regarding conferral of the Doctoral Degree		March: Faculty Committee Meeting	The final vote is based on the report by the Head of the Academic Affairs Committee, which is delivered at least two-thirds (2/3) of the entire faculty. The result is decided by the affirmative votes of at least two thirds (2/3) of the faculty members present at the meeting. The vote is made by secret ballot.
Awarding of the Doctoral Degree		March: Ceremony for conferral of the Doctoral degree	

1. "Supervisor" means an Advisor, a Primary Supervisor, or a Sub-Supervisor. Be aware that these three kinds of Supervisor are all different. The Advisor is assigned to each student upon entering GSICS and serves in that capacity until the Primary Supervisor and Sub-Supervisor(s) are determined.  
 2. Research guidance includes the following: (a) registration guidance; (b) research activity guidance; and (c) thesis writing guidance. As for (b), this includes a variety of activities, such as: (i) support for research, (ii) development of a research title, and (iii) obtaining the necessary (essential) education to pursue the research. Research activity guidance also extends to assisting students in making presentations at academic conferences, sending completed articles to academic journals, and offering support for engaging in academic conference activities.  
 3. Guidance in thesis writing is a necessary part of completing the thesis. Such guidance shall take concrete and practical form and continues from the beginning stages (of submitting a thesis title) to the final step (completion of the thesis itself).  
 4. The method of research guidance is as follows: (a) Specific, individual guidance, in which a student's research title is confirmed following exchanges with faculty members. (b) Collective guidance given to the student by all the members of the Courses team in a seminar. (c) Overall guidance by the GSICS faculty members during a student's thesis-related presentations, which the student gives during the course of their research project.  
 5. For students who qualify for either the Long-term Course Program or the Shortened Master's Course Program, please refer to the document "Policies Pertaining to the Master's Thesis".  
 6. In the case of completing the course in September, please refer to "Policies Pertaining to the Master's Thesis".  
 7. As for the specific date and schedule of activities (listed above), please refer to the school calendar for the given year.



## Procedures Related to Changes in School Registry Status

### 1. Concerning petitions for:

- a leave of absence
- return to school
- withdrawal from school
- taking a class at another graduate school
- transfer into another graduate school
- study abroad
- use of maiden name or nickname

When students submit a petition for any of the above, they should consult with their primary supervisor well in advance, explain the circumstances to the Academic Affairs Section, and receive the appropriate petition form.

**Furthermore, petitioners must submit all application forms prior to expiration of the designated submission date. Retroactive requests will not be accepted.**

### 2. Concerning notification of changes in personal data

When changes occur in a student's personal data (e.g., family name, permanent address, present address, custodian, custodian's address), the student must immediately notify the Academic Affairs Section, register through the Student Affairs Information System with the appropriate corrections.

**Failure to notify the Academic Affairs Section of such changes will result in future inconvenience for the student.**

### 3. Each petition/notification form must be received directly from the Academic Affairs Section every time (and only on the occasion that) it is necessary for students to submit them.

For students who are recipients of the Japan Student Services Organization Scholarship or other various scholarships, different procedures are required to change registry status. This includes leave of absence, return to school, withdrawal from school, study abroad, and change of personal data. For this reason, students must consult with the Academic Affairs Section about the specific form required and its submission requirements.

### 4. Each petition requires the handwritten signature of both the student and their legal guardian.

## 1. Petition for Leave of Absence

- ① Students who cannot study due to reasons such as illness etc. can submit a “Petition for Leave of Absence”.  
(See appended form 1-1.)
- ② The normal period for a leave of absence is between three months and one year. However, under special circumstances such as illness or study abroad, students can petition for an extension.
- ③ The leave of absence petition requires the handwritten signature of both the student and their legal guardian. For international students whose legal guardian does not reside in Japan, the signature of their advisor or primary supervisor is required.
- ④ When submitting a petition for a leave of absence, the student must circle the appropriate items in the two columns on the bottom left-hand side of the petition and explain the reasons for the leave of absence in detail in the bottom right-hand side column. In the case of illness, the student must attach a medical certificate as verification, written by her/his physician (please rest assured that the nature and specifics of the medical condition will be kept strictly confidential). In the case of studying abroad, the student must attach a copy of permission to study (or equivalent documentation) from the host institution. The reasons for requesting a leave of absence will not be divulged.
- ⑤ The petition for a leave of absence will be approved in cases where GSICS recognizes that unavoidable circumstances have arisen, making the student’s enrollment impossible. However, it is also possible that, after careful consideration, the student’s request may not be approved.
- ⑥ The petition for a leave of absence requires the handwritten signature of the student’s primary supervisor, which must be obtained before the student submits the form (1-1) to the Academic Affairs Section. To obtain this authorization, the student must meet with the primary supervisor and discuss the request for leave.

In addition, the form called “Remarks Regarding the Petition for a Leave of Absence” (see appended form 1-2) must be filled out by the primary supervisor and directly submitted to the Academic Affairs Section after meeting with the student.

Note that the student must pay tuition for the semester during which the petition for a leave of absence has been submitted.

A “Leave of Absence Permit” will be sent to the student by the Academic Affairs Committee, following approval of the student’s request.

- ⑦ In cases where the student has received a scholarship from Japan Student Services Organization (JASSO) or various other scholarship-conferring organizations, the award will

be stopped. Thus, in the case of JASSO, when the student submits a request for a leave of absence, they must also submit a “Petition for Change (registration form)”. In the case of awards from various other scholarship-conferring organizations, please be aware that each has its own designated document requesting a change in scholarship status. Hence, the student must consult with such organizations directly in order to obtain and submit the required forms.

However, in cases where studying abroad is the reason for the leave of absence, it might be possible to continue receiving the scholarship award. In such cases, though, the student must submit a request for continuation of the award; thus, it is advised to consult with the Academic Affairs Section prior to submission of the various forms (please refer to: 5. Petition for Studying Abroad-⑥, below).

- ⑧ For reasons of class planning and tuition, the leave of absence is generally calculated by monthly units (i.e. from the first day until the last day of given months), and generally it cannot span academic years.

Furthermore, the first day of the leave of absence cannot predate the submission of the leave of absence form. For example, a student who wishes to start their leave of absence on April 1 must submit the petition for a leave of absence in early March. Regarding the duration of the leave of absence, the student must consult with the Academic Affairs Section prior to submitting the petition.

- ⑨ It might be possible to excuse payment of tuition during the leave of absence. To determine if this will be possible, the petitioning student is encouraged to consult with the Academic Affairs Section at the earliest opportunity.
- ⑩ In cases where the leave of absence extends beyond three months, the period of absence cannot be calculated as part of the term of student enrollment in GSICS. Moreover, in the case of the master’s program, the leave of absence cannot exceed two years; in the case of the doctoral program, the leave of absence cannot exceed three years.

## 2. About the Petition for Return to School and its Registration Form

- ① When the student is set to return to school, they must submit a “Return to School Registration Form” (see appended form 2-1) before the end date of the leave of absence.

If there is no longer any reason for the student to be on leave beyond the recognized period of absence, the student must submit a “Petition for Return to School” (see appended form 2-2) prior to the expiration of the leave of absence. Moreover, in the case where the student has left school due to illness, prior to return it will be necessary for the student to submit medical certification proving recovery from illness.

- ② The “Petition for Return to School” and the “Registration Form for Return to School” requires the handwritten signature of both the student and their legal guardian. For international students whose legal guardian does not reside in Japan, the signature of their advisor or primary supervisor is required.
- ③ The “Petition for Return to School” requires the primary supervisor’s handwritten signature, which must be obtained before the student submits these forms to the Academic Affairs Section. To obtain such authorization, the student must meet with the primary supervisor and discuss their return to school.

The primary supervisor then fills out the form called “Remarks Regarding the Petition for a Leave of Absence” and directly submits it to the Academic Affairs Section after meeting with the student.

- ④ For students whose scholarship (from Japan Student Services Organization (JASSO) or various other scholarship-conferring organizations) was suspended during the leave of absence, it may be possible to get the scholarship reinstated. To do so, when submitting the “Petition for Return to School” and the “Registration Form for Return to School”, the student should (in the case of JASSO) also submit a “Petition for Change (registration form)”. In the case of awards from various other scholarship-conferring organizations, please be aware that each has its own designated document requesting a change in scholarship status. Hence, the student must consult with such organizations directly in order to obtain and submit the required forms.
- ⑤ The “Return to School Permit” will be sent to the student following approval by the Academic Affairs Committee.
- ⑥ The student who receives approval to return to school must pay tuition at the end of the month in which they received approval to return to school.

### 3. About the Petition for Withdrawal from School

- ① In cases where a student wishes to withdraw from school for personal reasons, it is necessary to submit a “Petition for Withdrawal from School” (see appended form 3-1). This petition requires the handwritten signature of both the student and their legal guardian. For international students whose legal guardian does not reside in Japan, the signature of their advisor or primary supervisor is required. It also requires that the student circle the appropriate items in the two columns on the bottom left-hand side of the petition and explain the reasons for withdrawal from school in detail in the bottom right-hand side column.

In cases where the student has been enrolled for over three years in the doctoral program and has received the necessary research guidance, they can undertake the steps necessary for completing the doctoral degree without paying the required expenses, providing that the application is made within one year of withdrawal from school. If the student wishes to follow this procedure, they must consult with their primary supervisor and request a “Research Guidance Report” (see appended form 3-2).

- ② The petition for withdrawal from school requires the handwritten signature of the student’s primary supervisor, which must be obtained before the student submits the petition to the Academic Affairs Section. To obtain this authorization, the student must meet with their primary supervisor and discuss the petition for withdrawal from school.

In addition, the form called “Remarks Regarding the Petition for a Leave of Absence” must be filled out by the student’s primary supervisor and directly submitting it to the Academic Affairs Section after meeting with the student.

Note that the student must pay tuition for the semester during which the petition for withdrawal has been submitted.

A withdrawal permit will be sent to the student by the Academic Affairs Committee, following approval of the students’ request.

- ③ A student can withdraw from school at any time; however, unless there are extenuating circumstances, withdrawal should occur at the end of any given month. Furthermore, the first day of withdrawal from school cannot predate the submission of the petition for withdrawal from school. For example, a student who wishes to withdraw from school on March 31 must submit the petition for withdrawal from school by the middle of March.
- ④ In cases where the student wishing to withdraw from school during the semester has already received permission either to postpone the payment of tuition or to pay via monthly installments, the student may be exempted from paying outstanding payment obligation. Note that for those students who wish to withdraw at the end of a semester (March or September) but who cannot complete the procedure by the middle of that particular month,

the next payment cycle (i.e., for the following semester) will come into effect. In such cases students ought to consult with the Academic Affairs Section prior to initiating the procedure for withdrawal.

- ⑤ In cases where the student wishing to withdraw from school has received a scholarship from Japan Student Services Organization (JASSO) or various other scholarship-conferring organizations, the award will be stopped. Thus, in the case of JASSO, it is necessary for the student submitting her/his request for withdrawal from school to also submit a “Petition for Change (registration form)”. In the case of awards from various other scholarship-conferring organizations, please be aware that each has its own designated document requesting a change in scholarship status. Hence, the student must consult with such organizations directly in order to obtain and submit the required forms.

At a later date, a “Repayment Pledge” (promissory note) for the educational loan will be sent to the student. Upon receipt, please fill it out in preparation for submission.

#### **4. Regarding Applications for Taking Courses and Studying at Other Graduate Schools**

- (1) Students who wish to take courses in other graduate schools must submit the "Notification of Courses Taken in Other Graduate Schools" to their Main Supervisor (Advisor) as an email attachment within the course registration period. Online registration is not available. For details, please check the Graduate School website.
- (2) Students who wish to receive a portion of their research guidance at another graduate school must submit an "Application for Study at Other Graduate Schools."
- (3) When submitting an application to take courses or an application for study at another graduate school, the documents must be submitted to the Educational Affairs Section via the Main Supervisor (Advisor).

Please note that tuition fees for all semesters up to the one in which these applications are submitted must be paid in full. Additionally, tuition fees during the period of course enrollment or study must also be paid.

- (4) The period of course enrollment or study will be counted toward the period of enrollment. In principle, this period of study cannot exceed one year for students in the Master's Program (MC) and one year and six months for students in the Doctoral Program (DC).
- (5) If a report is submitted, it may be recognized as credits required for completion at this Graduate School (up to 15 credits) or as part of the research guidance, following deliberation by the Educational Affairs Committee.

## **5. About the Status Report for: (a) Leave of Absence, (b) Enrollment in Other Graduate Schools, and (c) Study Abroad**

- ① During any of these three conditions (i.e., leave of absence, enrollment in other graduate schools, or study abroad) the student must: stay in periodic contact with their primary supervisor, report on current living conditions, and follow the instructions of the primary supervisor.
- ② A status report must be prepared by the student at the end of every month by either submitting: a completed “Status Report Form” (see appended form 6) or an email to the primary supervisor that includes the following information:

The student who is on a leave of absence must address: living conditions, a progress report regarding research activities, and the possibility of returning to school at the end of the leave period. In the case of a leave due to illness, the student must include the state of the illness. In the case of a leave due to study abroad, students must include a progress report of their research.

For students who are either enrolled in another graduate school or engaged in study abroad: The report should address: (a) progress of their research, and (b) plans for enrollment following completion of studies in the other graduate school or after studying abroad.

- ③ Aside from the monthly status report, a student should feel free to report to the primary supervisor whenever necessary.

## **6. About the Student Record and the Registration Form for Change of Personal History Information**

- ① Each graduate student must register through the Student Affairs Information System at the time of enrollment in the school.
- ② In the case of undergraduate research students, graduate research students, and special research students, a student record (see appended form 7-2) must be submitted at the time of enrollment.
- ③ For students who are only enrolled in one class or are classified as a special audit student, their student record (see appended form 7-3) must be submitted at the time of enrollment.
- ④ In cases where there is a change in the content of the student record submitted at the time of enrollment (i.e., family name, first name, permanent address (nationality), current address, legal guardian, guardian's address), the graduate student is required to register through the Student Affairs Information System, the research student is required to submit a "Change of Personal History Information Registration Form" (see appended form 7-4).

Furthermore, in the case where one's family name (or their first name) is changed and the student wishes for their Student Identification Card to be reissued, the student must submit a "Petition to Reissue the Student ID" (see appended form 7-5) along with a copy of a current photograph pasted on the form.

Note: In the case where the student is the recipient of a scholarship from agencies such as Japan Student Services Organization [JASSO] or various other scholarship-conferring organizations, it is required to report changes in personal information. Thus, once any change occurs, the student should inform the Academic Affairs Section of this School to receive the necessary documents to notify the scholarship-conferring organization of such change.

## **About Harassment Consultation**

### **1. The Consultation Committee (of the Harassment Consultation Service)**

The consultation committee consists of four faculty members from the Graduate School of International Cultural Studies and one member of its administrative staff.

The consultation committee attempts to avoid a composition in which all members are of the same sex.

The term of the appointment for all members is one year, and the appointment can be renewed.

The consultation committee is not only a forum for consultation about incidents of harassment; it also provides necessary information and assistance regarding solutions to problems associated with harassment.

The consultation committee records the content of the consultation regarding harassment and reports its summary in an appropriate fashion to the Dean of GSICS.

The procedure involving consultation and taking testimony regarding harassment and its problem-solving is treated in accord with the guidelines of GSICS.

The consultation committee has a responsibility to ensure utmost respect for the privacy of all parties concerned.

### **2. The Manner of Consultation**

Anyone who wishes to have a consultation may contact the consultation committee in the manner most convenient to them (e.g., face-to-face interview, telephone, email).

The names and contact information of consultation committee members appear in many widely publicized sources.

Anyone who wishes to have a consultation may go to the consulting counter at the Tohoku University Student Consultation Service.

### **3. The Name and Contact Information of the Consultation Committee**

※ The names of the consultation committee members and their email addresses are listed on the GSICS website.

([https://www.intcul.tohoku.ac.jp/en/student/student\\_services](https://www.intcul.tohoku.ac.jp/en/student/student_services))

## **About Student Support Consultation**

The Student Support Consultation is available for consultations about problems associated with student lifestyle, studies, and coursework.

The consultation committee consists of three faculty members from the Graduate School of International Cultural Studies.

The consultation committee respects the privacy of students who seek consultation and may work together with the Tohoku University Student Consultation Services, as needed, to resolve the issues.

Students who wish to have a consultation can contact the consultation committee in the manner most convenient to them (e.g., face-to-face interview, telephone, email).

※ The names of the consultation committee members and their email addresses are listed on the GSICS website.

[https://www.intcul.tohoku.ac.jp/en/student/student\\_services](https://www.intcul.tohoku.ac.jp/en/student/student_services)

## **About Diversity, Equity & Inclusion (DEI) Consultation**

If you have any concerns, requests, and/or suggestions regarding DEI, please contact the Committee for DEI.

※ The names of the consultation committee members and the exclusive email addresses are listed on the GSICS website. [https://www.intcul.tohoku.ac.jp/en/student/student\\_services](https://www.intcul.tohoku.ac.jp/en/student/student_services)

## Course Numbering

### I What is the Course Numbering?

Course Numbering is a system in which course numbers indicating various information, including the correlation among courses and levels of difficulty, are assigned to each course to simply and clearly represent the education curriculum to facilitate understanding of the curriculum structure.

### II The Purpose/Necessity of Implementation

By assigning subject codes and numbers to each course to clarify its difficulty level/characteristics, significance, and the sequence in which courses should be taken, students can understand which courses they should register for, the role of each course within the undergraduate/graduate curriculum and each course's objectives.

Each faculty/school can organize their curriculum systematically and sequentially. It will be possible to check whether each course structure is suitable for the diploma/curriculum policy of the faculty/school, if the course subject fields are well-balanced, etc. and familiarize their students with it.

Also, clarification of course levels is expected to facilitate credit transfers with universities abroad.

### III How to Assign Numbers?

Generally, course numbers are fixed for each course instead of being reassigned every academic year. However, it will be reassigned in some cases, such as when there are major revisions to the course content.

Also, when the Educational Records and Programs Committee of the Academic Affairs Council has approved exceptions based on special circumstances, such cases may be handled differently.

The numbering system is as follows:

#### 1. Example of course identifier:

<u>A</u>	<u>BC</u>	– (Hyphen)	<u>DEF</u>	<u>1</u>	<u>23</u>	<u>G</u>
[1]	[2]		[3]	[4]	[5]	[6]

2. Meaning of codes and digits:

- [1] Faculty/Graduate School
- [2] Department/Division (For General Education, Subject Category/Group)
- [3] Academic Field
- [4] Level/Characteristics
- [5] Classification Number
- [6] Language Used in Course

3. List of codes and numbers:

- [1] List of Faculty/School [one letter]

The first code indicates the affiliated faculty/graduate school. This shall be the same as the letter that shown as the third letter of student ID number. General Education Subjects and Teacher Training Subjects will be assigned one letter each that is not already in use

As of January 24th, 2022

Faculty/School	Code
Faculty of Arts and Letters, Graduate School of Arts and Letters	L
Faculty of Education, Graduate School of Education	P
School of Law, Graduate School of Law	J
Faculty of Economics, Graduate School of Economics and Management	E
Faculty of Science, Graduate School of Science	S
School of Medicine, Graduate School of Medicine	M
School of Dentistry, Graduate School of Dentistry	D
Faculty of Pharmaceutical Sciences, Graduate School of Pharmaceutical Sciences	Y

Faculty/School	Code
Graduate School of International Cultural Studies	K
Graduate School of Information Sciences	I
Graduate School of Life Sciences	B
Graduate School of Environmental Studies	G
Graduate School of Biomedical Engineering	W
Graduate School of Educational Informatics Education Division	F
General Education Courses	Z
Teaching Training Courses	Q

Faculty of Engineering, Graduate School of Engineering	T
Faculty of Agriculture, Graduate School of Agricultural Science	A

Common Graduate School Subjects (since AY2022)	C
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[2] List of Department/Major [two letters] (Excerpt for This Graduate School)

As of January 24th, 2022

Graduate School	Major	Code
International Cultural Studies	国際文化研究 (平成 27 年度から) International Cultural Studies	IC
	国際地域文化論 (平成 26 年度まで) Area Studies	AS
	国際文化交流論 (平成 26 年度まで) Intercultural Relations	IR
	国際文化言語論 (平成 26 年度まで) Language Studies	LS
	Educational Informatics	

[3] Academic Field [three letters] (Excerpt for This Graduate School)

As of January 24th, 2022

Area	Discipline	Code
Environmental science 環境学	Environmental social sciences 社会環境学	ENS
	Sustainable and environmental system development 環境創成学	SUD
	Environmental engineering 環境工学	EEG
	Global environment and earth science 地球環境学	GEE
	Environmental humanities 人文環境学	EHS
	Environmental analysis and evaluation 環境解析学	ENE
	Environment geography 環境地理学	EGE
	Natural environmental sciences 自然環境学	NES
	Other environmental science 環境学一般	OES
	Design science デザイン学	DES
	Human life science 生活科学	HUS

Complex systems 複合領域	Science education/ Educational technology 科学教育・教育工学	SCT
	Sociology/History of science and technology 科学社会学・科学技術史	SOT
	Cultural assets study and museology 文化財科学・博物館学	CUM
	Geography 地理学	GEO
	Social/Safety system science 社会・安全システム科学	SOS
	Biomedical engineering 人間医工学	BME
	Health/Sports science 健康・スポーツ科学	HES
	Childhood science 子ども学	CHS
	Biomolecular science 生体分子科学	BIS
	Brain sciences 脳科学	BRS
	Other complex systems 複合領域一般	OCO
Humanities/ Social sciences 総合人文社会	Area studies 地域研究	ARS
	Gender ジェンダー	GEN
	Tourism Studies 観光学	TOS
	Religious studies 宗教学	RES
	Other humanities/ social sciences 総合人文社会一般	OHS
Humanities 人文学	Philosophy 哲学	PHI
	Art studies 芸術学	ART
	Literature 文学	LIT
	Linguistics 言語学	LIN
	History 史学	HIS
	Human geography 人文地理学	HUG
	Cultural anthropology 文化人類学	CUA
	Comparative literature and culture 比較文学・文化	CLC
	Other humanities 人文学一般	OHU

Social sciences 社会科学	law 法学	LAW
	Politics 政治学	POL
	Public Policy 公共政策	PUP
	Economics 経済学	ECO
	Management 経営学	MAN
	Accounting 会計学	ACC
	Economics and management 経済経営融合科目	ECM
	Sociology 社会学	SOC
	Psychology 心理学	PSY
	Education 教育学	EDU
	Educational technology 教育工学	EDT
	International political and economic relations 国際政治経済関係	IPE
	Other social sciences 社会科学一般	OSO
Engineering 工学	Mechanical engineering 機械工学	MEE
	Electrical and electronic engineering 電気電子工学	ELE
	Electromagnetism 電磁気学	ELM
	Quantum Mechanics 量子力学	QTM
	Electrical, Information and Physics Engineering 電気情報物理工学	EIP
	Civil and Environmental Engineering 土木工学	CEE
	Civil and Architectural Engineering 土木・建築	CAE
	Building Structures/Materials 建築構造/建築材料	ABS
	Building science/Building equipment 建築環境/ 建築設備	ABE
	Urban planning/Architectural planning 都市計画/建築計画	ABP
	Architectural history/Design 建築史/建築デザイン	ABD
	Material science and engineering 材料科学および材料工学	MSE

	Process/Chemical engineering プロセス・化学工学	PRE
	Integrated engineering 総合工学	INE
	Other Engineering 工学一般	OEN
Foreign language education 外国語教育	English 英語	ENG
	German ドイツ語	GER
	French フランス語	FRE
	Russian ロシア語	RUS
	Spanish スペイン語	SPA
	Chinese 中国語	CHN
	Korean 朝鮮語	KOR
	Greek ギリシア語	GRE
	Sanskrit サンスクリット語	SAN
	Latin ラテン語	LAT
	Mongolian モンゴル語	MON
	Italian イタリア語	ITA
	Czech チェコ語	CZE
	Arabic アラビア語	ARA
	Japanese 日本語	JPN
Other Foreign Languages その他外国語	OFL	

Interdisciplinary area 学際分野	World of thoughts and ethics 思想と倫理の世界	WTE
	World of literature 文学の世界	WLI
	World of expression 言語表現の世界	WEX
	World of fine arts 芸術の世界	WFA
	People and culture 人間と文化	PCU
	History and human society 歴史と人間社会	HHS
	Economy and society 経済と社会	ESO
	Law, politics and society 法・政治と社会	LPS
	Study of society 社会の構造	SSO
	Gender and human society ジェンダーと人間社会	GHS
	Study of nature 自然界の構造	SNA
	Scientific technology and energy 科学技術とエネルギー	STE
	Life and nature 生命と自然	LNA
	Nature and environment 自然と環境	NEN
Science and information 科学と情報	SIN	
Other area その他	Introductory science experiments 理科実験	ISE
	Introductory seminar 基礎ゼミ	IDS
	Natural science 自然科学一般	SCI
	Ethics of Research 研究倫理	ETH
	Other area その他	OAR

[4] List of Levels/Characteristic [one number]

Degree Program	Level/Characteristics	Number
Undergraduate	General Education Subjects (excluding advanced foreign language courses) and similar courses	1
	Introductory courses, General Education Subjects (advanced foreign language courses)	2
	Courses with developmental content	3
	Courses related to graduation thesis, graduation research project, and clinical training	4
Graduate School (Master/Professional)	Introductory courses, common courses for all graduate schools	5
	Courses with developmental content, research direction courses	6
Graduate school (Doctor)	Major-specific courses	7
Courses to broaden student perspective (interdisciplinary, overview, etc.)		8
Courses for which categorization by level etc. is difficult (study abroad, courses related to internships, etc.)		9

(Examples of level numbers for General Education Subjects)

Category/Group/Course		Number	
Basic Subjects		8	
Expansion Subjects	Human Sciences, Social Sciences, Natural Sciences	1	
	Integrated Sciences	8	
Common Subjects	Introductory Seminar	8	
	Foreign Language (English)	English A1, A2, B1, B2	1
		English C1, C2, Practical English Skills 1·2	2
	Foreign Languages (Second language)	Introduction to Foreign Language I, II	1
		Foreign Language in Practice I, II, III, IV	2
Others	1		
Teacher Training Subjects		1	

[5] Classification Number [two numbers, assigned by each faculty]

There is no need to number all the courses offered by a faculty/school serially from 01 to 99. If the numbers coded by the above methods from [1] to [4] are different, it is possible to give them the same classification number. Therefore, even if there are more than 100 courses offered in a faculty/school, the two-digit system should be sufficient.

(Example of Assignment to General Education Subjects) Human Sciences Group "Literature" ZDH-LIT103  
Foreign Languages "English B1" ZCF-ENG103

If there are more than 100 courses offered in the same academic field and the two- digit system is insufficient, it shall be handled by adding and further categorizing in [3] Academic Field Code.

[6] List of Codes for Language Used in Course

[one letter] Languages used in courses will be coded as follows:

Language Used in Course	Code
Japanese	J
English	E
Foreign languages besides English	F
Two languages or more	B

These codes will be assigned to each course lecturer, in accordance with the syllabus of each academic year. These codes will not be used in the curriculum map.

(Ex.) General Education Subjects "Foundation of Calculus" taught by Professor

XX (Japanese) ZDN-MAT104J

General Education Subjects "Foundation of Calculus" taught by Professor YY (English) ZDN-MAT104E