



**For the Academic Year 2025
(Beginning in April 2025)**

Student Handbook

The Graduate School of International Cultural Studies



GSICS
TOHOKU UNIVERSITY

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GSICS Academic Calendar AY2025

April 2025 to March 2026

	Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Apr. 2025	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 2025	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. 2025	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. 2025	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. 2025	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
Sep. 2025	...	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. 2025	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. 2025	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	②	27	28	29
Dec. 2025	...	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. 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	②	30	31
Feb. 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
Mar. 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

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 Friday schedule.

* Tohoku University's Open Campus will be held on July 30(Wed.) and July 31(Thu.).

* Due to the university festival, there is no classes on October 24(Fri.).

Summary of Important Dates AY2025

Lecture

Orientation for new students enrolled in April 2025	April 4 (Fri)
Spring Semester Begins	April 7 (Mon) – July 29 (Tue)
Class Registration Period for the Spring Semester	April 7 (Mon) – April 18 (Fri)
Annual Health Checkup	May 7(Wed) – May 20 (Tue) * Except Saturday and Sunday (Please check the Health Administration Center's web-site)
University Foundation Day	June 22 (Sun)
Make-up Class Period	August 1 (Fri) – August 7 (Thu)
Semester End Vacation	August 8 (Fri) – September 30 (Tue)
Commencement Ceremony	September 25(Thu)
Orientation for new students enrolled in October 2025	September 26 (Fri)
Fall Semester Begins	October 1 (Wed) –February 3 (Tue), 2026
Class Registration Period for the Fall Semester	October 1 (Wed) – October 15 (Wed)
Winter Vacation	December 29 (Mon) – January 2 (Fri), 2026
Make-up Class Period	February 4(Wed) – February 10 (Tue), 2026
Commencement Ceremony	March 25 (Wed), 2026

Master's Thesis

Submission deadline for the Master's Thesis Title (For M2 students who expect to complete the degree program in September 2025)	May 30 (Fri)
Submission deadline for the Research Title (For M1 students enrolled in April 2025)	June 30 (Mon)
Submission deadline for the Master's Thesis Provisional Title (For M2 students enrolled in April 2024)	June 30 (Mon)
Submission deadline for the Master's Thesis (For M2 students who expect to complete the degree program in September 2025)	June 30 (Mon)
Final Examination (For M2 students who submitted their thesis by June 30, 2025)	July (exact date TBD)

Submission deadline for the Master's Thesis Title (For M2 students who expect to complete the degree program in March 2026)	November 28 (Fri)
Submission deadline for the Research Title (For M1 students enrolled in October 2025)	December 19 (Fri)
Submission deadline for the Master's Thesis Provisional Title (For M2 students enrolled in October 2024)	December 19 (Fri)
Submission deadline for the Master's Thesis (For M2 students who expect to complete the degree program in March 2026)	January 9 (Fri), 2026
Final Examination (For M2 students who submitted their thesis by January 9, 2026)	January 20 (Tue) and January 21 (Wed), 2026

Doctoral Dissertation

Submission period for the Doctoral Dissertation (For D3 students who expect to complete the degree program in September 2025)	May 19 (Mon) – May 30 (Fri)
Final Examination (For D3 students who submitted their dissertation in May 2025)	Late June – August 8 (Fri)
Submission deadline for the Research Title (For D1 students enrolled in April 2025)	May 30 (Fri)
Submission deadline for the Doctoral Dissertation Interim Presentation Title (For D2 students enrolled in April 2024)	June 30 (Mon)
Submission deadline for the Doctoral Dissertation Title (For D3 students who expect to complete the degree program in March 2026)	June 30 (Mon)
Submission period for the Doctoral Dissertation (For D3 students who expect to complete the degree program in March 2026)	November 14 (Fri) – November 28 (Fri)
Submission deadline for the Research Title (For D1 students enrolled in October 2025)	December 19 (Fri)
Submission deadline for the Doctoral Dissertation Interim Presentation Title (For D2 students enrolled in October 2024)	December 19 (Fri)
Final Examination (For D3 students who submitted their dissertation in November 2025)	Mid-December – February 10(Tue), 2026
Submission deadline for the Doctoral Dissertation Title (For D3 students who expect to complete the degree program in September 2026)	January 15(Thu), 2026

Presentations

Master's Thesis Presentation (For M2 students who submitted their thesis in June 2025)	July 30 (Wed) and July 31 (Thu)
Research Title Presentation (For M1 and D1 students enrolled in April 2025)	July 30 (Wed) and July 31 (Thu)
Presentation on the Master's Thesis Plan (For M2 students enrolled in April 2024)	July 30 (Wed) and July 31 (Thu)
Doctoral Dissertation Interim Presentation (For D2 students enrolled in April 2024)	July 30 (Wed) and July 31 (Thu)
Preliminary Doctoral Dissertation Draft Presentation (For D3 students who will complete the degree program in March 2026)	From July to September
Master's Thesis Presentation (For M2 students who submitted their thesis by January 9, 2026)	January 22 (Thu) and January 23 (Fri), 2026
Research Title Presentation (For M1 and D1 students enrolled in October 2025)	January 22 (Thu) and January 23 (Fri), 2026
Presentation on the Master's Thesis Plan (For M2 students enrolled in October 2024)	January 22 (Thu) and January 23 (Fri), 2026
Doctoral Dissertation Interim Presentation (For D2 students enrolled in October 2024)	January 22 (Thu) and January 23 (Fri), 2026
Preliminary Doctoral Dissertation Draft Presentation (For D3 students who will complete the degree program in September 2026)	From February to March

Important Information for Students

1. Opening Hours (Academic Affairs Office)

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

Weekdays: 8:45 a.m. ~ 17: 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 Office 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 29th ~ January 3rd).

2. Messages, Mail, Hand-outs

- (1) Messages for students are posted on the online bulletin board or sent to your DC mail (university email). Students are advised to make it a daily practice to check the bulletin board and DC mail.
- (2) Neglected messages can lead to irreversible situations, such as incomplete comprehension of important procedures or missed deadlines for document submission. Thus, please take care to check the website constantly.
- (3) When students are called to the Academic Affairs Office, please come to the office promptly.
- (4) Any mail or hand-outs 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 a few times per day 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://sites.google.com/tohoku.ac.jp/oids-out/sso/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 Office 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 Office 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

Students of good academic standing, who also suffer from extreme financial difficulty, can submit a request for an entrance fee waiver. It will be up to the decision of Tohoku University as to whether this request, if granted, will be for all or half of the entrance fee. It is possible that even in cases where a fee waiver is not given, students may receive an extension (postponement) of the entrance fee upon request and with demonstration of financial difficulty and prior academic excellence. The relevant documents can be found in the student's acceptance packet. Those interested in making the request should consult with the Financial Support Section in the Student Service Division, Education and Student Support Department (hereafter called "the Financial Support Section"). Inquiries can be made at Window 4 on the 1st floor of the Education and Student Support Center, Kawauchi-Kita Campus.

7. Tuition Exemption

- (1) For students who have difficulty paying tuition due to financial reasons or other extenuating circumstances, it is possible to receive an exemption. To qualify, students must submit a request and undergo a screening. (For specific conditions and procedures, students should refer to the following website: <https://www2.he.tohoku.ac.jp/menjo/tuition-e.html>)
- (2) Requests for tuition waiver must be made within a specified period (updates are scheduled to be posted in January and July). Submission deadlines are announced by the Financial Support Section and can be checked at this link: <http://www2.he.tohoku.ac.jp/menjo/>

All required documents should be submitted to the Financial Support Section by the announced deadline. Students who apply for the exemption should not pay tuition until the result of their screening has been announced.

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: <http://www2.he.tohoku.ac.jp/menjo/>

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 online bulletin board.

10. Other Requests/Applications

It is necessary to immediately notify the Academic Affairs Office 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 48-54.

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 Office.

For students requiring various certificates after completing their studies, requests should be made to the Academic Affairs Office. 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 website for students enrolled at GSICS.)

Please note that requests by telephone, fax, and/or email 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 Office.

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

In order 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 in order to buy this pass.

*Note: this does not include use of “Loople Sendai” and also “RAKUTEN Kobo Stadium

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/index.html>)

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 the two buildings situated to its north: Kawakita Godo Research Building, and the Multi-Media Educational Research Building. In all cases, students must select rooms and/or times that are not set aside for other class or research activities.
- (2) 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 personal seal of a professor in the department. It must then be submitted to the Academic Affairs Office within the prescribed deadline (generally 3 days prior to actual use).

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

14. Healthcare

(1) Regular Health Examination

In spring (generally 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 certificate required for both employment applications and scholarships is 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. Below is a list of locations, units, hours of operation, and staff available for consultation.

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 injury that students can subscribe to. It covers situations where students receive bodily injury due to a natural disaster or accident during pursuit of education-related/research activities, extracurricular activities, and/or commuting. This insurance is mandatory for international students. Details are contained in the student’s admission packet, but students can also contact the Academic Affairs Office 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”) *Optional

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.

For further details, please contact the Academic Affairs Office 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 Office 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

→ *See the Excel file*

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) Basic Subjects (Compulsory): 6 credits
- (b) Core Subjects (Elective): 18 credits
- (c) Seminar [Individual Research] (Compulsory): 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 10 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 subjects (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 Office by the designated date (to be announced).
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.

Doctoral Program (3-year course)

1. For students proceeding to the doctoral program from the master's program, the student must take an entrance examination, which include 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 when 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 Office by the designated date (to be announced).
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. 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://slink.secioos.com/user/index.php?tenant=auth.tohoku.ac.jp>

- (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 Office, 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 Office.)

(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 Office. 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 Office 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 Office 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 “core subjects” in the International Graduate Program in Language Sciences, and “elective courses” in the Graduate Program in Global Governance and Sustainable Development.

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. 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 Office.

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 Office for further details.

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 Office 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 student 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 Office, 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 Office (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.

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

Master's Program (2-year course)

→ *See the Excel file*

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 Office 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 student 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 Office, 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 Office (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.

2. Important Remarks

I. Basic qualifications for the submission of the doctoral dissertation

The basic qualifications for students 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) have enrolled in the doctoral program for at least 3 years and received the necessary research guidance 2) withdraw upon completion of coursework- are 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

Doctoral Program (3-year course)

→ *See the Excel file*

Manual to Implement Course Numbering

I What is the Course Numbering?

Course Numbering is the system in which course numbers indicating various information, including the correlation among courses and levels of difficulty, are assigned to each course in order 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 in 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>B C</u>	— (Hyphen)	<u>D E F</u>	<u>1</u>	<u>2 3</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

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	Common Graduate School Subjects (since AY2022)	C
Faculty of Agriculture, Graduate School of Agricultural Science	A		

[2] List of Department/Major [two letters]

As of January 24th, 2022

Faculty/School	Departments, etc		Code
Courses without designated department, etc. (common courses for all schools)			AL
Arts and Letters	人文社会学科 Humanities and Social Sciences		HM
Education	教育科学科 Educational Science		ES
Law	法学科 Law		LA
Economic	経済学科 Economics		EC
	経営学科 Business Administration		BA
Science	数学科 Mathematics		MA
	物理学科 Physics		PH
	宇宙地球物理学科 Astronomy and Geophysics		AG
	化学科 Chemistry		CH
	地圏環境科学科 Geoenvironmental Science		GS
	地球惑星物質科学科 Earth and Planetary Materials Science		EP
	生物学科 Biology		BI
	Medicine	医学科 Medicine	
保健学科 Health Sciences		看護学専攻 Nursing	NS
		放射線技術科学専攻 Radiological Technology	RT
		検査技術科学専攻 Medical Technology	MT
Dentistry	歯学科 Dentistry		DE

Pharmaceutical Science	薬学科 Pharmacy		PH
	創薬科学科 Pharmaceutical Sciences		PS
Engineering	機械知能・航空工学科 Mechanical and Aerospace Engineering		MA
	電気情報物理工学科（平成 27 年度から） Electrical, Information and Physics Engineering		EI
	情報知能システム総合学科（平成 26 年度まで） Information and Intelligent Systems		II
	化学・バイオ工学科 Applied Chemistry, Chemical Engineering and Biomolecular Engineering		CH
	材料科学総合学科 Materials Science and Engineering		ME
	建築・社会環境工学科 Civil Engineering and Architecture		CA
Agriculture	生物生産科学科 Applied Bio-Sciences		BS
	応用生物化学科 Applied Biological Chemistry		BC
General Education Subjects	基盤科目 (Since AY2022)	学問論	FA
		人文科学	FH
		社会科学	FS
		自然科学	FN
		学際科目	FT
	先進科目 (Since AY2022)	現代素養科目	AC
		先端学術科目	AE
	言語科目 (Since AY2022)	外国語	LF
		日本語	LJ
	学術基礎科目 (Since AY2022)	基礎人文科学	DU
		基礎社会科学	DO
		基礎数学	DM
		基礎物理学	DP
		基礎科学	DC
		基礎生物学	DB
		基礎宇宙地球科学	DE
	Core Subjects	Human Studies	BH
		Social Studies	BS

	(By AY2021)	Science Studies	BN
	Expansion Subjects (By AY2021)	Human Sciences	DH
		Social Sciences	DS
		Natural Sciences	DN
		Integrated Sciences	DG
	Common Subjects (By AY2021)	Small-Group Freshmen Seminars	CS
		Foreign Languages	CF
		Information Sciences	CI
		Health Sciences	CP
		Courses for International Students	CJ
	Teaching Training Subjects		TL

Graduate School	Major	Code
Courses without designated major, etc. (Common courses for all graduate schools)		AL
Arts and Letters	文化科学 Humane Studies	HS
	言語科学 Linguistic Studies	LI
	歴史科学 Historical Studies	HI
	人間科学 Human Sciences	HU
Education	総合教育科学 Educational Science	ES
	教育設計評価 Educational Design and Measurement	EM
Law	総合法制 Law and Society	LS
	公共法政策 Public Law and Policy	PP
	法政理論研究 Legal and Political Studies	LP
Economics and Management	経済経営学 Economics and Management	EM
	会計専門職 Accountancy	AC
Science	数学 Mathematics	MA
	物理学 Physics	PH
	天文学 Astronomy	AS
	地球物理学 Geophysics	GP

	化学 Chemistry	CH
	地学 Earth Science	ES
Medicine	医科学 Medical Sciences	MD
	障害科学 Disability Science	DS
	保健学 Health Sciences	HS
	公衆衛生学（平成 27 年度新設） Public Health	PH
Dentistry	歯科学 Dental Sciences	DE
Pharmaceutical Sciences	分子薬科学 Molecular Pharmaceutical Science	MP
	生命薬科学 Life and Pharmaceutical Science	LP
	医療薬学 Pharmacy	PH
Engineering	機械機能創成（平成 28 年度から） Mechanical Systems Engineering	MF
	機械システムデザイン工学（平成 27 年度まで） Mechanical Systems and Design	MD
	ファインメカニクス（平成 28 年度から） Finemechanics	FM
	ナノメカニクス（平成 27 年度まで） Nanomechanics	NM
	航空宇宙工学 Aerospace Engineering	AE
	量子エネルギー工学 Quantum Science and Energy Engineering	QE
	電気エネルギーシステム Electrical Engineering	EC
	通信工学 Communications Engineering	CM
	電子工学 Electronic Engineering	EE
	応用物理学 Applied Physics	AP
	応用化学 Applied Chemistry	AC
	化学工学 Chemical Engineering	CE
	バイオ工学 Biomolecular Engineering	BE
	金属フロンティア工学 Metallurgy	ML
	知能デバイス材料学 Materials Science	MS
	材料システム工学 Materials Processing	MP
	土木工学 Civil and Environmental Engineering	CI
	都市・建築学 Architecture and Building Science	AB

	技術社会システム Management Science and Technology	MT
	ロボティクス（平成 28 年度から） Robotics	RT
	バイオロボティクス（平成 27 年度まで） Bioengineering and Robotics	BR
Agricultural Science	資源生物科学 Biological Resource Sciences	BR
	応用生命科学 Life Sciences	LS
	生物産業創成科学 Bioscience and Biotechnology for Future Bioindustries	BB
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
Information Sciences	情報基礎科学 Computer and Mathematical Sciences	CO
	システム情報科学 System Information Sciences	SY
	人間社会情報科学 Human-Social Information Sciences	HU
	応用情報科学 Applied Information Sciences	AI
Life Science	分子生命科学 Biomolecular Sciences	BS
	生命機能科学 Developmental Biology and Neurosciences	DB
	生態システム生命科学 Environmental Life Sciences	EL
Environmental Studies	先進社会環境学（平成 27 年度から） Environmental Studies for Advanced Society	ES
	先端環境創成学（平成 27 年度から） Frontier Sciences for Advanced Environment	EF
	環境科学（平成 26 年度まで） Environmental Studies	EN
Biomedical Engineering	医工学 Biomedical Engineering	BI
Educational Informatics	教育情報学 Educational Informatics	EI

[3] Academic Field [three letters]

As of January 24th, 2022

Area	Discipline	Code
Informatics 情報学	Principles of Informatics 情報学基礎	PRI
	Principles of Informatics 計算基盤	PIN
	Human informatics 人間情報学	HUI
	Frontiers of informatics 情報学フロンティア	FRI
	Other informatics 情報学一般	OIN
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
Complex systems 複合領域	Design science デザイン学	DES
	Human life science 生活科学	HUS
	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/ 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

Social sciences 社会科学	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
Interdisciplinary science and engineering 総合理工	Nano/Micro science ナノ・マイクロ科学	NAS
	Applied physics 応用物理学	APP
	Quantum beam science 量子ビーム科学	QUS
	Computational science 計算科学	COS
	Other interdisciplinary S/E 総合理工一般	OIS
Mathematical physical sciences 数物系科学	Mathematics 数学	MAT
	Algebra 代数学	ALG
	Geometry 幾何学	GEM
	Analysis 解析学	ANA
	Manifold theory 多様体論	MFT
	Applied mathematics 応用数理	APM
	Astronomy 天文学	AST
	Physics 物理学	PHY
	Condensed matter physics 物性物理学	CMP
	Particle and nuclear physics 素粒子・原子核物理学	PNP
	Earth and planetary physics 地球惑星物理学	EPP
	Earth and planetary science 地球惑星科学	EAS
	Plasma science プラズマ科学	PLS

	Other mathematical and physical sciences 数物系科学一般	OMA
Chemistry 化学	Basic chemistry 基礎化学	CHE
	Inorganic and analytical chemistry 無機・分析化学	INO
	Organic chemistry 有機化学	ORG
	Physical chemistry 物理化学	PCH
	Biochemistry 生物化学	BIC
	Applied chemistry 複合化学	APC
	Materials chemistry 材料化学	MAC
	Other chemistry 化学一般	OCH
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
	Neuroscience 神経科学	NEU

Biological Sciences 総合生物	Laboratory animal science 実験動物学	LAS
	Oncology 腫瘍学	ONC
	Genome science ゲノム科学	GES
	Conservation of biological resources 生物資源保全学	COR
	Other biological sciences 総合生物一般	OBS
Biology 生物学	Biological Science 生物科学	BIO
	Basic biology 基礎生物学	BAB
	Anthropology 人類学	ANT
	Other biology 生物学一般	OBI
Agricultural sciences 農学	Plant production and environmental agriculture 生産環境農学	PLA
	Agricultural chemistry 農芸化学	AGC
	Forest and forest products science 森林圏科学	FOS
	Applied aquatic science 水圏応用科学	APS
	Agricultural science in society and economy 社会経済農学	AGE
	Agro-engineering 農業工学	AGR
	Animal life science 動物生命科学	ANS
	Boundary agriculture 境界農学	BOA
	Other agricultural sciences 農学一般	OAG
Medicine, dentistry, and pharmacy 医歯薬学	Pharmacy 薬学	PHA
	Basic medicine 基礎医学	BAM
	Public Health 公衆衛生学	PUH
	Clinical medicine 臨床医学	CLM
	Dentistry 歯学	DEN
	Fundamental nursing 基礎・健康開発看護学	FMN

	Clinical nursing 家族支援看護学	CLN
	Fundamental radiological science 医用情報技術科学	FRS
	Clinical radiological science 生体応用技術科学	CRS
	Laboratory medicine and basic sciences 基礎検査医科学	LBS
	Laboratory medicine and clinical sciences 臨床検査医科学	LCS
	Other medicine, dentistry, and pharmacy 医歯薬学一般	OME
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

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 Office, 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 Office, register through the Student Affairs Information System with the appropriate corrections.

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

3. Each petition/notification form must be received directly from the Academic Affairs Office 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 in order 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 Office 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 Office. 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 Office 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 Office 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 March. Regarding the duration of the leave of absence, the student must consult with the Academic Affairs Office 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 Office 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 Office. 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 Office 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 Office. 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 Office 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 student’s 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 Office 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. 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 Office 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 solution 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 the 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/english/student/student-services/consultation-committee-members/>)

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, in order to resolve the particular problem.

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/english/student/student-services/consultation-committee-members/>)

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/english/student/student-services/consultation-committee-members/>)