

To Tutors

The role of tutor is...

to help international students to adjust to their new life after arrival in Japan and assist their study and research during the tutor period.

<First one or two months after joining school>

- ♦ Assist in completing official formalities on/off campus,
- ♦ Support in daily life

<Initial enrollment period>

Support in study/research

1. Support activities and important note

(1) Concrete support (what & how, frequency, time allocation, etc.) must be based on the consultation between a tutor, an international student and a supervising professor, and decided by mutual consent.

<Support in daily life (First one or two months after joining school)>

- ♦ Assist in completing official formalities on/off campus

City/ward office	residence registration, national health insurance enrollment, application for national pension plan (exemption from payment)
Bank	opening a bank account
Mobile phone company	purchase of mobile phone, signature formalities
Real estate agency	looking for accommodation, signature formalities
University	course registration, application for admission/tuition fee exemption, medical checkup, using UTAS, obtaining university's ECCS account
Hospital	accompanying to hospital, completing formalities on arrival at hospital counter, explaining symptom, understanding diagnosis

- ♦ Provide information helpful for getting accustomed to new life

On daily life	how to use bus and train, how to ride a bicycle (traffic rules), how to sort garbage/waste
On campus life	regulations of the university/graduate school/laboratory, guidance schedule, etc., laboratory's communication protocol, facilities on campus

- ♦ Others

Support in buying items necessary for new life (furniture, home electrical appliances, grocery, daily life necessities)

<Support in study/research>

In the Laboratory	explanation of how to use equipment, support in understanding experiment's protocol/ completing experiment report/ placing an order for reagents/ handling apparatus/disposing wastes, etc.
In class	support in understanding lectures/terminologies used in the distributed materials/ textbooks/ reference books, etc., and in preparing for the presentation
Japanese language-related	assist in acquiring Japanese language skills and understanding postal and other documents written in Japanese
Entrance exam-related	help in submitting an application and studying for the exam

<p>For support on matters other than those mentioned above, please consult with your tutor and supervising professor in advance</p>
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(2) When you find it difficult to judge the appropriateness of your tutor activity:

- ♦ Consider “whether or not the international student can complete the formalities or achieve study and research aims without your support” as a judgement criterion.

- ♦ If you think that tutor activity takes too much of your time, please consult your supervising professor or the Office for International Cooperation and Exchange (OICE) in advance.

(3) What are not considered as tutor activities:

- ♦ Teaching Japanese in a structured manner.
- ♦ Doing experiments and paperwork, etc. on behalf of international students.

(4) Non-payable tutor activities

- ♦ Planning, preparing, holding a meeting and drinking party for international students.
- ♦ Accompanying international students to a drinking party, event, travel, etc.

(5) Note

A tutor is requested to support international students when both are in Japan and his/her support should be face-to-face in principle. If it is necessary for a tutor to help an international student in exceptional circumstances such as being away from Japan for research/or returning home, etc., make sure to report in detail. In addition, a tutor must save email communication with international students for record. Payment will possibly be made provided the support is considered appropriate by our graduate school.

(2) Attitude of Mind:

As a tutor, keep the following principles in mind:

- ✚ Help international students while encouraging self-reliance.
- ✚ Protect his/her privacy.
- ✚ Contact and communicate with him/her regularly.
- ✚ Communicate clearly.

(3) Others

It is recommended to confirm the following in advance:

- ✚ The objective of studying in Japan and future plan (hope to get a job in Japan, hope to proceed to the doctoral course, etc.)
- ✚ Japanese proficiency
- ✚ Financial situation (receiving any scholarship or supporting him/herself, doing a part-time job, etc.)

✚ Lifestyle (religion, food, culture, etc.)

2. Payment formalities

- (1) Payment is made by the hour and based on the tutor's monthly report.
- (2) The hourly wage is 1,020 Yen.
- (3) Conform with the "Monthly Report" formats uploaded on the website when you fill out the "Time Sheet" and "Report of Tutor Support Activity Form."
- (4) It may not be possible to process the payment formalities in case the documents are submitted after the specified deadline.
- (5) The OICE does not send you a reminder to submit documents.

3. Certificate of Tutor Activity:

To obtain the certificate, you are required to apply at the OICE.

4. Support for international student in our graduate school:

The Office for International Cooperation and Exchange (OICE):

The role of the OICE is to offer bilingual support and counselling for international students/tutors. Please come and consult if you have any questions or concerns about your tutee.

Ext. 28122

Email: oice.a@gs.mail.u-tokyo.ac.jp

International Student Section:

This section deals with the official formalities regarding scholarship, accommodation, visa, and Japanese Language Course, etc.

Ext. 20583

Email: ryugaku.a@gs.mail.u-tokyo.ac.jp