

To International Students (Tutees)

Note for receiving tutor support :

Your tutor helps you to get used to your new life after arrival in Japan and assist your study and research during the tutor period.

However, it is important to keep in mind that tutors are not responsible for your official formalities and research, nor will they do the formalities or experiments on your behalf. Try to avoid depending too much on your tutor, make yourself clear about what kind of help you need to complete the formalities and/or achieve your study and research goals, and then tell the tutor about your specific needs. Moreover, discuss with your supervising professor and tutor and decide how you will be assisted, how frequently you meet your tutor a day or week and time allocation, etc.

*If you are able to complete formalities in/outside campus and/or study and research without any tutor support, inform your supervising professor to that effect.

*Unless there is a special requirement, tutor activity should be limited to a **maximum of six hours a day**. In case it exceeds six hours, tutor must take a **one-hour break** between the sessions. Even in this case, tutor activity should be a **maximum of eight hours a day**. Also, tutor activity should be finished **before 9pm**.

What international students are expected to do:

❖ Collect information:

All students are requested to personally check the information from the OICE/graduate school/university websites, bulletin board, handbook, and documents/ notification distributed from the university.

OICE: <https://www.a.u-tokyo.ac.jp/english/oicehp-e/>

Current Students (Graduate Students):

<https://www.a.u-tokyo.ac.jp/gstudents/index.html>

❖ Update your contact information:

Register and Keep your contact information up-to-date.

The OICE/ university administrative offices may send information by email when necessary. Hence, it is important to register and update your email

address/phone number.

✧ Master's/doctoral students register/update through UTAS.

✧ Research students register/update at the Graduate Student Section.

❖ **Understand the laboratory's communication protocol:**

It is advisable to confirm with your supervisor and tutor how laboratory-related information is conveyed among the lab members.

Support by our graduate school:

In our graduate school, not only the tutors, but the supervising professors, laboratories, OICE, university administrative offices together support the international students. At times, the tutor maybe unable to answer every question you ask. Try to obtain the answer/information from your supervising professor, OICE, university administrative office, etc. In addition, when you have a serious concern or problem, please consult the OICE at the earliest possible.

For enquiries, contact the OICE (Faculty of Agriculture Bldg.3).

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

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