

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/UTOL, 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

For support on matters other than those mentioned above, please consult with your tutor and supervising professor in advance

- (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 listed on the Time Sheet.
- (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 will not be possible to process the payment if the documents are submitted after the deadline.** Thank you for your understanding.
- (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 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 This section deals with the official formalities regarding scholarship, accommodation, visa, etc.

Ext. 20583

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