

Tutor Support

1. What is Tutor support system:

This system is aimed at helping the new international students to be accustomed to our graduate school, and focuses on supporting the international students with their study and research in the laboratory. It also includes support in daily life, especially for those who arrived recently in Japan.

In principle, Japanese graduate students (master's/ doctoral students with the similar research field as the international student) recommended by the supervising professor are assigned as tutors.

2. Who are eligible to receive tutor support:

International Students (with “Student” status of residence) who are enrolled in the Graduate School of Agricultural and Life Sciences as:

Master's/doctoral students, or graduate international research students

The period of their residence in Japan must be less than one year at the start of S1 or A1 Term. In addition, those who graduated from Japanese universities and/or graduate schools in the past are ineligible.

***Special research students and Special auditing students**

Please contact OICE in case the supervising professor arranges a tutor for a short-term program student arriving at random times throughout the academic year. Upon request, the OICE will inform his/her tutor of payment procedures individually.

3. Who is eligible to be a tutor:

Regular students who are enrolled in the Graduate School of Agricultural and Life Sciences, whom the supervising professor considers appropriate as a tutor, and who fall under the following categories:

- (1) In principle, Japanese Master's/ Doctoral student with the similar research field as the international student
- (2) Those who can do the tutor activities for 30 hours from April through September or October to **February** in the following year*

*Those assigned to special research students should be able to do the tutor activities for the specified period and hours.

However, if the laboratory has no graduate student to assign as a tutor, then the undergraduate student enrolled in the Faculty of Agriculture, or graduate student enrolled in other graduate school, may be considered appropriate as a tutor.

4. Period and Number of Hours:

The period is one year starting from the international students' first enrollment in our graduate school / first arrival in Japan.

	Spring-Summer Period (S1 Term, Summer Program)	Autumn-Winter Period (A1, A2 Term, and W Term)
Month	April ~ September (six months)	October ~ February (five months)
Number of hours	Up to 30 hours (*)	Up to 30 hours (*)

(*) If one tutor is assigned to two ~ three international students based on the laboratory's conditions, the number of hours for each period is as follows:

- ♦ If one tutor is assigned to two international students: Up to 40 hours
- ♦ If one tutor is assigned to three international students: Up to 50 hours

(Important note)

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

Number of hours for special research student:

The enrollment period is divided into two periods. (A. Spring-Summer Period: April to September) and (B. Autumn-Winter Period: October to **February**) The number of hours for each period is based upon the number of enrollment months.

Number of enrollment months in the period	Number of hours (maximum) in the period
~ one month	10 hours
one ~ two months	20 hours
two months ~	30 hours

(Example 1) Enrollment period is from April to November (8 months):

Period A (April ~ September): Up to 30 hours

Period B (October ~ November): Up to 20 hours

(Example 2) Enrollment period is from April to August (5 months):

Period A (April ~ August): Up to 30 hours

(Example 3) Enrollment period is from October to September (12 months):

Period B (October ~ **February**): Up to 30 hours

Period A (April ~ September): Up to 30 hours

(Example 4) Enrollment period is from October to April (7 months):

Period B (October ~ **February**): Up to 30 hours

Period A (April): Up to 10 hours

(Example 5) Enrollment period is from October to March (6 months):

Period B (October ~ **February**): Up to 30 hours

5. Tutor support

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.

First one or two months after joining school

- ♦ Support in completing official formalities on/off campus
 - accompany international students to university counters, city/ward office, bank, real estate agency, hospital, etc.
- ♦ Support in finding accommodation
- ♦ Provide information helpful for getting accustomed to new life
 - how to use bus and train, how to ride a bicycle, traffic rules, how to sort garbage/waste, regulations of university/graduate school/laboratory, guidance schedule, etc., laboratory's communication protocol, facilities on campus, course registration, application for admission/tuition fee exemption, medical checkup, how to use UTAS/UTOL, how to obtain university's ECCS account.
- ♦ Support in buying necessary items for new life
 - furniture, home electrical appliances, grocery, daily life necessities

Initial enrollment period

- ♦ 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 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

<What are not considered as tutor activities>

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

<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.

<Additional 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., be sure to report in detail. In addition, a tutor must save email communication with international students for record. Payment will be made only if the support is considered appropriate by our graduate school.

6. Change of tutor

If it is necessary to change the tutor for certain reasons, the supervising professor is required to contact the OICE and recommend a new tutor.

7. Schedule

Month (Spring-Summer /Autumn- Winter Period)	Content	Send from		To/ Where to submit
Mid-March/ Mid-August	Request for arranging tutor	OICE	→	Supervising professor
Late March/ Late September	Recommend tutor	Supervising professor	→	OICE
	Email about tutor support	OICE	→	Tutor, International student
April/October	Email about payment procedures	OICE	→	Tutor
	Register bank account information (by email)	Tutor	→	Accounts Section
May ~ October/ November ~ March	Submit Time Sheet & Report by 8th of each month (*) *with some exceptions, please confirm the deadline on the page of “Monthly Report”.	Tutor	→	Department Support Team (OICE)

8. If there are any concerns and problems, please contact the Office for International Cooperation & Exchange (OICE)

Tel: 03-5841-8122 (Ext. 28122)

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