

## Basic Information & Academic Calendar

### 1. Student Service Center

#### (1) Office Hours:

Hours: 9:00 a.m. – noon, 1:00 pm - 5:00 p.m., Monday - Friday (except National Holidays)

Location: 1<sup>st</sup> floor, Agriculture Bldg. No.3

\*Please be advised of irregular closings due to special events, etc.

#### (2) Notice

Be sure to check our Notice Boards in the Student Service center or UTAS bulletin board for the latest information on various procedures, events, class schedule changes, class cancellation, scholarships, tuition exemption, deferred payments, etc. You can also find information on the website for graduate students (<https://www.a.u-tokyo.ac.jp/gstudents/>).

### 2. Term system

Graduate School of Agricultural and Life Sciences/Faculty of Agriculture's academic year consists of four terms: S1, A1, A2, and W, along with SP during which intensive courses and field works are held. Other graduate schools have S2 term instead of our SP.

April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.
S1		SP				A1		A2		W	Break

### 3. Course registration

(1) To register for courses (based on Article 10 of “the University of Tokyo Rules for Graduate School of Agricultural and Life Sciences”)

① Log on to UTAS to register online (except for some minor field courses).

② Registration period is as follows:

S1/SP (S2) subjects, full-year courses, multiple-year courses registration period: April 5- April 16

S1/SP(S2) subjects confirmation period: April 17- April 18

SP(S2) subjects confirmation period\*: June 5-June 7

\*limited to classes offered by the Graduate School of Agricultural and Life Sciences.

A1/A2/W subjects registration period: October 2 - October 15

A1/A2/W subjects confirmation period: October 16 - October 17

A2/W subjects confirmation period\*: November 28 – December 2

\*limited to classes offered by the Graduate School of Agricultural and Life Sciences.

\*Make study plans and register accordingly. Registration is required for intensive courses as well.

\*The earliest term with the mark ● or ◇ on the course list is the period for which the subject needs to

be registered.

(2) Important Notes

- ① Students planning to take courses offered by other graduate schools should register during the designated period.
- ② Students can add or delete any subject within the registration period. Make sure the registration is correct and save a printout of the list of registered courses. Changes to classes are not permitted after the deadline. Credits will not be awarded to non-registered students even if he/she attends the class and take the exams.
- ③ Inquire what subjects are necessary for Educational Personnel Certification at the Student Service Center.

4. Class meeting times

Standard class meeting times are shown in the following table (throughout UTokyo). As a general rule, classes meet for 105 minutes at our graduate school. However, in some courses, classes meet for 90 minutes. Check the UTAS syllabus for each class's schedule. Schedules for 90-minute classes are in brackets.

Period	Start Time	End Time
period 1	8:30 am [8:30 am]	10:15 am [10:00 am]
period 2	10:25 am [10:25 am]	12:10 am [11:55 pm]
period 3	1:00 pm [1:15 pm]	2:45 pm [2:45 pm]
period 4	2:55 pm [3:10 pm]	4:40 pm [4:40 pm]
period 5	4:50 pm [5:05 pm]	6:35 pm [6:35 pm]
period 6	6:45 pm [7:00 pm]	8:30 pm [8:30 pm]

5. Requirements for program completion

Refer to Chapter 2 of “the University of Tokyo Rules on Graduate Schools” about the requirements to complete the program.

Departmental requirements for master's and doctoral degree programs are specified on the course list.

6. Periodical examinations

- (1) Students are required to act with academic integrity. There are serious consequences for cheating in examinations.
- (2) Some courses are graded based on written assignments only. Each student is responsible for the content of the submitted assignment. To avoid plagiarism, use quotes and cite the sources clearly for phrases, data, information on the website, etc. Failure to do so may result in disciplinary action.
- (3) Guidance and/or a written pledge may be necessary for certain research courses to avoid improper conduct.

- (4) Students can ask for grade re-evaluation only when they believe they received a failing grade (fail/failure to pass an exam/course not taken) in error. A request for re-evaluation should be made to the academic faculty or the administrative staff within a week after the grade announcement date (approximately a month after the end of the term). Students completing the program should request without delay.

## 7. Class cancellation policy

When a weather warning for the Tokyo 23 ward is issued and public transportation (major JR, private railway, and subway services)\* is suspended, classes will be canceled according to the following criteria:

Public transportation\* suspended as of 6:30a.m.: All morning classes cancelled

Public transportation\* suspended as of 11a.m.: All afternoon classes cancelled

Cancellation announcements may be made the day before when a major weather-related disaster such as typhoon, heavy snow, etc., is expected.

\*Yamanote line, Keihintohoku line, Chuo line, Sobu line, Keio line, Odakyu line, Marunouchi line, Tozai line, Chiyoda line, Yurakucho line, Nanboku line, Oedo line

## 8. Program duration and the maximum period of study

### (1) Standard Program duration

(The University of Tokyo Rules on Graduate Schools, Article 2 paragraphs 5 and 6.)

The required period of enrollment for the graduate program (excluding leaves of absence)

- |  |         |
|--|---------|
| ① Master's program                               | 2 years |
| ② Doctoral program senior division               | 3 years |
| ③ Doctoral program in veterinary medical science | 4 years |

\*Students seeking continued enrollment after the required period of enrollment need to submit "an extension of the period of stay" form.

### (2) Maximum period of enrollment (The University of Tokyo Rules on Graduate Schools Article 27)

The maximum period of enrollment (excluding leave of absence)

- |  |   |
|--|---|
| ① Master's program                               | <u>3 years (only one year extension possible)</u> |
| ② Doctoral program senior division               | 5 years   |
| ③ Doctoral program in veterinary medical science | 6 years   |

\*If a student reaches the maximum period of enrollment, they are required to submit a letter of withdrawal.

## 9. Leave of absence (The University of Tokyo Rules on Graduate Schools Article 29, The University of Tokyo General Rules on Faculties Chapter 6)

### (1) Maximum length of a leave

① Master's program	2 years
② Doctoral program senior division	3 years
③ Doctoral program in veterinary medical science	4 years

## (2) Applying for a leave of absence

Before taking a leave of absence, submit a request for leave of absence along with the necessary documents to the Graduate Student Section. For more details, please come to the Student Service Center. A leave of absence will be granted based on the "Standard for a Leave of Absence".

A leave of absence may be granted for two months up to a year. In most cases, students request a leave of absence for a semester (April 1<sup>st</sup> – September 30<sup>th</sup>, October 1<sup>st</sup> – March 31<sup>st</sup>) or one academic year (April 1<sup>st</sup> – March 31<sup>st</sup>) since tuition is charged by the semester. It is possible to take a leave of absence for one term. If that is the case, please inquire first.

### 【Notes】

1. If there is an overlap between a part of an academic term and a leave of absence period, students are allowed to take classes for that term.
2. By taking a short-term leave of absence (e.g., only one term period), students may not be able to complete the program at a scheduled date due to the lack of the required period of enrollment.

Leave of absence may not be approved depending on the application period. It may also disadvantage students regarding the period of enrollment or tuition fees, so make sure to consult the Academic Affairs Division in advance.

To extend the leave of absence, a student needs to resubmit a request for a leave of absence as well as other necessary documents.

When the reason for the leave of absence is no longer present, submit a request for resumption of study.

## 10. Program withdrawal (The University of Tokyo Rules on Graduate Schools 30, The University of Tokyo General Rules on Faculties Article 23)

Students who intend to withdraw from the University of Tokyo must submit a document stating the reason for withdrawal to the Graduate Student Section in advance (by about two months).

Submission of a withdrawal request is also necessary in case of reaching the maximum period of enrollment.

\*Tuition will be incurred if the withdrawal procedure is not followed or if the withdrawal request is not made in time.

## 11. Study abroad (The University of Tokyo Rules on Graduate Schools Article 28, The University of Tokyo General Rules on Faculties 14)

Submit a "Request for Study Abroad" form stating the reason in advance, preferably 2 months beforehand.

\*Credits obtained at universities abroad may be approved upon completion of the necessary procedures.

\*Refer to the Handbook of the Graduate School for details

#### 12. Procedures for traveling abroad

When traveling abroad for sightseeing, submit a “Notification for an Overseas Visit.” International students returning home temporarily need to submit a “Notification of Temporary Visit to the Home Country.” For those going abroad for academic reasons, submit an “Application for Overseas Study Trip” to the Graduate Student Section, regardless of the length of the trip.

\*Refer to the Handbook of the Graduate School.

#### 13. When performing field research

Whether in Japan or abroad, notify the Environment, Health, and Safety Management Office (Bldg. No.3, 1F, Room 142) before performing field research.

#### 14. Receiving research guidance at other universities/institutions (The University of Tokyo Rules on Graduate Schools Article 12)

Following the supervisor’s request, the educational committee of the graduate school will grant permission.

#### 15. Address registration, change of address, e-mail address

Upon entering graduate school, make sure to register your home address on UTAS over the Web. If there is a change of address, you need to re-register immediately. E-mail1 of the “information on current address” column should not be a mobile email address, since important notification will be sent from the Academic Affairs Division to that address. You also need to keep your E-mail1 address up to date. If you are blocking certain emails, make sure to allow emails from [daigakuin.a@gs.u-tokyo.ac.jp](mailto:daigakuin.a@gs.u-tokyo.ac.jp) .

#### 16. Notification of name change

Submit “Notification of Name Change” and a document showing that the name has been changed (for example, family register) to the Graduate Student Section.

#### 17. Issuing certificates

Student Discount, Certificate of Enrollment, transcripts, Certificate of Expected Graduation (last year students only) will be issued on the spot by the Automatic Issuing Machine at the Student Service Center (9 a.m. ~ 5 p.m.) (current students only). For other certificates, see below (more time may be necessary in case of school events):

Certificates in Japanese...in 2 days, excluding weekends and holidays

Certificates in English... in 7 days, excluding weekends and holidays

\*requests may be made by post (with an application form and return envelope: see GSALS website for details).

## Graduate School of Agricultural and Life Sciences, Academic Calendar 2024

Event	Dates/Deadlines
Application for tuition fee exemption (Scholarship Team, Student Scholarship and Welfare Group)	February 15 - April 8
Distribution of student ID	Early April (from respective departments)
Graduate School Guidance	Online video guidance
S1 Term Classes begin	April 5
Registration for S1, SP(S2) subjects, full-year courses, and multiple-year courses	April 5 - April 16
S1, SP (S2) subject confirmation period	April 17 - April 18
Application for a minor course of study (if interested)	April 5 - April 16 (To apply, please contact the Graduate Student Section by email.)
Enrollment Ceremony	April 12
Application for October Admission as graduate research students (international applicants)	<u>Application period:</u> April 8 - April 12
Submission of supervisor	By April 12
Application for JSPS Research Fellowship for Young Scientists (DC)	April 24
May Festival	May 18 - May 19
Submission of doctoral degree application form for doctoral students (IPADS, Special Course) finishing in September	May 31
S1 Term Final Exams	May 17 - May 29
S1 Term Supplementary Classes	May 24 (Morning only), May 30, and May 31
S1 Term Classes End	May 31
SP subject confirmation period	June 5 - June 7
Summer Break (SP Term)	June 3 - September 30 ※ Intensive courses and research courses are held.
Application for October Admission as graduate research students	June 3 - June 7

- ※ Please seek instructions from instructors about May 17<sup>th</sup> classes (the day before the May Festival).
- ※ Monday classes will meet on May 7<sup>th</sup>.
- ※ Friday classes will meet on May 15<sup>th</sup>.

Event	Dates/Deadlines
Entrance examination (General Selection/Selection of Working Applicants) for master's program, doctoral program, and doctoral program in Veterinary Medical Sciences: (Schedule A) <Admission in Oct 2024/April 2025> ※Please refer to the eligibility on the Application Guidelines	<u>Post the Application Guideline on GSALS's web site:</u> Early-April <u>Application period:</u> June 19 - June 25 <u>Exam schedule:</u> Please refer to the Application Guidelines <u>Announcement of results:</u> Please refer to the Application Guidelines
Submission of Withdrawal/Leave of Absence/Return to School/Extension of Study Period etc. forms	Late July
Admission procedures for incoming students	Early September
Graduation Ceremony (for students finishing in September)	September 20
Distribution of student ID	Early October
Enrollment Ceremony	October 1
A1 Term Classes Begin	October 2
Registration for A1, A2, W subjects	October 2- October 15
A1, A2, W subject confirmation period	October 16- October 17
Application for tuition fee exemption for the second term (Scholarship Team, Student Scholarship and Welfare Group)	Early August - Early October
A1 Term Final Exams	November 14 - 20
A1 Term Supplementary Classes	November 25 afternoon, 26, and 27
A1 Term Classes End	November 27
A2 Term Classes Begin	November 28
A2, W subject confirmation period (*limited to classes offered by the Graduate School of Agricultural and Life Sciences.)	November 28 – December 2
Application for April admission as graduate research students (international applicants)	November 11 - 15

※ Please seek instructions from instructors about November 25<sup>th</sup> morning classes (following Komaba Festival).

※ Monday classes will meet on November 13<sup>th</sup>.

Event	Dates/Deadlines
Entrance examination (General Selection/ Selection of Working Applicants) for master's program, doctoral program, and doctoral program in Veterinary Medical Sciences: (Schedule B) <Admission in April 2025 /Oct 2025> ※Please refer to the eligibility on the Application Guidelines	<u>Post the Application Guideline on GSALS's web site:</u> Early-April <u>Application period:</u> November 21- November 27 <u>Examination:</u> Please refer to the Application Guidelines <u>Announcement of results:</u> Please refer to the Application Guidelines
Submission of doctoral degree application form for doctoral students finishing in March	December 13
Winter Break	December 28 - January 5, 2025
A2 Term Exams	January 16– 27, 2025
A2 Term Supplementary Classes	January 23
A2 Term Classes End	January 27
W Term Classes Begin	January 28
Application for April admission as graduate research students	January 14 – 17
Submission of withdrawal/leave of absence/return to school/extension of study period etc. forms	Late February
W Term Classes End	February 20
Spring Break	February 21 - March 31
Announcement of finishing students	March 10
Admission procedures for April entrance	Early March
Application for Admission Fee Exemption (for new entrants) (Student Scholarship & Welfare Group)	Mid-February
Graduation Ceremony for 2024 Academic Year (for students who completed in March)/Dean Award Ceremony	March 24

※ There will be no classes on January 17<sup>th</sup> to prepare for the common university entrance exam.

※ Information will be posted on bulletin boards etc., in case of changes in schedules.