

AY2023

履修・学籍・諸手続案内
Guidelines for Courses,
Student Status
And
Other Procedures

2023/11/1 edition

東京大学大学院情報理工学系研究科
Graduate School of
Information Science and Technology,
The University of Tokyo

※この冊子は、情報理工学系研究科の「令和5(2023)年度 履修・学籍・諸手続案内」を英訳したものです。

*This is the English translation of “令和5(2023)年度 履修・学籍・諸手続案内” by the Graduate School of Information Science and Technology.

Office Service Information

Office	Location	Resources and Services	Business Hours (Monday - Friday)			Closed
			A.M.	Lunch Break	P.M.	
<Academic Affairs Group>	Engineering Building No.8 (1F)		9:00 → 14:00 (Please make an appointment in advance if you wish to visit after 14:00.) (Any changes will be posted on the portal site.)			Saturdays, Sundays, National holidays, (including substitute holidays), New Year's Holidays, Entrance Examinations Days of the University of Tokyo, *Temporarily closed for entrance examinations etc. of the Graduate School of IST
Graduate School Team (Office of Graduate School of Information Science and Technology 【IST】 【03-5841-7926・7428】 johoriko.t@gs.mail.u-tokyo.ac.jp		Graduate program related affairs				
Student Support Team 【03-5841-6028・7740】 gakusei.t@gs.mail.u-tokyo.ac.jp		Issuance of certificates, scholarship related affairs				
<Center for International Affairs>						
International Student Team 【03-5841-6041】 ryugakusei.t@gs.mail.u-tokyo.ac.jp		International student-related affairs				
Office of International Relations, Graduate School of Information Science and Technology 【03-5841-4478】 istoir.t@gs.mail.u-tokyo.ac.jp		Advice and information services for international and exchange students				
Department of Computer Science 【03-5841-4111・4112】 jimmu@is.s.u-tokyo.ac.jp	Faculty of Science Building No.7 (1F)	Each Department's related affairs	9:30 ↓ 12:00		13:00 ↓ 16:30	
Department of Mathematical Informatics Department of Information Physics and Computing Department of Creative Informatics 【03-5841-6889】 office@office.keisu.t.u-tokyo.ac.jp	Engineering Building No.6 (1F)		9 : 00 ↓ 12 : 00	12:00 ↓ 13:00	13:00 ↓ 17:00	
Department of Information and Communication Engineering 【03-5841-6712】 eejim.t@gs.mail.u-tokyo.ac.jp	Engineering Building No.2 (4F)					
Department of Mechano-Informatics 【03-5841-6302】 kyoumu@office.mech.t.u-tokyo.ac.jp	Engineering Building No.2 (3F)		9:00 ↓ 12:30	12:30 ↓ 13:30	13:30 ↓ 17:00	

< Where to call: Graduate School of Information and Science and Technology (rep) >

Head Office for Academic Affairs, Graduate School of Information Science and Technology

Engineering Building No.8-1F, The University of Tokyo

Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8656 Japan

Tel: 03-5841-7926・7428 / E-mail address: johoriko.t@gs.mail.u-tokyo.ac.jp

◆Access here for Office Hours◆



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I . Courses

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1. AY2023 Curriculum for Graduate School of IST

Year Month	Class Schedule			Due Date		Remarks
2023 Apr.	S1/S2 Term Class Period (including examination period)	5 Wed	Class Start for S Semester, S1 Term	5 Wed	Course Registration Period	
		12 Wed	Matriculation Ceremony (Spring)	12 Wed	Grade Confirmation Period	
		Regarding courses by other graduate schools and faculties of the University of		13 Thu	Modification Period	
				19 Wed	for Course Registration	
May		12 Fri	PM: No Class for May Fest. Preparation			
	April 5 - Aug 2	29 Mon	AM: Supplementary Class for S Semester			
		30 Tue	PM: Friday's Class ALL DAY: Supplementary Class for S Semester / S1 Term			
Jun.		1 Thu	S1 Term Exam	7 Wed	Deadline for Submission of Doctoral Thesis (for students expecting to complete a doctoral program in Sep.) ※	
		2 Fri				
		5 Mon	Class Start for S2 Term	26 Mon	Submission Period for the	
Jul.		18 Tue	ALL DAY: Supplementary Class for S Semester / S2 Term	7 Fri	Application for Credit Transition (for students expecting to complete a doctoral program in Sep.) ※	
		19 Wed				
		20 Thu				
		26 Wed	S Semester Exam			
		27 Thu	Backup Day			
Aug.	Summer Holidays	2 Wed	for S Semester Exam			Application Period for Research Students (for enrollment in Oct.) (TBD)
		18 Fri		14 Mon		
			1 Tue	21 Mon		
			2 Wed			
			Backup Day for S2 Term Exam			
	Aug 3 - Sep 30					
Sep.		1 Fri	Grade Announcement (S1, S2, S1/S2)			
		22 Fri	Diploma Presentation Ceremony (Autumn) (TBD)			
Oct.	A1/A2 Term Class Period (including examination period)	2 Mon	Matriculation Ceremony (Autumn) (TBD)	3 Tue	Course Registration Period	
		3 Tue	Class Start for A Semester, A1 Term	8 Sun	Grade Confirmation Period	
Nov.	First Half	21 Tue	ALL DAY: Friday's Class	9 Mon	Modification Period	Deadline for Submission of Doctoral Thesis (for students expecting to complete a doctoral program in Mar.) ※
		22 Wed	ALL DAY: Supplementary Class for A Semester / A1 Term	14 Sat	for Course Registration	
		24 Fri	ALL DAY: No Class for Komaba Fest.			
		28 Tue	ALL DAY: A1 Term Exam			
		29 Wed	Class Start for A2 Term			
Dec.	Winter Holidays			6 Wed		Submission Period for the Application for Credit Transition (for students expecting to complete a doctoral program in Mar.) ※
2024 Jan.	A1/A2 Term Class Period (including examination period)	12 Fri	All DAY: No Class for preparation for undergraduate entrance exam	9 Tue		
		17 Wed	ALL DAY: Supplementary Class for A Semester & A2 Term	19 Fri		
		18 Thu				
		23 Tue	ALL DAY: Supplementary Class for A Semester & A2 Term			
	Second Half	24 Wed	ALL DAY: A Semester Exam			Application Period for Research Students (for enrollment in Apr.) (TBD)
		30 Tue				
		31 Wed	Backup Day for A Semester Exam			
	Jan 4 - Feb 10	1 Thu	ALL DAY: A2 Term Exam			
		2 Fri				
Feb.		10 Sat	ALL DAY: Backup Day for A Semester / A2 Term Exam	13 Tue		
		14 Wed	· Deadline for Master's Thesis Title/Grade Report (for students expecting to complete a master's program in Mar.) ※	19 Mon		
			· Deadline for A1/A2/A Grade Report			
Mar.		1 Fri	Grade Announcement (A1, A2, A1/A2)			
		TBD	Diploma Presentation Ceremony			

※This mark indicates the deadline that each department submits to the Office of the Graduate School of IST. Each department has its own rules regarding the deadline for students to submit to the department, please check the announcement from the department for the latest information.

2. AY2023 Academic Calendar for Graduate School of IST

April								May								June								July								August								September																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
		Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sun	Mon	Tue	Wed	Thu	Fri	Sat			Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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		October							November							December							January							February							March										
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
Semester	⇒	1	2	3	4	5	6	7					1	2	3	4						1	2	3	4	5	6	7	8	9																	
Term	⇒																																														
Semester	⇒	8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31												
Term	⇒																																														
Semester	⇒	15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																			
Term	⇒																																														
Semester	⇒	22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31																										
Term	⇒																																														
Semester	⇒	29	30	31					26	27	28	29	30																																		
Term	⇒																																														

10/2 Matriculation Ceremony (Autumn) (TBD)

11/21 Friday's class
11/23 PM No class, preparation for Komaba Festival
11/24 ALL DAY No class for Komaba Festival
11/24-11/26 Komaba Festival

* SC = Supplementary Class

AY2023 Class Schedule for Graduate School of IST

◆S1S2◆

- Regular Class 4/5 (Wed) - 8/2 (Wed)
- No Class 4/12 (Wed) : Matriculation Ceremony (Spring)
- Regardi 5/12 (Fri) : PM No class, preparation for May Festival

S semester (S1/S2)

		1	2	3	4	5	6	7	8	9	10	11	12	13
Monday	AM	4/10	4/17	4/24	5/1	5/8	5/15	5/22	6/5	6/12	6/19	6/26	7/3	7/10
	PM													
Tuesday	AM	4/11	4/18	4/25	5/2	5/9	5/16	5/23	6/6	6/13	6/20	6/27	7/4	7/11
	PM													
Wednesday	AM	4/5	4/19	4/26	5/10	5/17	5/24	5/31	6/7	6/14	6/21	6/28	7/5	7/12
	PM													
Thursday	AM	4/6	4/13	4/20	4/27	5/11	5/18	5/25	6/8	6/15	6/22	6/29	7/6	7/13
	PM													
Friday	AM	4/7	4/14	4/21	4/28	5/12	5/19	5/26	6/9	6/16	6/23	6/30	7/7	7/14
	PM					5/19	5/26	5/29(Mon)						

- Rescheduled Class 5/29 (Mon) pm for Friday's class
- Supplementary Class 5/29 (Mon) am, 5/30 (Tue), 7/18 (Tue), 7/19 (Wed)
- Exams 7/20 (Thu) - 7/26 (Wed) except Saturday and Sunday, in principle
- 7/27 (Thu) - 8/2 (Wed) except Saturday and Sunday for backup

S1 Term

		1	2	3	4	5	6	7
Monday	AM	4/10	4/17	4/24	5/1	5/8	5/15	5/22
	PM							
Tuesday	AM	4/11	4/18	4/25	5/2	5/9	5/16	5/23
	PM							
Wednesday	AM	4/5	4/19	4/26	5/10	5/17	5/24	5/31
	PM							
Thursday	AM	4/6	4/13	4/20	4/27	5/11	5/18	5/25
	PM							
Friday	AM	4/7	4/14	4/21	4/28	5/12	5/19	5/26
	PM					5/19	5/26	5/29(Mon)

- Rescheduled Class 5/29 (Mon) pm for Friday's class
- Supplementary Class 5/29 (Mon) am, 5/30 (Tue)
- Exams 6/1 (Thu) - 6/2 (Fri), in principle

S2 Term

		1	2	3	4	5	6	7
Monday	AM	6/5	6/12	6/19	6/26	7/3	7/10	7/24
	PM							
Tuesday	AM	6/6	6/13	6/20	6/27	7/4	7/11	7/25
	PM							
Wednesday	AM	6/7	6/14	6/21	6/28	7/5	7/12	7/26
	PM							
Thursday	AM	6/8	6/15	6/22	6/29	7/6	7/13	7/20
	PM							
Friday	AM	6/9	6/16	6/23	6/30	7/7	7/14	7/21
	PM							

- Supplementary Class 7/18 (Tue), 7/19(Wed)
- Exams 7/27 (Thu) - 8/1 (Tue) except for Saturday and Sunday, in principle

Class Time Table 1st period 08:30 - 10:15
 2nd period 10:25 - 12:10
 3rd period 13:00 - 14:45
 4th period 14:55 - 16:40
 5th period 16:50 - 18:35
 6th period 18:45 - 20:30

◆A1A2◆

- Regular Class 10/3 (Tue) - 2/10 (Sat)
- No Class 11/24 (Fri) : Komaba Festival

A semester (A1/A2)

		1	2	3	4	5	6	7	8	9	10	11	12	13
Monday	AM PM	10/16	10/23	10/30	11/6	11/13	11/20	11/27	12/4	12/11	12/18	12/25	1/15	1/22
Tuesday	AM PM	10/3	10/10	10/17	10/24	10/31	11/7	11/14	12/5	12/12	12/19	12/26	1/9	1/16
Wednesday	AM PM	10/4	10/11	10/18	10/25	11/1	11/8	11/15	11/29	12/6	12/13	12/20	12/27	1/10
Thursday	AM PM	10/5	10/12	10/19	10/26	11/2	11/9	11/16	11/30	12/7	12/14	12/21	1/4	1/11
Friday	AM PM	10/6	10/13	10/20	10/27	11/10	11/17	11/21(Tue)	12/1	12/8	12/15	12/22	1/5	1/19

- Rescheduled Class 11/21 (Tue) pm for Friday's class
- Supplementary Class 11/22 (Wed), 1/17 (Wed), 1/18 (Thu), 1/23 (Tue)
- Exams 1/24 (Wed) - 1/30 (Tue) except Saturday and Sunday, in principle
1/31 (Wed) - 2/2 (Fri), 2/10 (Sat) for backup

A1 Term

		1	2	3	4	5	6	7
Monday	AM PM	10/16	10/23	10/30	11/6	11/13	11/20	11/27
Tuesday	AM PM	10/3	10/10	10/17	10/24	10/31	11/7	11/14
Wednesday	AM PM	10/4	10/11	10/18	10/25	11/1	11/8	11/15
Thursday	AM PM	10/5	10/12	10/19	10/26	11/2	11/9	11/16
Friday	AM PM	10/6	10/13	10/20	10/27	11/10	11/17	11/21(Tue)

- Rescheduled Class 11/21 (Tue) pm for Friday's class
- Supplementary Class 11/22 (Wed)
- Exams 11/28 (Tue), in principle

A2 Term

		1	2	3	4	5	6	7
Monday	AM PM	12/4	12/11	12/18	12/25	1/15	1/22	1/29
Tuesday	AM PM	12/5	12/12	12/19	12/26	1/9	1/16	1/30
Wednesday	AM PM	11/29	12/6	12/13	12/20	12/27	1/10	1/24
Thursday	AM PM	11/30	12/7	12/14	12/21	1/4	1/11	1/25
Friday	AM PM	12/1	12/8	12/15	12/22	1/5	1/19	1/26

- Supplementary Class 1/17 (Wed), 1/18 (Thu), 1/23 (Tue)
- Exams 1/31 (Wed) - 2/2 (Fri), in principle
2/10 (Sat) for backup

3. Internship

If assessed by the Graduate School of IST as having fulfilled predetermined conditions, students who have participated in an internship will be awarded credit.

Conditions for internship classes are as follows:

Course Code	Semester Offered	Course	Credits	Requirements
4892-3010	S1S2	Internship I	1	Students submit a report after conducting research in a company or laboratory (domestically or abroad) for 30 hours or more.
4892-3010-2	A1A2	Internship I		
4892-3011	S1S2	te schools by ot	2	Students submit a report after conducting research in a company or laboratory (domestically or abroad) for 2 months.
4892-3011-2	A1A2	Internship II		

***Universities are excluded as institutions for your internship.**

<How to apply for credited internship classes>

1. After participating in an internship, students send an email to the following address with the permission of their academic supervisor. When sending the email, attach a PDF file with the information below. Students should be sure to specify the course for which they wish to receive credit (determined by the length of the internship).

◆Contact: johoriko.t@gs.mail.u-tokyo.ac.jp

◆Filename: internship I or II_Student ID number_internship e.g. I_48123456_internship.pdf

◆Report Volume & Format Internship I - Approximately 4 pages (A4)
Internship II - Approximately 8 pages (A4)

Report cover : Use the format of Internship Report on the webpage;
https://www.i.u-tokyo.ac.jp/edu/proced/index_e.shtml

Contents: 1) Regarding internship locations
Accepting institution, address, country, point of contact at accepting institution, internship details
2) Research results
Purpose, background, research content, results, etc.
3) Other results
Comments on experiences outside of the research environment; interactions and exchanges with researchers or other students, etc.

◆**Report deadline: End of January or End of June**

2. The Graduate School of IST will use the report provided to determine whether or not to assign credit.

3. If the report is sent by the end of January, credits will be reflected on the student's academic record in the beginning of March. If the report is sent by the end of June, credits will be reflected on the student's academic record in late August.

- 【Note】**
- * No advance procedures are required before participating in an internship.
 - * Credit may not always be awarded, even if an application has been made.
 - * Reports that have already been written for other purposes (e.g. the report submitted at the internship site etc.) will not be accepted.
 - * Write your report according to the instructions, especially on volume and format.

4. Regarding courses by other graduate schools and faculties of the University of Tokyo/ courses of graduate schools by other domestic universities concluded the Academic Exchange Agreement with the Graduate School of IST.

- (1) Courses by other graduate schools in the University of Tokyo
Refer to “UTAS” or “Manual of the Graduate School (Daigakuin Binran)”.
- (2) Courses by the faculties in the University of Tokyo
Refer to “UTAS” or “Manual of Undergraduate school (Gakubu Binran)”.
- (3) Refer to the latest information at the Office of the Graduate School of IST about the courses (lectures only) and class schedules at the relevant universities that have signed the Academic Exchange Agreement.

Listed below are the universities that have the Academic Exchange Agreement with the Graduate School of IST, the University of Tokyo as of April 2023.

- Regarding courses by other graduate schools and faculties of the University of Tokyo
 - School of Science
 - School of Engineering
 - School of Materials and Chemical Technology
 - School of Computing
 - School of Life Science and Technology
 - School of Environmental and Society
- Ochanomizu University
 - Graduate School of Humanities and Science
- Graduate Institute for Advanced Studies, Graduate University for Advanced Studies (SOKENDAI)
 - Informatics Program
 - Statistical Science Program
 - Particle and Nuclear Physics Program
 - Accelerator Science Program
 - Astronomical Science Program
 - Fusion Science Program
 - Space and Astronautical Science Program
 - Molecular Science Program
 - Materials Structure Science Program
 - Polar Science Program
 - Basic Biology Program
 - Physiological Sciences Program
 - Genetics Program
 - Integrative Evolutionary Science Program
- ※ Exercise and experimental classes are excluded.
- Institute of Information Security
 - enPiT program courses
(Only students enrolled in the enPiT program are eligible to register.)
- ※ The student status at the relevant university is referred to as “Special Audit
- ※ The tuition fee is exempted.
- ※ Taking applications in April only.

5. Registration Period for Courses

Under the supervision and advice of the professor, students decide which courses to take and conduct their research. (Article 5: The University of Tokyo Rules for the Graduate School of Information Science and Technology)

Term	① Course Registration / Grade Confirmation Period	② Modification Period for Course Registration
S1, S2, S1/S2 All Year	Apr. 5 (Wed), 2023 - Apr. 12 (Wed), 2023	Apr. 13 (Thu), 2023 - Apr. 19 (Wed), 2023
A1, A2, A1/A2	Oct. 3 (Tue), 2023 - Oct. 8 (Sun), 2023	Oct. 9 (Mon), 2023 - Oct. 14 (Sat), 2023

*Students must complete registration for courses in other schools during the above period.

*If students fail to register, they will not be permitted to take classes as a general rule.

6. How to Register for Courses

(1) Course registration is available through “UTAS” (U-Tokyo Academic affairs System). User’s account name and password for “UTAS” will be provided to each student by the department office.

【UTAS URL : <https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>】

Students can log in “UTAS” on campus (labs, ECCS terminal rooms, etc.), labs outside the campus, or their own home.

*Please refer to <https://www.ecc.u-tokyo.ac.jp/user.html> when you use an ECCS terminal.

(2) Please refer to “UTAS” for lecture summaries and course lists.

(3) For courses at other universities under the agreement, please complete the registration by submitting the “Registration form of course for other University” (which can be downloaded on the webpage https://www.i.u-tokyo.ac.jp/edu/proced/index_e.shtml) to the Office of the Graduate School of IST during the registration period ①. Registration for the courses at other universities requires the approval seal from the student’s supervising professor on the application form. Refer to the IST portal site and other places for further information.

(4) For enPiT program courses, submit SecCap 参加登録申請書 to the Office of the Graduate School of IST.

If you forget your password, please contact the Office of the Graduate School of IST.

NOTE: On starting the second or latter year of your course, please check your own school record and credits from the previous year on website before registration.

7. Courses by Term

Courses that students can register for in each term are as follows:

The ○ mark shows the classes that students can register in each term.

Registration Period for S1, S2, S1/S2, All Year			Registration Period for A1, A2, A1/A2		
All Year Course	S1/S2 Course	A1/A2 Course	All Year Course	A1/A2 Course	S1/S2 Course
○	○	×	×	○	×

8. Core Courses

*Regarding the core courses, please refer to the Appendix of Regulations in The University of Tokyo Rules for the Graduate School of Information Science and Technology.

Master's Program

Department	Core Curriculum	Credit	Total
Computer Science	Computer Science Seminar(Master's Course) I , II	1 Each	15
	Special Lectures in Computer Science(Master's Course) I , II	6 Each	
	Practical English Presentation Skill I or II	1	
Mathematical Informatics	Colloquium on Mathematical Informatics I , II	2 Each	16
	Research Project on Mathematical Informatics I , II	6 Each	
Information Physics and Computing	Information Physics and Computing Seminar I , II	2 Each	16
	Research Project on System Informatics I , II	6 Each	
Information and communication Engineering	Information and Communication Engineering Master Course Seminar I , II	2 Each	14
	Research Project on Information and Communication Engineering I , II	5 Each	
Mechano-Informatics	Directed Reading for Master Course in Mechano-Informatics I , II	2 Each	16
	Master's Thesis Research and Preparation in Mechano-Informatics I , II	6 Each	
Creative Informatics	Creative Informatics Master Seminar	2	15
	Creative Informatics Master Practice	2	
	Creative Informatics Master Project Research	10	
	Practical English I or II	1	

Doctoral Program

Department		Core Curriculum	Credit	Total
Computer Science		Computer Science Seminar(Doctoral Course) I , II ,Ⅲ	2 Each	18
		Special Lectures in Computer Science(Doctoral Course) I , II ,Ⅲ	4 Each	
Mathematical Informatics		Advanced Colloquium on Mathematical Informatics I , II ,Ⅲ	1 Each	15
		Advanced Research Project on Mathematical Informatics I , II ,Ⅲ	4 Each	
Information Physics and Computing		Advanced Research Project on System Informatics I , II , Ⅲ	4 Each	12
Information and Communication Engineering		Advanced Research Project on Information and Communication Engineering I , II ,Ⅲ	4 Each	12
Mechano-Informatics		Ph.D.Dissertation Research and Preparation in Mechano-Informatics I , II ,Ⅲ	4 Each	12
Creative Informatics	Students admitted after 2019	Creative Informatics Doctor Seminar	2	15
		Creative Informatics Doctor Project Research	12	
		Special Practical English I or II	1	
	Students admitted between 2016 and 2018	Creative Informatics Doctor Seminar	2	15
		Creative Informatics Doctor Project Research	12	
		「Special Practical English I or II 」or 「Special Practical English for Global Creative Leaders I or II 」	1	
	Students admitted between 2013 and 2015	Creative Informatics Doctor Seminar	2	15
		Creative Informatics Doctor Project Research	12	
		「Practical English I or II 」 or 「Special Practical English for Global Creative Leaders I or II 」	1	

* Students admitted after April 2016 are required to obtain credits of ethic-related course to complete Master's or Doctoral program. However, students who have already obtained credits of ethic-related course while enrolled in undergraduate program or Master's program of the University of Tokyo are considered to have met this requirement. Applicable students must submit "Application for Exemption for IST Ethics (or Research Ethics)" immediately after the announcement from their department office.

"Ethic-related courses" are as follows:

1. Ethic-related courses offered by the Faculty of Engineering or the Faculty of Science of the University of Tokyo.
2. Ethic-related courses offered by the Graduate School of IST ("Information Science and Technology ethics" offered as common curriculum or "Research ethics" offered by the department of Computer Science).

Master's students are recommended to take an e-learning course on Research Ethics Education in addition to the ethics-related courses ("Information Science and Technology Ethics" or "Research Ethics") that are the core courses. Doctoral students must take an e-learning course on Research Ethics Education.

* Computer Science Master's students, except for those graduated/completed from the Dept of Information Science, School of Science of the University of Tokyo, are required to register "Academic Writing in English".

9. Elective Courses

Courses outside the core courses required by the student's department, courses from other departments, the other graduate schools, the faculties, or other universities are considered "Elective Courses".

After students return from studying abroad at a graduate school of a foreign university, they must submit an "Application of Official Recognition" and other required documents such as a transcript, class schedule, etc. to apply for the official recognition of the courses from the Graduate School of the University of Tokyo. It is important to confirm the required documents before students go abroad, as it may be difficult to obtain these documents after returning from study abroad.

* Computer Science Master's students can include up to two credits of language courses from other faculties or other graduate schools for completion on the course under permission of their supervisor. However, those Doctoral students cannot include credits of language courses for completion on the course.

* Information and Communication Engineering students can include up to two credits of Japanese language courses as elective curriculum for completion on the course.

* Mechano-Informatics students cannot include credits of Japanese language courses as elective curriculum in the required credits for completion on the program.

10. Re-registration of the Same Courses

Courses with the same course code cannot be retaken if the credit has already been obtained, regardless of the changes in the academic year, the professor in charge, or the number of class credits.

11. Overlapping Courses and Joint Courses

Although the courses are named differently, students can register for only one course in the following categories.

- 1) Overlapping Courses : Two different courses, but with the same contents
- 2) Joint Courses : Two different courses held by multiple departments of either in the same graduate school or in the different graduate schools, but with the same time schedule and classroom.

Once the credit is obtained, students cannot register for the same courses even if they are offered in different academic years.

12. Verification of Grades for IST courses

Students who have any doubts about their grade evaluation can inquire to the professor in charge of the class about the assessment.

If the grade evaluation is considered clearly incorrect due to reasons such as a professor's mistake, etc., students can appeal to the Office of Graduate School of IST.

If students wish to request an appeal, as a general rule, they must submit a Grade Verification Request Form along with their specific reasons directly to the Academic Affairs Group no later than one week after grades are released. Further details will be announced on the IST portal site and other places.

13. Certificate of Teacher's License

Please contact the office of the Graduate School of IST for details.

II . Completing the Program

1. Requirements
2. Duration of Master's and Doctoral Program & Maximum Period of Enrollment
3. Credits
 - (1) Required Credits to Complete the Program
 - (2) Elective Courses and Credits
4. Master's / Doctoral Thesis Screening and Defense

1. Requirements

In order to complete the Master's or Doctoral program, students must be enrolled in the University of Tokyo for the required number of years, complete the compulsory courses, obtain the required credits, receive sufficient research guidance, and pass the thesis screening and defense.

(Refer to Article 5 and 6 of The University of Tokyo Rules for the Graduate School of Information Science and Technology, and Article 2 and 3 of Rules for Graduate School of Information Science and Technology.)

2. Duration of Master's and Doctoral Program & Maximum Period of Enrollment

Item	Master's Program	Doctoral Program
“Standard Program Duration” <Article 2, Paragraph 5 of the University of Tokyo (UT) Rules on Graduate Schools> <u>Required period to complete the program</u>	<u>2 Years</u>	<u>3 Years</u>
※ Following students may be permitted to complete in less than the required period:		
① Students demonstrating excellent academic achievements in the Master's program.	1 Year at minimum	Refer to UT Rules on Graduate Schools, Article 6, Paragraph 2.
② Students demonstrating exceptional research achievements in the Doctoral program.		
< Refer to UT Rules on Graduate Schools, Article 5, Provisory Clause, Article 6, Paragraph 2, The University of Tokyo Rules for the Graduate School of Information Science and Technology, Article 2, Provisory Clause, Article 3, Provisory Clause >		
“Maximum Period of Enrollment” < UT Rules on Graduate Schools, Article 27 > <u>Maximum period of enrollment including the necessary duration of each program.</u>	<u>3 Years</u>	<u>5 Years</u>

* Reference		
“Leave of Absence” < UT Rules on Graduate Schools, Article 29 > <u>Maximum permitted years to take a leave of absence</u> (The total year of leave regardless of the reasons for the absence and whether it is continuous or intermittent) * The period of absence is not included in the required period to complete the program nor in the maximum period of enrollment. * Please refer to "(3) Leave of Absence from School, III Student Status" for further details.	<u>2 Years</u> (Master's Program)	<u>3 Years</u> (Doctoral Program)

* Regarding "Long-Term Completion System", please contact the Office of the Graduate School of IST.

3. Credits

(1) Required Credits to Complete the Program

Courses Dept.	Program	Core Courses	Elective Courses (Approved Credits by Courses)								Number of Credits Required to Complete Program
			Courses offered by Students' Department	Common Courses	Courses offered by Other Departments	Courses offered by Other Graduate Schools	Courses offered by Faculties and Center for Global Education	Excess Credits in Master Program	Courses offered by Universities under Agreement	Courses offered by Overseas University	
Computer Science	Master	15	Refer to page 12, 13.				8 or Less		15 or Less for M&D		30 or More
	Doctoral	18	Refer to page 12, 13.				6 or Less	10 or Less			20 or More
Mathematical Informatics	Master	16	Refer to page 12, 13.				8 or Less		15 or Less for M&D		30 or More
	Doctoral	15	Refer to page 12, 13.				6 or Less	10 or Less			20 or More
Information Physics and Computing	Master	16	Refer to page 12, 13.				8 or Less		15 or Less for M&D		30 or More
	Doctoral	12	Refer to page 12, 13.				6 or Less	10 or Less			20 or More
Information and Communication Engineering	Master	14	Refer to page 12, 13.				8 or Less		15 or Less for M&D		30 or More
	Doctoral	12	Refer to page 12, 13.				6 or Less	10 or Less			20 or More
Mechano-Informatics	Master	16	Refer to page 12, 13.				8 or Less		15 or Less for M&D		30 or More
	Doctoral	12	Refer to page 12, 13.				6 or Less	10 or Less			20 or More
Creative Informatics	Master	15	Refer to page 12, 13.				8 or Less		15 or Less for M&D		30 or More
	Doctoral	15	Refer to page 12, 13.				6 or Less	10 or Less			20 or More

(Remarks)

Please refer to Graduate School Regulations Article 5 (Master's Program Completion Requirements), Article 6 (Doctoral Program Completion Requirements), and The University of Tokyo Rules for the Graduate School of Information Science and Technology Article 2 (Master's Program Completion Requirements) and Article 3 (Doctoral Program Completion Requirements), as well as in the margins and "notes" sections of each program of study.

(2) Elective Courses and Credits

a. If students have enrolled and obtained credits of Common Courses and courses offered by other departments, other graduate schools, or faculties under the permission of the supervising professor, within the limit of the above (1) Required Credits to Complete the Program, the credits may be counted as elective course credits to complete the program. (Article 6 and Article 7, The University of Tokyo Rules for the Graduate School of Information Science and Technology)

b. If students obtain more than the required credits to complete the Master's program, the excess credits can be added to the Doctoral program credits for up to 10 credits in total through the permission of the supervising professor (Article 7, Paragraph 2, The University of Tokyo Rules for the Graduate School of Information Science and Technology).

In addition, students, who completed the Master's program in either the Graduate School of Engineering or the Graduate School of Science before the Graduate School of IST was established, and who enrolled in or proceeded to the Graduate School of IST, can add the excess credits earned in the Master's program to the credits in the Doctoral program only in the following cases:

1) After completing the Master's program in the Graduate School of Engineering, proceed to the Doctoral program in the Department of Mathematical Informatics, Department of Information Physics and Computing, Department of Information and Communication Engineering, or Department of Mechano-Informatics.

2) After completing the Master's program in the Graduate School of Science, proceed to the Doctoral program in the Department of Computer Science.

* The main purpose of the rules is to provide interim measures for the students who proceed to the Graduate School of Science and Technology from former departments that used to belong to the School of Engineering or School of Science. Therefore, students from other Graduate Schools are not covered by this regulation. For that reason, students from the Graduate School of Science that proceed to a department in 1), and students from the Graduate School of Engineering that proceeds to the Department of Computer Science cannot transfer credits from the previous graduate school.

* The credits which can be transferred are limited to the subjects offered under the Graduate School of IST.

* Students can transfer only the credits of the elective courses of IST obtained during the enrollment period of the Master's program of IST. (Credits of core courses and credits obtained at other Graduate Schools cannot be transferred.)

* Students can transfer only the necessary number of credits to make up the 20 credits for completion, up to a maximum of 10 credits.

* Credits from one course cannot be divided for credit approval.

* For this procedure, students must get permission from the supervising professor by the beginning of the final academic year of the Doctoral program, and must submit the "Notification of Credit Transition" to the Office of the Graduate School of IST during specified period listed below:

Completion (Leaving) Date	Submission Period for the Application for Credit Transition
Diploma Presentation Ceremony : September 22, 2023 Withdrawal from School : September 30, 2023	June 26 (Mon), 2023 - July 7 (Fri), 2023
Diploma Presentation : TBD Withdrawal from School : March 31, 2024	January 9 (Tue), 2024 - January 19 (Fri), 2024

* For students who enrolled before AY2009, please refer to "Information on Registration School Credits and Other Procedures" of each enrollment academic year.

c. Credits obtained by auditing a course (lecture only) of the graduate school of a Japanese university that has a student exchange agreement with the Graduate School of IST and certified by the Graduate School of such university will be given equivalent credit in the Graduate School of IST for up to 15 credits in total through the Master's program and the Doctoral program (Article 10, the UT Rules on Graduate Schools).

d. When students study abroad at a graduate school of a foreign university and obtain credits from courses in the student's major field of study, the credits will be authorized as equivalent credits of the Graduate School of IST for up to 15 credits in total through the Master's and Doctoral programs, only after the students submit an application (Article 28, the UT Rules on Graduate Schools).

In addition, the number of credits may not exceed 15 credits, together with the number of credits deemed to have been acquired at the Graduate School of the University of Tokyo above article c. .

* Due to the course load, there is no guarantee that the number of the credits authorized by the graduate schools of a foreign university will be converted to the same number of credits in the Graduate School of IST (Memorandum of Graduate School Council Meeting).

* Regarding "Study abroad", please refer to the following " (1) Study Abroad at III. Student Status"

* When students study abroad and obtain credits at the graduate school of a foreign university during a leave of absence, the credits cannot be certified as credits of the Graduate School of IST.

4. Master's / Doctoral Thesis Screening and Defense

Each department has its own rules regarding the submission of the Master's thesis, the deadline for submission, and the date of the thesis defense – check the announcement from the department for the latest information.

The deadline of the Doctoral thesis is in the beginning of June for students who plan to complete in September, and the beginning of December for students who plan to complete in March. Each department requires different documents, and the date of the thesis defense is also different, so students who plan to complete the Doctoral program must pay attention to the announcement from the department.

In addition, students on a leave of absence cannot submit a thesis for the Master's program or Doctoral program.

(Reference) Students who were in the Graduate School of IST for at least three years, who obtained at least the required number of credits, and who left school after receiving the necessary research guidance from the supervising professor (referred to "withdrawal through expiration in the Doctoral program") can submit the Doctoral thesis to the Graduate School of IST, if it is within three years after leaving the school. In this case, this person is considered as completing the program.

If students who have been more than three years after withdrawing from the Doctoral program with satisfaction of credit and enrollment requirements, students who have withdrawn from school without satisfaction of credit and enrollment requirements, or students have not completed the Doctoral program wish to apply for the Doctoral degree, they must submit a doctoral dissertation (five set including the original and copies) along with the required documents such as Application for Conferral of Doctorate, etc. and the thesis screening fee to the President (Students Affairs Group, Education and Student Support Department) (Article 4, Rules for the Graduate School of IST)

* The Fee for Screening the Thesis

- 1) A person who has been enrolled in the undergraduate or graduate school of the University of Tokyo previously or current academic and administrative staff of the University of Tokyo..... 60,000 yen
- 2) Other than 1) above 160,000 yen

* For the Master's program, a thesis cannot be submitted once a student has withdrawn from the program.

III. Student Status

1. Changing Student Status

- (1) Study Abroad
- (2) Overseas Academic Research, etc.
- (3) Leave of Absence from School
- (4) Resumption of Studies
- (5) Program Withdrawal

2. Others

- (1) Term Extension for Doctoral Program
- (2) Going Abroad except for Absence from School, Study Abroad, Overseas Academic Research, etc.
- (3) Notes about Going Abroad for a Long Term

1. Changing Student Status

If students wish to change their student status, they must consult with the supervising professor and then inform the department office at least two months before the expected transfer date. Students must ensure there are no problems with the period of attendance, school credits, and tuition fee after changing the student status.

Next, Students must obtain the application form corresponding to the type of changing the student status from the department office. After completing the application form, the student must obtain the official seal from the supervising professor and the course chair, and submit it to the department office along with other required documents. The students must confirm the submission deadline with the department office.

Type of Transfer	Particulars
Study Abroad (without taking a leave of absence from school)	Students who do not take a leave of absence from UT (therefore, they must pay the tuition fee of UT) and study abroad at a graduate school of a foreign university and obtain credit at the university
Overseas Academic Research, etc. (without taking a leave of absence from school)	Students who do not take a leave of absence from UT (therefore, they must pay the tuition fee of UT), and who go abroad and conduct research, etc. for 2 months or more
Leave of Absence from School (2 months or more)	1. Illness 2. Financial reasons 3. Going overseas to study at universities 4. Going overseas to conduct research or make a fieldtrip 5. International students returning home temporarily because of unavoidable reasons 6. Maternity leave or child-care leave 7. Caring for a spouse, parents or children 8. Social action programs 9. Other special reasons
Resumption of Studies	In case that the reason of absence from school is terminated during or after the leave of absence from school
Withdrawing from School	Leaving school voluntarily

(1) Study Abroad

Particulars	Period	Necessary Documents	Regulations
Students who do not take a leave of absence from UT (therefore, they must pay the tuition fee of UT), who study abroad at the graduate school of a foreign university (not specified) to obtain credits in their major field; Up to 15 credits from the foreign university can be certified by the Graduate School of IST.	The generally accepted period is up to 1 year.	“Request for Approval to Study Abroad” * Before submitting 'Request for Approval to Study Abroad', students need to register the trip details on Overseas Travel Registration Form.	(Article 28, UT Rules on Graduate Schools) (Article14, paragraph 2, UT General Rules on Faculties)
		“Letter of Acceptance (certificate)”	

(2) Overseas Academic Research, etc.

Particulars	Period	Necessary Documents	Regulation
In principle, if Doctoral students at the Graduate School of IST who do not take a leave of absence from school (therefore, they must pay the tuition of UT), wish to conduct overseas research (including academic experiments) in the same research area that is recognized as particularly necessary for the continuation, and which is accompanied by the supervising professor, etc. or conducted under the research plan given in advance by the professor, also under the conditions that they maintain contact with their professor in a quick and efficient manner. (Credits obtained from foreign universities or other institutions during this period will not be certified at the Graduate School of IST.)	Application period should be between 2-12 months. (The maximum period should be 1 year and 6 months before finishing Doctoral program.)	“Application of Travelling Overseas” * Before submitting “Application of Travelling Overseas”, students need to register the trip details on Overseas Travel Registration Form.	Decided by Graduate School Council
	※For Master's students, the period should be between 2 -12 months.	“Academic Research Plan” (free format)	

(3) Leave of Absence from School

Case	Period	Documents Required	Regulation
1. Illness	2 months at minimum, up to 1 year	“Request for Leave of Absence” “Medical Certificate from a doctor” (expected medical treatment period should be stated)	Article 29,the UT Rules on Graduate Schools Article 19-1, General Rules on Faculties
2. Financial reasons	2 months at minimum, up to 1 year	“Request for Leave of Absence” “Statement of Reason” (specific reason should be stated, free format)	
3. Going overseas to study at universities, etc. (If students obtain credits in a foreign university, they are not certified at the Graduate School of IST)	2 months at minimum, up to 1 year	“Request for Leave of Absence” * Before submitting “Request for Leave of Absence”, students need to register the trip details on Overseas Travel Registration Form.	Article 29, the UT Rules on Graduate Schools. Article 19-2, the UT General Rules on Faculties Article 1, Criteria for Leave of Absence by Students
		“Study Plan” “Letter of Acceptance (certificate)”, “Certificate of Enrollment”, or “Letter of Acceptance from the foreign university” (copy)	
4. Going overseas to conduct research or make a field trip	2 months at minimum, up to 1 year	“Request for Leave of Absence” * Before submitting “Request for Leave of Absence”, students need to register the trip details on Overseas Travel Registration Form.	
		“Research Plan or Visit Plan” (including schedule)	
5. International students return home temporarily because of unavoidable reasons	2 months at minimum, up to 1 year	“Request for Leave of Absence” * Before submitting “Request for Leave of Absence”, students need to register the trip details on Overseas Travel Registration Form.	
		“Statement of Reason” (Specific reason should be stated, free format)	
6. Maternity leave or child-care leave	2 months at minimum, up to 1 year	“Request for Leave of Absence”	
		“Maternity Passbook” (copy)	
		“Statement of Reasons” (free format)	

Case	Period	Documents Required	Regulation
7. Caring for a spouse (including common-law marriage), parents or children due to injury, illness or aging (there are specific guidelines)	2 months at minimum, up to 1 year	"Request for Leave of Absence"	Article 29, the UT on Graduate Schools.
		"Medical certificate from the doctor"	
		"Statement of Reason" (free format)	
8. Participating voluntarily in a social action program (at times of natural disaster or in nursing or care facilities) or in organizations engaged in international cooperation (areas of activity stipulated)	2 months at minimum, up to 1 year	"Request for Leave of Absence" * Before submitting "Request for Leave of Absence", students need to register the trip details on Overseas Travel Registration Form.	Article 19-2, the UT General Rules on Faculties Article 1, Criteria for Leave of Absence by Students
		"Plan of Activities" (should be written in detail, free format)	
9. Special Reasons other than those mentioned in 1-8 (Religious activity, long-term internship, etc.) * The President of UT will give permission after approved by the Examination Committee of Graduate School of ITS and the Education and Research Council of UT.	2 months at minimum, up to 1 year	"Request for Leave of Absence"	Article 29, the UT Rules on Graduate Schools. Article 19-3, the UT General Rules on Faculties
		"Statement of Reason" (should be written in detail, free format)	
		Reference Material	

(Remarks)

- 1) Reasons for leave of absence from school... Only above cases are allowed.
- 2) Period of absence... The period of leave from school by a "Request for Leave of Absence" must be within the time period specified in the list above. The accumulated period of leave of absence is two years in total for a Master's program and three years in total for a Doctoral program, regardless of the reasons of the absence and whether it is continuous or intermittent. The period of absence is not included in the required period to complete the program nor the "maximum period of enrollment".
- 3) Tuition fee... In general, students may be exempt from tuition fees during their leave of absence by submitting a "Request for Leave of Absence" by the specified deadline and receiving the approval. However, this shall not apply to students taking a leave of absence in the middle of a semester, so they must contact their department office earlier. Please note that if the process is delayed, even if a leave of absence is taken, students will be required to pay full tuition for the first or latter half of the academic year. When students return to school, they must pay the tuition from the month they return to the month of the end of the semester within the month they return to school. Tuition fees already paid will not be refunded.
- 5) During the leave of absence, students may not receive any services or procedures normally offered to students in school.

©Guidelines for the reasons of absence from school for No.7 and No.8

A. Guidelines for No.7

Students can take a leave of absence from school to care for the following family members:
(According to Article 1, Paragraph 6, Criteria for Leave of Absence by Students)

Spouses (including common-law marriage), parents and children are permitted whether or not the member resides with the student. Other family members are permitted only if the member resides with the student. Grandchildren are permitted only if both of the child's parents are passed away.

B. Guidelines for No.8

The following activities are permitted by the President of the University of Tokyo, other than stated in Article 1, Paragraph 7, Criteria for Leave of Absence by Students.

- 1) Activities to join the Japan Overseas Cooperation Volunteers or other organizations to do the international cooperation
- 2) Activities contributing to the society in which students participate voluntarily without receiving compensation (excluding activities to support the student's own family members). The activity must fall under one of the following categories and be recognized as an appropriate reason to leave school:
 - a) Supporting activities to aid disaster victims or distributing everyday commodities in areas affected by a major natural disaster such as earthquake, destructive storm, volcano eruption, etc.
 - b) Activities at facilities for the handicapped, special elderly nursing homes, or other facilities for the physically or mentally disable or ill.
 - c) In addition to the activities listed in a) and b), providing care or assistance to people who have difficulties in their daily lives due to a physical or mental disabilities, injury, or illness

(4) Resumption of Studies

Case	Necessary Documents	Regulation
Students returned to school because the reason for the absence was resolved during or at the end of the permitted absence period	“Request for Resumption of Studies”	Article 22, UT General Rules on Faculties
	“Medical certificate from a doctor” (only in the case of absence due to illness)	

(Remarks)

1) Students must submit the “Request for Resumption of Studies” at least 1 month before the month in which they plan to return to school.

2) Tuition fee...Students must pay the tuition for the period from the month of their return to the end of the semester in the month of their reinstatement. (If they reinstate in the middle of the semester, the fee will be charged per month.)

(5) Program Withdrawal

Case	Necessary Documents	Regulations
Students who withdraw from school in the middle of academic year or who have reached the Maximum Period of Enrollment.	“Request for Withdrawal” Students who have been registered for at least 3 years and who obtained at least 20 credits are considered to be in the “expiration period” and should submit the “Notification of Withdrawal from the Doctoral Program”.	Article 30, UT Rules on Graduate School Article 22, UT General Rules on Faculties

2. Others

(1) Term Extension for Doctoral Program

Students who have been in the Doctoral program for more than 3 years and have not submitted the Doctoral degree thesis must decide in March (in August/ September for an enrollee in September/October), whether they will extend the period of the Doctoral program or withdraw from school.

Case	Necessary Documents	Regulation
Extending the period of Doctoral program	“Doctoral Program Notification of Extension of Enrollment Period”	Decided by the Graduate School Council
Withdrawing from program on completion of the program requirements	“Doctoral Program Request for Withdrawal”	

(2) Going Abroad except for Leave of Absence from School, Study Abroad, Overseas Academic Research, etc.

Case	Necessary Documents	Where to Submit
Going abroad except for Leave of Absence from School, Study Abroad, Overseas Academic Research, etc. (including travel for private purposes, regardless of the period whether it is long or short)	Before departure “Notification of Travel” * Before submitting “Notification of Travel”, students need to register the trip details on Overseas Travel Registration Form.	Department Office
	After return to Japan “Notification of Return”	

(3) Notes about Going Abroad for a Long Term

When students go abroad for an extended period of time, they must provide the Department Office with an overseas contact address, and also submit a notification of residence to the Embassy of Japan or consular office in the country where they will stay so that they can be contacted at any time.

IV. Other Procedures

1. Certificates Issued
2. Notification of Change;
Address, Name, Bank Account for Tuition Fee Payment
3. Student ID
4. Other Procedures

1. Certificates Issued

(1) The following certificates for enrolled students can be issued by an automatic certificate issuing machine.

Name of Certificates	Applicable for	How to Receive
Student Discount Coupon (for Student Discount Passenger Fare of JR)	Master's Students Doctoral Students	Issued by an automatic certificate issuing machine at the entrance of Engineering Building No. 8 using student ID card and password for UTAS.
Academic Transcript (Japanese, English)	Master's Students Doctoral Students	
Certificate of Enrollment (Japanese, English)	Master's Students Doctoral Students	
Master's Certificate of Expected Program Completion (Japanese, English)	2nd Year (or above) of Master's Students	
Doctoral Certificate of Expected Program Completion (Japanese, English)	Students who have submitted their theses and have been approved at the designated council	

(2) Certificates not listed above are issued at the Student Support Team of the Academic Affairs Group
(Engineering Building No.8, 1F)

Name of Certificates	Applicable to	How to Apply
Receipt of Tuition Fee	Students who have paid tuition fee	Current students apply through UTAS. When you receive an email confirming the completion of issuance, you can pick it up at the counter.
Certificate of Commute	Master's or Doctoral students who commute to the locations other than Hongo Campus due to the supervising professor's laboratory is located on Institute of Industrial Science (IIS), Research Center of Advanced Science and Technology (RCAST), National Institute of Informatics(NII), Kashiwa Campus or the Institute of Medical Science	Apply online. https://sites.google.com/g.ecc.u-tokyo.ac.jp/soesst/student-commuter-pass
Certificate of Leave of Absence	Master's or Doctoral students taking a leave of absence	Submit "Application for Certificate". Students can usually receive the certificate on the spot or the next day (depending on the type and number of certificates). Note: *Students must apply for the certificates in person, not through a representative. *Currently enrolled students must present their student ID card at the time of application and at the time of receipt. *Graduated/completed students, etc. must present official ID such as driver's license, passport, or health insurance card at the time of application and upon receipt. Employment ID and business cards will not be accepted.
Certificate of Program Completion	Master's or Doctoral students who have successfully completed the Master's or Doctoral program	
Doctoral Program Certificate with Academic Degree	Students who have completed the Doctoral program	
	A degree recipient of thesis doctor ("Dissertation Doctor")	
Certificate of Program Withdrawal with Satisfaction of Credit and Enrollment Requirements	Students who have withdrawn from the Doctoral program with the fulfillment of credit and enrollment requirements by the end of the program	
Certificate of Program Withdrawal	Students who have withdrawn from the Master's or Doctoral program	
Academic Transcript	Students who have completed the Master's or Doctoral program	
	Students who have withdrawn from the Master's or Doctoral program	
Research Student Registration Certificate	Graduate Research Students	

(Remarks)

* Master's and Doctoral students at Hongo Campus can purchase a commuter pass at a station ticket office by presenting their student ID card and Certificate of purchase of commuter pass (after filling out the required items). Students can obtain the Certificate of purchase of commuter pass from their department office.

* Certificate of International Graduate Research Student and Certificate of MEXT Scholarship are issued at the Office of International Students, Engineering & IST (OIS) (Engineering Building No.8, 1F).

2. Notification of Change; Address, Name, Bank Account for Tuition Fee Payment

Changes	In Charge	Procedure
Address	Office of the Graduate School of IST	Regarding courses by other graduate schools and faculties of the University of Tokyo / courses of graduate schools by other domestic universities concluded the Academic Exchange Agreement with the Graduate School of IST
Name	Office of the Graduate School of IST	Students must submit a "Notification of Name Change" and present a "Copy of Family Register" (or a "Registered Matters Certificate" for international students), and apply for renewing the student ID card.
Bank Account for Tuition Payment	Office of the Graduate School of IST	Re-register the bank account information through the webpage below: https://www.u-tokyo.ac.jp/en/prospective-students/tuition_fees.html

3. Student ID

(1) A student ID card is required for the following situations;

1. When applying for the various types of certificates
2. When entering the library
3. When receiving medical checkup at the Health Service Center
4. When identifying yourself on other occasions

(2) Renew Student ID card

Students who have an expired student ID card and still attending the school must bring the student ID card to the department office and receive the renewed student ID card.

Program	Validity period of the card issued at enrollment	Extension period after renewal	At the time of finishing or leaving school
Master's Program	2 Years	1 year valid student ID card is issued. (Doctoral students must renew it every year.)	Students must return the ID card to the department office.
Doctoral Program	3 Years		

(3) Lost Student ID card

Please be careful not to lose your student ID card to ensure the safety of students and the University.

If a student ID card is lost, the first step is to contact the Utility Card Management Section of the University of Tokyo (TEL 0120-240-751) and apply for a new card at the Office of the Graduate School of IST. It will take about two weeks to reissue the card. If the reason for reissue is due to loss, theft or damage to the card, a fee of JPY 2,000 will be charged. If the reason for reissuing the card is due to an extension of study period or a name change, there is no fee.

4. Other Procedures

Type	Where to do the procedure
Application for Master's students, Doctoral students and graduate research students of the Graduate School of IST	Office of the Graduate School of IST
Application for international graduate research students of the Graduate School of IST	Office of International Relations (OIR) or Office of International Students (OIS)
Application for Exemption of Tuition Fee, or Postponement of Payment	The Student Scholarship and Welfare Group, Education and Student Support Department Team
Application to Scholarship foundations	Student's Department Office or Office of International Students (OIS)

If you have any questions about other procedures, please contact first the Office of the Graduate School of IST.