

# University of Tsukuba

## Student's Guide



### Concept

The University of Tsukuba aims to establish free exchange and close relationships in both basic and applied sciences with educational / research organizations and academic communities in Japan and overseas. While developing these relationships, we intend to pursue education and research to cultivate men and women with creative intelligence and rich human qualities. The University of Tsukuba endeavors to contribute to the progress of science and culture.

Formerly, Japanese universities tended to remain cloistered in their own narrow, specialized fields, creating polarization, stagnation in education and research and alienation from their communities. The University of Tsukuba has decided to function as a university which is open to all within and outside of Japan.

Toward this end, the university has made it its goal to develop an organization better suiting the functions and administration with a new concept of education and research highly international in character, rich in diversity and flexibility and capable of dealing sensitively with the changes occurring in contemporary society.

To realize this, it has vested in its staff and administrative authorities the powers necessary to carry out these responsibilities.

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# Academic Calendar

Events	Undergraduate School	Graduate School Note: Dates for Tokyo Campus are marked with [ ]
Spring Semester (April 1, 2020 - September 30, 2020)		
First Day of the Academic Year	Wednesday, April 1	Wednesday, April 1
Spring Recess	Wednesday, April 1 - Saturday, April 4	Wednesday, April 1 - Saturday, April 4 【Wednesday, April 1 - Friday, April 3】
Entrance Ceremony	Sunday, April 5	Sunday, April 5 【Saturday, April 4】
Freshman / New Student Orientation	Sunday, April 5 - Tuesday, April 7	Sunday, April 5 - Monday, April 6 【Saturday, April 4】
Spring Semester Classes Begin	Wednesday, April 8	Tuesday, April 7 【Tuesday, April 7】
Spring Sports Day	Saturday, May 16 - Sunday, May 17	Saturday, May 16 - Sunday, May 17
Spring Modules A and B Final Examination Week	Monday, June 15 - Friday, June 19	Monday, June 15 - Friday, June 19
Spring Modules A, B and C Final Examination Week	Thursday, July 16 - Wednesday, July 22	Thursday, July 16 - Wednesday, July 22 【Saturday, July 25, Tuesday, July 28, Thursday, July 30, Friday, July 31, Tuesday, August 5】
Spring Semester Classes End	Wednesday, July 22	Wednesday, July 22 【Wednesday, July 29】
Final Examination Preparation Day		【Saturday, August 1, Tuesday, August 4, Thursday, August 6】
Summer Recess	Thursday, July 23 - Wednesday, September 30	Thursday, July 23 - Wednesday, September 30 【Friday, August 7 - Wednesday, September 30】
Commencement Ceremony	Friday, September 25	
Graduate School Commencement Ceremony		Friday, September 25
Fall Semester (October 1, 2020 - March 31, 2021)		
Entrance Ceremony for Fall Semester	Wednesday, September 30	Wednesday, September 30
★1 Anniversary of the University	Thursday, October 1	Thursday, October 1
Fall Semester Classes Begin	Thursday, October 1	Thursday, October 1 【Thursday, October 1】
Campus-Wide Power Outage (Tsukuba campus)	Late October (TBA)	Late October (TBA)
★2 University Festival	Friday, November 6 - Sunday, November 8	Friday, November 6 - Sunday, November 8
Fall Module A Examination Preparation Day	Tuesday, November 10	Tuesday, November 10
Autumn Sports Day	Saturday, November 14 - Sunday, November 15	Saturday, November 14 - Sunday, November 15
Fall Modules A and B Final Examination Week	Tuesday, December 22 - Monday, December 28	Tuesday, December 22 - Monday, December 28
Winter Recess	Tuesday, December 29 - Tuesday, January 5	Tuesday, December 29 - Tuesday, January 5 【Sunday, December 27 - Monday, January 4】
Fall Modules A, B and C Final Examination Week	Thursday, February 4, Tuesday, February 9, Wednesday, February 10, Friday, February 12, Monday, February 15	Thursday, February 4, Tuesday, February 9, Wednesday, February 10, Friday, February 12, Monday, February 15 【Thursday, January 21, Friday, January 22, Wednesday, January 27, Saturday, January 30, Tuesday, February 2】
Fall Semester Classes End	Monday, February 15	Monday, February 15 【Tuesday, January 26】
Final Examination Preparation Day	Tuesday, February 16	Tuesday, February 16 【Thursday, January 28, Friday, January 29, Wednesday, February 3】
Spring Recess	Wednesday, February 17 - Wednesday, March 31	Wednesday, February 17 - Wednesday, March 31 【Thursday, February 4 - Wednesday, March 31】
Commencement Ceremony	Thursday, March 25	
Graduate School Commencement Ceremony		Thursday, March 25 【Saturday, March 27】
Last Day of the Academic Year	Wednesday, March 31	Wednesday, March 31 【Wednesday, March 31】

## Notes:

- ★1 For the Anniversary of the University, classes will not be cancelled but will be held on Thursday, October 1.
- ★2 Due to the University Festival, classes on Friday, November 6 and Monday, November 9 will be recessed (excludes classes at the Tokyo campus).
- 3 The schedule for the regular health checkup will be announced at a later time. Classes for undergraduate schools, colleges and graduate schools during the scheduled health checkup will be cancelled (excludes classes at the Tokyo campus).
- 4 To meet the required number of school days, some classes will be held on the days stated below (excludes classes at the Tokyo campus).
 

April 18: Tuesday classes will be held.	April 25: Monday classes will be held.	May 9: Wednesday classes will be held.
May 23: Wednesday classes will be held.	June 6: Monday classes will be held.	June 13: Tuesday classes will be held.
June 20: Friday classes will be held.	June 27: Thursday classes will be held.	November 5: Tuesday classes will be held.
January 13: Monday classes will be held		
- 5 Classes on Wednesday, November 25 - Friday, November 27 will be recessed due to the Examination for University Admissions upon Recommendation (Suisen nyūshi shiken) and its related events (excludes classes at the Tokyo campus)
- 6 Classes on Friday, January 15 and Monday, January 18 will be recessed due to the National Center Test for University Admissions (Daigaku nyūshi senta shiken) and its related events (excludes classes at the Tokyo campus)
- 7 For the School of Medicine, the University will schedule March 10, 2021 as the date of graduation, but the commencement ceremony will be held on the date scheduled above.
- ※One academic year contains two semesters (spring semester and fall semester) which includes six modules, Spring A, Spring B, Spring C, Fall A, Fall B and Fall C. Each module has five weeks

# University Chronology

1962	September	The Tokyo University of Education decided to integrate five departments and to seek a place for the relocation of those departments.
1963	September	A Cabinet meeting approved the construction of the Science City in the Tsukuba area.
1967	September	A Cabinet meeting approved the relocation of 36 institutions including the Tokyo University of Education into the Tsukuba area.
1969	November	A committee for the preparation and examination of the establishment of a new university in Tsukuba was set up in the Ministry of Education, Science and Culture.
1970	May	The Diet enacted the Tsukuba Science City Construction Law.
1971	June	The Tokyo University of Education adopted a basic draft plan for a new university in Tsukuba.
	July	The study group for the establishment of a new university in Tsukuba reported to the Minister of Education, Science and Culture with their account on "what a new university in Tsukuba should be."
	October	A committee to prepare for the establishment of a new university in Tsukuba was formed in the Ministry of Education, Science and Culture.
1972	May	A Cabinet meeting decided to establish and relocate 42 institutions, including Tsukuba Shin Daigaku (provisional), to Tsukuba.
		According to the Law which amended part of the Act for Establishment of National Schools (Act No. 19 of 1972), an office for the preparation of the establishment of the University of Tsukuba was created in the Tokyo University of Education.
1973	October	According to the Law which amended part of the Act for Establishment of National Schools (Act No. 103 of 1973), the University of Tsukuba was founded.
		The University of Tsukuba was founded with the First Cluster of Colleges, School of Medicine, School of Health and Physical Education, and University Library.
		MIWA Tomoo was inaugurated as President.
1975	April	The Second Cluster of Colleges, School of Art and Design, and Master's and Doctoral Programs of the Graduate School were established.
1976	August	MIYAJIMA Tatsuoki was inaugurated as President.
	October	The University Hospital was opened.
1977	April	The Third Cluster of Colleges was established.
1978	March	The Tokyo University of Education was closed.
	October	The College of Medical Technology and Nursing was established as an annex to the university.
1980	April	FUKUDA Nobuyuki was inaugurated as President.
1986	April	ANAN Kouichi was inaugurated as President.
1989	April	Evening courses in the main fields were opened in the Master's programs of the Graduate Schools.
1992	April	ESAKI Leo was inaugurated as President.
		Inauguration of the first system of a cooperative graduate school system in Doctoral Programs.
1996	April	Evening courses in the main fields were opened in the Doctoral Programs of the Graduate Schools.
1998	April	KITAHARA Yasuo was inaugurated as President.
2000	April	The Graduate School of Pure and Applied Sciences, the Graduate School of Systems and Information Engineering, and the Graduate School of Life and Environmental Sciences were established with the reorganization of the Doctoral Program.
2001	April	The Graduate School of Humanities and Social Sciences, the Graduate School of Business Sciences, and the Graduate School of Comprehensive Human Sciences were established with the reorganization of the Doctoral Program.
2002	April	Inauguration of the first system of a cooperative graduate school system in the Master's Program.
	October	According to the Law which amended part of the Act for Establishment of National Schools (Act No. 23 of 2002), the University of Tsukuba and the University of Library and Information Science were amalgamated. The School of Library and Information Science and the Graduate School of Library, Information and Media Studies were established.
2004	April	According to the National University Corporation Act (Act No. 112 of 2003), the University of Tsukuba became a National University Corporation.
		IWASAKI Yoichi was inaugurated as President.
		Inauguration of the second cooperative graduate school system in the Doctoral Program. (Doctoral Program in Materials Science and Engineering, Graduate School of Pure and Applied Sciences)
2005	April	Introduction of the second cooperative graduate school system in the Doctoral Program. (Doctoral Program in Advanced Agricultural Technology and Sciences, Graduate School of Life and Environmental Sciences)
2006	April	Establishment of the first overseas office in the Republic of Tunisia.
2007	April	Establishment of the Schools of Humanities and Culture, the School of Social and International Studies, the School of Human Sciences, the School of Life and Environmental Sciences, the School of Science and Engineering, the School of Informatics, the School of Medicine and Medical Sciences, as a result of the reformation of the undergraduate system.
	September	Opening of the Student Plaza.
2009	April	YAMADA Nobuhiro was inaugurated as President.
2013	April	NAGATA Kyosuke was inaugurated as President.
		Establishment of the Global Commons.
2019	April	Establishment of the Graduate School of Business Sciences, Humanities and Social Sciences, Graduate School of Science and Technology, Graduate School of Comprehensive Human Sciences, as a result of the reformation of the Graduate School.

# Organization of the University

## Faculties

Faculties have a fundamental responsibility to both education and research related to its academic field. It plays a role to comprehensively promote the development of its expertise and collaboration with other academic fields as planned from a holistic perspective.

- Faculty of Humanities and Social Sciences
- Faculty of Business Sciences
- Faculty of Pure and Applied Sciences
- Faculty of Engineering, Information Systems
- Faculty of Life and Environmental Sciences
- Faculty of Human Sciences
- Faculty of Health and Sport Sciences
- Faculty of Art and Design
- Faculty of Medicine
- Faculty of Library, Information and Media Science

## Schools and Colleges

Organized in accordance with their educational purposes, the Schools take inclusive responsibility for undergraduate education. Each School consists of multiple Colleges that are academically close. Since the range of their intended fields of study are limited and highly specialized, in the fields of Physical Education and Arts are not organized into Colleges, they provide suitable education for their purposes as "Specialized Schools".

The Colleges belong to the corresponding Schools, taking primary responsibility for undergraduate education and serving as a base for student class composition.

School of Humanities and Culture	College of Humanities
	College of Comparative Culture
	College of Japanese Language and Culture
School of Social and International Studies	College of Social Sciences
	College of International Studies
School of Human Sciences	College of Education
	College of Psychology
	College of Disability Sciences
School of Life and Environmental Sciences	College of Biological Sciences
	College of Agro-Biological Resource Sciences
	College of Geoscience
School of Science and Engineering	College of Mathematics
	College of Physics
	College of Chemistry
	College of Engineering Sciences
	College of Engineering Systems
	College of Policy and Planning Sciences
	Bachelor's Program in Interdisciplinary Engineering
School of Informatics	College of Information Science
	College of Media Arts, Science and Technology
	College of Knowledge and Library Sciences
School of Medicine and Medical Sciences	School of Medicine
	School of Nursing
	School of Medical Sciences
School of Health and Physical Education, Health and Sport Sciences	
School of Art and Design	

## Graduate Schools

The University of Tsukuba offers Master's Programs, Doctoral Programs and Professional Degree Programs. The Master's Programs are not divided into the conventional specialized fields. They provide a broad-based interdisciplinary education aiming to produce professionals with academic and technical expertise and offering re-education opportunities for the general public.

The Doctoral Programs aim to produce highly specialized researchers and research-oriented professionals in their respective fields, offering advanced education for cultivating a high degree of specialization based on extensive knowledge. Further, the Professional Degree Programs emphasize practical training and education. They aim at producing human resources with highly specialized professional abilities.

In Doctoral Programs, there are 3 types of studying; 1) graduate program divided into separate 2-year master's and 3-year doctoral program, 2) Three-years Doctoral Program, 3) Five-year Consecutive Program.

Graduate School	Degree Programs	Program Type
Graduate School of Business Sciences, Humanities and Social Sciences	Degree Programs in Humanities and Social Sciences	Master's & Doctoral Program
	Degree Programs in Business Sciences	
	Law School Program	Professional Degree Program
	MBA Program in International Business	
Graduate School of Science and Technology	Degree Programs in Pure and Applied Sciences	Master's & Doctoral Program
	Degree Programs in Systems and Information Engineering	
	Degree Programs in Life and Earth Sciences	
	Joint Master's Degree Program in Sustainability and Environmental Sciences	Master's Program
Graduate School of Comprehensive Human Sciences	Degree Programs in Comprehensive Human Sciences	Master's Program Master's & Doctoral Program
	Joint Master's Program in International Development and Peace through Sport	Master's Program
	Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education	Master's & Doctoral Program
	International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health	Master's Program

## School of Integrative and Global Majors (SIGMA)

In December 2011, SIGMA was established for the purpose of directing and implementing interdisciplinary degree programs (various multidisciplinary education and research programs).

In addition to the conventional Doctoral Programs, a new interdisciplinary degree program; the Bachelor's Program in Global Issues, was established in April 2017. Also, the "Ph.D. Program in Humanities" which was adopted in the WISE Program (Doctoral Program for World-leading Innovative & Smart Education) was established in April 2019 as the most interdisciplinary and cutting-edge degree program where faculty members are mobilized across disciplines, conducting education and research in SIGMA.

Bachelor's Program	Bachelor's Program in Global Issues (BPGI)
Master's & Doctoral Programs	Ph.D. Program in Humanities

## Centers

In the University, various centers have been established as an academic research facility in order to conduct the most advanced research, contribute research outcome to the society or provide education and so on to students and employees.

### 《Advanced Research Centers》

The centers pursue their research in their respective research fields with a goal of becoming international research hubs attracting outstanding talents from the world.

- Center for Computational Sciences (CCS)
- Life Science Center for Survival Dynamics, Tsukuba Advanced Research Alliance (TARA)
- Tsukuba-Plant Innovation Research Center
- Shimoda Marine Research Center
- Plasma Research Center
- Alliance for Research on Mediterranean and North Africa (ARENA)
- Center for Cybernics Research
- Center for Research in Isotopes and Environmental Dynamics (CRIED)
- Center for Artificial Intelligence Research
- Proton Medical Research Center
- Mountain Science Center
- Microbiology Research Center for Sustainability (MiCS)
- Advanced Research Initiative for Human High Performance (ARIHHP)
- Transborder Medical Research Center
- Tomonaga Center for the History of the Univers
- Tsukuba Research Center for Energy Materials Science

### 《Research Support Centers》

Performs infrastructure development for research activities and provides support for conducting smooth research without delay.

- Research Facility Center for Science and Technology
- Academic Computing and Communications Center (ACCC)

### 《Education and Student Support ServiceCenters》

Handles mainly educational / particular type of work as well as support for students and faculty members.

- Center for Education of Global Communication (CEGLOC)
- Sport and Physical Education Center
- Admission Center
- University Health Center

### 《Research and Development Centers》

The Research and Development Centers are actively pursuing joint research and development of disciplines with high societal demands and establishing an industry-academic-government joint research system with external funds, etc. as the business operation budget to promote research for the common good and encourage creation of innovation.

- The Algae Biomass and Energy System R&D Center (ABES)
- R&D Center for Precision Medicine (PMC)
- R&D Center for Frontiers of MIRAI in Policy and Technology (F-MIRAI)
- R&D Center for Sport Innovation
- R&D Center for Health Services
- R&D Center for Tailor-Made QOL
- R&D Center for Working Persons' Psychological Support
- R&D Center for Innovative Material Characterization (IMC)
- R&D Center for Innovative Drug Discovery (IDD)

### 《World Premier International Research Center Initiative (WPI)》

WPI was launched by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) with the aim of offering intensive support to proposals to create world premier international research centers staffed with the world's most leading investigators. This program will promote basic research in Japan and strengthen international competitiveness. International Institute for Integrative Sleep Medicine (IIS), the center directed by Professor Masashi Yanagisawa was selected as a WPI center in FY 2012.

### [University website: Research and Educational Institutions]

<http://www.tsukuba.ac.jp/en/research/resource-facilities>



# I. Student Contact Offices

## 1 Campus Life and Administration

### (1) Offices for Student Services

Department of Student Affairs	Division of Student Welfare (3 <sup>rd</sup> Floor, Student Plaza)
	Division of Career Services (2 <sup>nd</sup> Floor, Student Plaza)
	Division of Student Exchange (2 <sup>nd</sup> Floor, University Hall C Bldg.)
Department of Educational Promotion	Division of Educational Promotion (2 <sup>nd</sup> Floor, Administration Center)
	Division of Educational Renovation Support (2 <sup>nd</sup> Floor, Administration Center)
	Division of Educational Partnership (2 <sup>nd</sup> Floor, Administration Center)
	Division of Admission (2 <sup>nd</sup> Floor, Administration Center)

Note: Refer to page 2-4 for each Academic Service Office

### (2) Student Plaza

The Student Plaza is found in Building 1D in Area 1, located near the center of the campus designed to offer comprehensive student support regarding campus life and job searches.

The main support services in Student Plaza are as follows:

#### ① Division of Student Welfare & the Student Support Office

- Consultation and guidance on campus life
- Consultation on financial support
- Student residence halls, welfare facilities, and part-time work
- Extracurricular activities and training facilities
- Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)

#### ② Center for Diversity, Accessibility and Career Development (DAC Center) / the Division of Career Services

- Career Development Support
- Careers and Employability Support
- Support for Students with Disabilities
- Support for LGBT students

Note: Refer to page 27-29 for further details

#### ③ General Consultation Service

If you have any problem in your student life and need a consultant for it, just feel free to come to the room for General Consultation located in each Student Plaza and Kasuga Area. You can talk about any problem related to your student life with the counselors. Depending on the issue, they can also search for the specific kind of support that you may can get in your situation.

Note: Refer to page 26 for further details

#### ④ T-ACT Promotion Office

The “Tsukuba Action Project (commonly called as “T-ACT”)” lets anyone who belongs to the University participate in any existing projects, or offer support for their own project. If you are interested in volunteer work, some activities outside of the University, or implementing your own project, just stop by the office and make your dream come true.

Note: Refer to the website for further details.

#### ◇ Examples of main initiatives

- Holding a student fashion show
- Study supports for foreign children
- Discovering great coffees
- Organizing events open to public

#### 【 T-ACT Website 】

<http://www.t-act.tsukuba.ac.jp/en/>



### (3) Academic Service Offices

In order to provide administrative services that are closely related to your major, the University established several Academic Service Offices for each corresponding field. In most Academic Service Offices, the 2 affairs that are closely linked to campus life; “Undergraduate / Graduate Educational Affairs” and “Student Support” have been established and provide students various administrative services as follows:

#### 〈Student Support〉

Provides entire services in students’ campus life

#### 〈Undergraduate Educational Affairs〉

Coordinates class-related matters (including Course Registration)

#### 〈Graduate Educational Affairs〉

Coordinates class-related matters (including Course Registration)



#### (4) Corresponding Academic Service Offices to Schools / Colleges, Graduate Schools, and Programs

Academic Service Offices	Undergraduate (Schools & Colleges)	Graduate School (Schools & Programs)
<p><b>Academic Service Office for the Humanities and Social Science Area</b> (3<sup>rd</sup> Floor, 1A Building)</p> <p>Student Support : 029-853-4022</p> <p>Educational Affairs (for Undergraduate): 029-853-4021 (for Graduate) : 029-853-7294</p> <p>International Social Studies : 029-853-4465</p>	<p><b>School of Humanities and Culture</b> College of Humanities</p> <p><b>School of Social and International Studies</b> College of Social Sciences</p>	<p><b>Graduate School of Business Sciences, Humanities and Social Sciences</b></p> <p><b>Degree Programs in Humanities and Social Sciences</b> Humanities, International Public Policy, International and Advanced Japanese Studies</p>
<p><b>Academic Service Office for the Business Sciences Area</b> (Bunkyo School Building Tokyo Campus)</p> <p>Academic Affairs Section: 03-3942-6918</p>		<p><b>Graduate School of Business Sciences, Humanities and Social Sciences</b></p> <p><b>Degree Programs in Business Sciences Law, Business Administration</b> System Management, Advanced Studies of Business Law</p> <p><b>Law School Program</b></p> <p><b>MBA Program in International Business</b></p> <p><b>Graduate School of Comprehensive Human Sciences</b></p> <p><b>Degree Programs in Comprehensive Human Sciences</b> Counseling, Counseling Science, Rehabilitation Science, Sport and Wellness Promotion</p>
<p><b>Academic Service Office for the Pure and Applied Sciences Area</b> (3<sup>rd</sup> Floor, 1A Building)</p> <p>Student Support : 029-853-6142</p> <p>Educational Affairs (for Undergraduate): 029-853-7881 (for Graduate) : 029-853-4030</p>	<p><b>School of Life Environmental Sciences</b> College of Geoscience</p> <p><b>School of Science and Engineering</b> College of Mathematics College of Physics College of Chemistry</p>	<p><b>Graduate School of Science and Technology</b></p> <p><b>Degree Programs in Pure and Applied Sciences</b> Mathematics, Physics, Chemistry, Engineering, Sciences, Materials Innovation</p>
<p><b>Academic Service Office for the Systems and Information Engineering Area</b> (2<sup>nd</sup> Floor, 3A Building)</p> <p>Student Support : 029-853-4980</p> <p>Educational Affairs (for Undergraduate): 029-853-4977 (for Graduate) : 029-853-4979</p>	<p><b>School of Social and International Studies</b> College of International Studies</p> <p><b>School of Science and Engineering</b> College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences Bachelor's Program of interdisciplinary Engineering</p> <p><b>School of Informatics</b> College of Information Science</p>	<p><b>Graduate School of Science and Technology</b></p> <p><b>Degree Programs in Systems and Information Engineering</b> Policy and Planning Sciences, Service Engineering, Risk and Resilience Engineering, Computer Science, Intelligent and Mechanical Interaction Systems, Engineering Mechanics and Energy, Empowerment Informatics</p>

Academic Service Offices	Undergraduate (Schools & Colleges)	Graduate School (Schools & Programs)
<p><b>Academic Service Office for the Life and Environmental Sciences Area</b> (2<sup>nd</sup> Floor, 2B Building)</p> <p>Student Support : 029-853-4804</p> <p>Educational Affairs (for Undergraduate): 029-853-4803 (for Graduate) : 029-853-7808</p>	<p><b>School of Humanities and Culture</b> College of Comparative Culture College of Japanese Language and Culture</p> <p><b>School of Life and Environmental Sciences</b> College of Biological Sciences College of Agro-biological Resource Sciences</p>	<p><b>Graduate School of Science and Technology</b></p> <p><b>Degree Programs in Life and Earth Sciences</b> Biology, Agro-Bioresources Science and Technology, Agricultural Sciences, Life and Agricultural Sciences, Bioindustrial Sciences, Geosciences, Environmental Sciences, Environmental Studies, Mountain Studies</p> <p><b>Joint Master's Degree Program in Sustainability and Environmental Sciences</b></p>
<p><b>Academic Service Office for the Human Sciences Area</b> (2<sup>nd</sup> Floor, 2A Building)</p> <p>Student Support : 029-853-8084</p> <p>Educational Affairs (for Undergraduate): 029-853-5926 (for Graduate) : 029-853-5606</p>	<p><b>School of Human Sciences</b> College of Education College of Psychology College of Disability Sciences</p>	<p><b>Graduate School of Comprehensive Human Sciences</b></p> <p><b>Degree Programs in Comprehensive Human Sciences</b> Education, Psychology, Disability Science</p>
<p><b>Academic Service Office for the Art and Sport Sciences Area</b> (2<sup>nd</sup> Floor, 5C Building)</p> <p>Student Support : 029-853-2731</p> <p>Educational Affairs (for Undergraduate)</p> <p>Health &amp; PE : 029-853-2804 Art &amp; Design : 029-853-2793 (for Graduate) : 029-853-7808</p>	<p><b>School of Health and Physical Education, Health and Sport Sciences</b></p> <p><b>School of Art &amp; Design</b></p>	<p><b>Graduate School of Comprehensive Human Sciences</b></p> <p><b>Degree Programs in Comprehensive Human Sciences</b> Neuroscience, Human Care Science, Public Health, Sports Medicine, Physical Education Health and Sport, Sport and Olympic Studies, Coaching Science, Art Design, Heritage Studies</p> <p><b>Joint Master's Program in International Development and Peace through Sport</b></p> <p><b>International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health</b></p>
<p><b>Academic Service Office for the Medical Sciences Area</b> (2<sup>nd</sup> Floor, 4A Building)</p> <p>Student Support : 029-853-2916</p> <p>Educational Affairs (for Undergraduate)</p> <p>Medicine : 029-853-3412 Nursing &amp; Medical Sciences: 029-853-3420 (for Graduate) : 029-853-3013</p>	<p><b>School of Medicine and Medical Sciences</b> School of Medicine School of Nursing School of Medical Sciences</p>	<p><b>Graduate School of Comprehensive Human Sciences</b></p> <p><b>Degree Programs in Comprehensive Human Sciences</b> Medical Sciences (Doctoral program), Nursing Science, Medical Sciences (Master's program), Public Health</p> <p><b>International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health</b></p>

Academic Service Offices	Undergraduate (Schools & Colleges)	Graduate School (Schools & Programs)
<p><b>Academic Service Office for the Library, Information and Media Sciences Area</b> (2<sup>nd</sup> Floor, 7B Building)</p> <p>Student Support : 029-859-1130</p> <p>Educational Affairs (for Undergraduate): 029-859-1110 (for Graduate) : 029-859-1120</p>	<p><b>School of Informatics</b> College of Media Arts, Science and Technology College of Knowledge and Library Sciences</p>	<p><b>Graduate School of Comprehensive Human Sciences</b></p> <p><b>Degree Programs in Comprehensive Human Science</b> Informatics</p>
<p><b>Academic Service Office for School of Integrative and Global Majors</b> (2<sup>nd</sup> Floor, Admission Center) Global Issues : 029-853-2500</p> <p>(Laboratory of Advanced Research A703) Human Biology : 029-853-7085 Life Science Innovation: 029-853-3662 Humanics : 029-853-7085</p>	<p><b>Bachelor's Program in Global Issues</b></p>	<p><b>School of Integrative and Global Majors (SIGMA)</b> Humanics</p> <p><b>Graduate School of Science and Technology</b></p> <p><b>Degree Programs in Systems and Information Engineering</b> Life Science Innovation (Bioinformatics)</p> <p><b>Degree Programs in Life and Earth Sciences</b> Life Science Innovation (Food Innovation), (Environmental Management), (Biomolecular Engineering)</p> <p><b>Graduate School of Comprehensive Human Sciences</b></p> <p><b>Degree Programs in Comprehensive Human Sciences</b> Human Biology, Life Science Innovation (Disease Mechanism), (Drug Discovery)</p>

## 2 Changes in Student Status

If you are thinking to apply for change of student status in the cases below (excluding 2. Re-enrollment nor 5. Dismissal and Disciplinary Action), please make sure to consult with your Class Instructor or Academic Advisor beforehand.

### (1) Leave of Absence

Note: The written permission will be issued after the request got approved at the corresponding faculty meeting.

If you are unable to attend classes for more than 2 months due to an illness or other particular reasons, you are allowed to take a leave of absence within 1 year upon the approval of the head of your affiliation. The period of absence may be extended by up to 1 year in certain circumstances. However, the total period of the absence during your enrollment period shall not exceed 3 years.

You can obtain a request form for a Leave of Absence at your respective Academic Service Office.

**Document Required** : Application for a Leave of Absence (Requires an approval seal of your Class Instructor / Academic Advisor, confirmation seal of tuition payment, and a medical certificate must be attached in the case of sick leave.)

**Deadline of Submission**: 1 month prior to absence (Depending on the colleges, 2 months in advance)

**Place of Submission** : Undergraduate Educational Affairs, Academic Service Office

**Period of Absence** : Within 1 year (The period of absence will not be added to the period of enrollment nor to the minimum required term of the study.)

### (2) Re-enrollment

Students returning from a leave of absence upon the expiration of the approved period must submit a Notification for Re-enrollment before the expiration date of the approved date.

If you wish to return from a leave of absence during the approved period, please submit a request form "Application for Re-enrollment" to be approved. In case you have taken a leave of absence due to illness, a medical certificate that proves of your recovery is required.

**Document Required** : For the expiration of the period of leave of absence → Notification of Re-enrollment  
Re-enrollment midway through the period of leave of absence → Application for Re-enrollment

**Deadline of Submission**: 1 month prior to re-enrollment

**Place of Submission** : Undergraduate Educational Affairs, Academic Service Office

### (3) Transfer, Study Abroad, and Change of Courses

Note: The written permission for the requests will be issued after they got approved at the corresponding faculty meeting.

#### ① Transfer

If you wish to enter or transfer to a different university, you must obtain president's permission.

**Document Required** : Application for Permission to Take Entrance Examinations at Other Universities (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

**Place of Submission**: Undergraduate Educational Affairs, Academic Service Office

#### ② Study Abroad

You can study abroad remaining enrolled at the University upon approval of the head of your affiliation. Upon the approval of the University, a maximum of 60 credits from study abroad may be added to the graduation requirements. Any credits earned before enrollment, in leave of absence, or from other universities while studying at the University of Tsukuba are also included in this 60-credit limit.

**Document Required** : Application for Studying Abroad (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

**Place of Submission**: Undergraduate Educational Affairs, Academic Service Office

#### ③ Course Change

In case of transferring to a different School or College within the University of Tsukuba, you may be permitted to start from the corresponding year of the course / program upon the selection and the approval.

**Document Required** : Application for Change of School and College (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

**Place of Submission**: Undergraduate Educational Affairs, Academic Service Office

### (4) Withdrawal

Note: The written permission will be issued after the request got approved at the corresponding faculty meeting.

If you have to withdraw from the University due to economic or other unavoidable circumstances, a request for withdrawal must be submitted detailing the reasons.

**Document Required** : Application for Withdrawal from School (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

**Place of Submission**: Undergraduate Educational Affairs, Academic Service Office

## (5) Dismissal and Disciplinary Action

In order to maintain a favorable educational and research environment as well as to preserve order in the University, the regulations such as Undergraduate School Rules the National University Corporation Regulations for Student Activities, and other regulations / policies have been established. If a student is found guilty of breach of regulations or policies, corresponding disciplinary measures will be taken.

### ① Dismissal

Students shall be dismissed from the University under the following circumstances;

- ( i ) Students who fail to pay tuition fees, even after being demanded to do so by the University.
- ( ii ) Students who exceed the maximum enrollment duration as stated in the Undergraduate School Rules, Article 4 (maximum duration: 6 years in general, 9 years in the School of Medicine).
- ( iii ) Students who fail to attain at least 15 credits (or equivalent credits / courses taken in the School of Medicine) each year (\*excluding those who have obtained permission from the Dean in advance).
- ( iv ) Students who exceed the maximum period of leave of absence and are still unable to attend the University as stated in the Undergraduate School Rules; Article 48-1 (2 years of continuous leave of absence) and Article 48-2 (total of 3 years of leave of absence).
- ( v ) Student who fail to pay admission fee after finally denied the application for admission fee exemption, or approved for a half exemption.

### ② Disciplinary Action

The University may impose disciplinary measures on a student who breaches the University regulations or who commits acts deviating from the students' responsibilities.

#### Article 58: Restriction on Student Conduces

Students must not engage in the following activities:

- ( i ) Obstruct the proper administration of final examination or other examinations.
- ( ii ) Damage the University's facilities, equipment or environment.
- ( iii ) Breach the provisions of the University regulations or other rules.
- ( iv ) Disturb the public order or engage in other deviations from their responsibilities as students.

#### Article 60-2: Disciplinary Measures

The type of disciplinary measures that the President may impose shall consist of "disciplinary expulsion", "suspension" and "admonishment".

#### Article61: Disciplinary Expulsion

Disciplinary expulsion shall be imposed on a student in any of the following circumstances.

- ( i ) Students who exhibit bad behavior and are unlikely to improve their behavior.
- ( ii ) Students who are often absent from the University without justifiable reason(s).
- ( iii ) Students who disturb the public order or who otherwise demonstrate extreme deviation from their responsibilities as students.

#### Article62: Suspension

Suspension period shall be included in the period of maximum enrollment duration but shall not be included in the school year. However, if the period does not exceed one month, the suspension period may be included in the school years required for graduation.

\*Disciplinary measures will be impose after careful investigation and discussion by referring to prior cases.

## 3 Changes in Personal Information

Please promptly submit the designated notification when your registered name, gender, domicile, emergency contact number, or hometown address has been changed while you are enrolled at the University.

In case of changes in current address, update it in the Contact Details field on TWINS yourself.

**Document Required : Notification of Current Address, Notification of Change of Emergency Contact Number, Notification of Change of Name / Domicile**

**Place of Submission: Student Support, Academic Service Office**

Around once a semester, TWINS displays confirmation screen of your current address when you log into your TWINS page. Even though there is no change in your address, please choose "Confirm" button of the message box.

**Without the confirmation, you cannot issue certificates using Automatic Certificate Issuing Machine.**

## II. Campus Life

### 1 “Campus Life” on the University Website

<http://www.tsukuba.ac.jp/en/students/campus-life>

“Campus Life” on the University website provides information on major aspects of school life, accommodation, and support programs for international students.



◇ Main Contents on “Campus Life”

- |                                                  |                                   |
|--------------------------------------------------|-----------------------------------|
| • University Events                              | • Student Counseling              |
| • Extracurricular Activities (Clubs and Circles) | • Tutor System                    |
| • Part-time Job Information                      | • Career Options after Graduation |
| • Accommodation for International Students       | • Writing Support Portal          |

### 2 Issuing Official Documents and Certifications

#### (1) Student ID Card

Your Student ID Card identifies you as a student of the University of Tsukuba. It provides you access to our university facilities such as the libraries, laboratories, or to on-campus services. Please make sure to carry the card with you at all times. If you are requested to show your Student ID Card to obtain services or to prove your identity in certain places, you must follow their instructions (University Regulations-Article 7).

The following situations are most common places that require a Student ID Card.

**Use of Facilities** : Libraries, Satellite Computer Rooms, Automatic Certificate Issuing Machine

**Registering Attendance** : Classes, Examinations

**Use of Student Discount**: Issuing Student Discount Certificate (for travel fare)  
Purchasing a student commuter pass (for public transportation)  
University On-campus Transportation System (bus-pass)

#### Cautionary Notes:

- Do not lend or give your student ID card to another person.
- When there is any change in your personal information printed on your Student ID Card, please promptly notify your respective Academic Service Office.
- When you lose your student status due to graduation or withdrawal, please immediately return your Student ID Card to your respective Academic Service Office.

#### Period of Validity

Student ID Cards are valid until the end of the required term of study. For those who are going to be enrolled for more than the term embossed on their Student ID Card, please approach the respective Academic Service Office at the end of the academic year in order to extend the valid period.

#### Re-issuing Student ID Card

Your Student ID Card can be re-issued with the following procedures in case you have lost or damaged the card, or in other circumstances.

- ① Pay the issue fee, 1,000 yen at Shihokai Service Promotion Office on the 4th Floor of the University Hall. After the payment, collect the receipt “IC Card Purchase Certificate for Student ID Card” and the form “Request to Reissue a Student ID Card”
- ② Fill out the application above and submit it with the receipt to the Division of Student Welfare or the Academic Service Office (if you are in a hurry, come to the Division of Student Welfare).

#### Notes:

1. If you want to change the picture on your Student ID Card, attach the new picture (3 × 2.4 cm, close-up of your full head and upper shoulders with no other objects, nothing in the background, taken within the last 3 months) to the forms.
2. If you find your lost Student ID Card after re-issuing the card, please return the old one to the Division of Student Welfare / your respective Academic Service Office at your earliest convenience.

## (2) Student Discount Certificate (for travel fare)

**Supportable Trip** : Curricular / Extracurricular activities, job search, entrance exam, going back to hometown during break or in other occasions, field trips.

**Condition of Use** : Traveling more than 100km (one-way) on JR lines.

**Discount** : 20% discount on ticket.

\*When your travel matches the condition for Round-Trip Discount (10% off on round trip tickets, if the trip covers more than 600 kilometers one way), the fare can receive another 20% discount.

**Period of Validity**: The certificate valid for 3 months from the issue date. Validity of purchased ticket period is shown below.

Working Kilometers (one-way)	up to 200	up to 400	up to 600	up to 800	up to 1,000	up to 1,200	up to 1,400	up to 1,600	up to 1,800
Days Valid	2	3	4	5	6	7	8	9	10

The certificate can be issued using Automatic Certificate Issuing Machine. Please note that only Degree Students (Undergraduate / Graduate students) can issue and use the certificate.

## (3) Student Commuter Certificate

Most public transportation in Japan offers commuter passes for those who use the transportation regularly. You can purchase a commuter pass showing your Student ID Card or the following commutation certificate; 1) Student Commuter Certificate (筑波大学通学定期乗車券購入証明書) for those who purchase a commuter pass to their main campus, or 2) Student Commuter Pass (通学証明書) for those who commute to other campus or schools in order to participate in trainings or seminars. If you are requested to submit a certificate when purchasing a commuter pass, please apply to your respective **Academic Service Office**.

## (4) Certificate of Enrollment, Transcript of Academic Record, and Other Documents

Most of the certificates for regular students can be issued by the Automatic Certificate Issuing Machine (証明書自動発行機). The operating hours may differ depending on the location where the machine is installed, so caution is advised. In case of non-regular students (Non-degree Research Student, Credited Auditor, Exchange Student), their certificates or transcripts are issued upon request at the respective **Academic Service Office**.

◇ Locations & Documents available from the machines

Locations (Operating Hours: Weekdays, 9:00 to 17:00)	Certificates
Academic Service Offices Student Plaza 2F (Weekdays, 9:00 to 21:00) Division of Student Exchange (University Hall Bldg.C, 2F) Shimoda Marine Research Center Sugadaira Montane Research Center	<ul style="list-style-type: none"> <li>• Student Discount Certificate (for travel fare)</li> <li>• Transcript</li> <li>• Certificate of Enrollment</li> <li>• Certificate of Academic Record and Expected Completion</li> <li>• Certificate of Expected Completion</li> <li>• Health Examination Certificate (also can be issued at the University Health Center)</li> <li>• Certificate of Japanese Government (Monbukagakusho) Scholarship Student</li> <li>• Certificate of Receipt of a Scholarship</li> </ul>

Notes:

1. When the Health Examination Certificate is not available from the machine, please request it at the University Health Center.
2. Operating Hours in Tokyo Campus: Monday, 10:00 to 18:00 / Tuesday to Friday, 10:00 to 21:00 / Saturday, 10:00 to 20:00  
(The operating days and hours are subject to change depending on the occasion)

## (5) Issue of Other Certificates

For the other certificates, please fill out a request form and submit it to the corresponding offices / counters below.

Type of Certificates / Documents	Corresponding Offices / Counter	Remarks
Expected Acquired Credits for Teacher's License (教員免許状取得見込証明書)	Academic Service Office (Undergraduate Educational Affairs)	
Academic Record and Graduation (Completion)	Division of Educational Promotion (Academic Affairs Group)	For the request after graduation or leaving the University
Academic Record and Enrollment Completion		
Transcript of Credits (for Teacher's License)		For Teaching License Application
Letter of Recommendation	Academic Service Office (Student Support)	
Character Reference		

### 3 Student Meetings, Posting / Distributing on Campus

Leading a student life, you may wish to distribute postings or documents to inform people of meetings such as seminars, recitals, discussions or other extracurricular activities. In such cases, the students can put up announcements or distribute flyers in accordance with the procedures and the regulations described in P.33; University of Tsukuba, National University Corporation Regulations on Student Activities. Please note that in these regulations, "Meeting" includes group gathering (including demonstrations), surveys and events.

The corresponding forms are placed in **Academic Service Offices / Division of Student Welfare**.

Please note that university may ban to hold a Student Meeting in case the persons responsible or the participants violated the regulations or failed following the university staff instructions.

#### (1) Document Required and Submission

- Request for a Meeting → Form for "Request to Organize a Student Gathering"
- Request for Posting / Distributing → Form for "Request for Posting / Distributing Documents"

**When distributing documents or fliers, both forms above will be required.**

**When submitting a request, an approval signature of corresponding faculty members (see below) are required.**

Extracurricular Activities : Supervisor's signature  
 Class Activities : Signature of the lecture-in-charge  
 Others(ex. volunteer works) : Signature of a faculty member of college/school that the applicant belongs.

**Place of Submission : Academic Service Office of the person responsible**  
**Deadline of Submission : 5 working days prior to the meeting date (\*holidays excluded)**  
**Start Accepting Applications : 1 month prior to the date of the event**

Notes:

1. The submission place for Campus-wide organizations (such as the University of Tsukuba Student Representative Conference, The Executive Committee of School Festival, Sports Day Student Committee, representative meetings for extracurricular activities) is Division of Student Welfare (Student Support).
2. When holding meetings on campus that will make money through donation or sales, attach a revenue and expenditure estimate to the application. The balance sheet should be submitted after the meeting.

#### (2) Meeting Place

The person responsible for the meeting must confirm the availability of the place with the office in charge (see below). Please note that some large classrooms equipped with learning devices are not available.

◇ Offices in Charge of Facilities

Offices / Divisions	Corresponding Facilities
Academic Service Office for the Humanities and Social Sciences Area	1B, 1C, 1H
Academic Service Office for the Pure and Applied Sciences Area	1D, 1E, Cafeteria in Area 1, Soup Factory
Academic Service Office for the Systems and Information Engineering Area	3A, 3B, 3K, 3L, Cafeteria in Area 3
Academic Service Office for the Life and Environmental Sciences Area	2C, 2D, Cafeteria in Area 2
Academic Service Office for the Human Sciences Area	2A
Academic Service Office for the Art and Sport Sciences Area	5C, Cafeteria in Art and Physical Education Area
Academic Service Office for the Medical Sciences Area	4A, 4B, Cafeteria in Medical Area
Academic Service Office for the Library, Information and Media Studies Area	7A, Cafeteria in Kasuga Area
University Hall Office	University Hall, University Hall Square
Division of Student Welfare (Welfare and Residence Halls)	Student Residence Halls (Including the Daiwa Lease Community Station)
Division of Student Welfare (Student Support)	In Front of Matsumi-Ike, Space in Front of the 2 <sup>nd</sup> Floor of Building C in Area 1, Square between Area 2 and Area 3, Square in Front of the 2 <sup>nd</sup> Floor of Building 5C in the Art and Sport Sciences Area, Central Courtyard in the 2 <sup>nd</sup> Floor of Building 4A in Medical Area, Central Courtyard in Kasuga Area



### (3) Posting / Distributing on Campus

Notices or posters must be displayed on the designated bulletin boards. As well as posting on bulletin board you can distribute notices or flyers only at designated and approved places. Please note the name of the Student Organization, or the name and affiliation of the persons responsible (if it is not for Student Organization activities) must be specified for both posting and distributing.

**Maximum Poster / Notice Size: 80 cm × 110 cm**

**Display Period : Up to 1 month from the following the date of the permission.**  
**(Any outdated notices must be removed by the person responsible.)**

#### ◇ Bulletin Board Locations



Area 1  
Bldg. 1B, 2<sup>nd</sup> Floor



Area 2  
Bldg. 2B, 2<sup>nd</sup> Floor



Area 3  
Bldg. 3A, 2<sup>nd</sup> Floor



Physical Education Area  
Bldg. 5C, 2<sup>nd</sup> Floor



Medical Area  
Bldg. 4A, 2<sup>nd</sup> Floor



Kasuga Area  
Bldg. 7B, 1<sup>st</sup> Floor



Hirasuna Community  
Center, 1<sup>st</sup> Floor



Oikoshi Community  
Center, 2<sup>nd</sup> Floor



Global Village, 1<sup>st</sup> Floor



Ichinoya Community  
Center, 1<sup>st</sup> Floor



Residence Halls in Kasuga  
Bldg. 1, 1<sup>st</sup> Floor



Residence Halls in Kasuga  
Bldg. 2, 1<sup>st</sup> Floor

### (4) Setting Up Signboards and Megaphone Loudspeakers

If you wish to set up signboards or use megaphone loudspeaker, get the corresponding form and apply at Division of Student Welfare. When you apply, the name of the persons responsible must be mentioned on the form.

#### Permission of Setting Up Signboard

**Document Required:** Application to Set Up a Large Display (\*must be submitted 5 days (excluding holidays) prior to the setting).

**Display Period :** Up to 1 week including the days of the event.

#### Use of Megaphone Loudspeaker

**Document Required:** Request for Use of Megaphones (\*must be submitted 5 days prior to the usage).

Note: Please consult the usage date, time and place to staff / faculty members.

The University curbs any political or religious activities of specific group / organizations, grounded in the fundamental principles that we never allow specific political activities with a political purpose on campus.

## 4 On-campus Transportation

### (1) Bicycle / Motorcycle Registration

In order to solve the issues of bike parking space or blocked passages by bikes, the bicycle / motorcycle registration system has been installed. The IC tag will be issued for registrant. Please attach the tag a clearly visible place on your bicycle / motorcycle.

**Document Required : Application for Bike Registration (You can get the form at the submission place below)**

**Place of Submission: Division of Student Welfare (Student Support) / Academic Service Offices**

**Registration Fee : 2,000 yen per bicycle / motorcycle**

#### When replacing Bicycle / Motorcycle

When you change your bicycle / motorcycle, another registration is required. Please note that you cannot re-stick the IC tag of your previous bicycle / motorcycle to the new one.

#### When Your Bicycle / Motorcycle got stolen

We can re-issue your IC tag upon your request. Please submit a Theft Report and “再交付願い (sai-kofu-negai; request for reissue)” to your respective Academic Service Office.

### (2) Parking on Campus

If you have no choice but commuting by car, you can apply for an on-campus parking. Because of the limited number of parking spaces, the University has set the area prohibited to commute by car. Excluding special occasions, the students living in those areas are not allowed to commute to campus by a car.

#### The Area Prohibited to Commute by Car

- Areas within 2 kilometers from the locations of the students' Academic Service Office
- Areas of Student Residence Halls (\*excluding special occasions such as disabilities)

#### How to Apply

- ① Collect the application form at your respective Academic Service Office.
- ② Submit the application attached with the all required documents to the office above.
- ③ After receiving the parking permit, you can use the designated parking.

Note: For further details, please refer to the notice and instruction displayed at Academic Service Offices

#### Parking Fee

Gated Parking : 10,800 yen for a year (900 yen / month)

Non-gated Parking: 4,800 yen for a year (400 yen / month)

#### Illegal parking on-campus is subject to wheel lock or towing.

Parked cars blocking emergency vehicle traffic and causing a serious traffic disturbance **will be towed**. A driver who accumulates 7 or more penalty points will receive a warning, and further offences will result in **wheel locks**.

Please refer to the following website for parking violations and penalty points at Tsukuba Campus.

**[University of Tsukuba, Road Safety Office] \*Only available in Japanese**

<http://www.t-anzen.org/>



### (3) On-campus Transportation System (On-campus Loop-line Bus)

The University has introduced a campus transportation system convenient to the commute and mobility on campus. Please refer to the usage guide in Maruzen bookstores for details on how to use and precautions.

**Annual Bus Pass: 9,500 yen per year**

**Covered Section : Between “Tsukuba Center” and the Bus Stops on Campus**

(The bus pass above allows you to freely get on and off between the sections.)

\*see the bus route map below

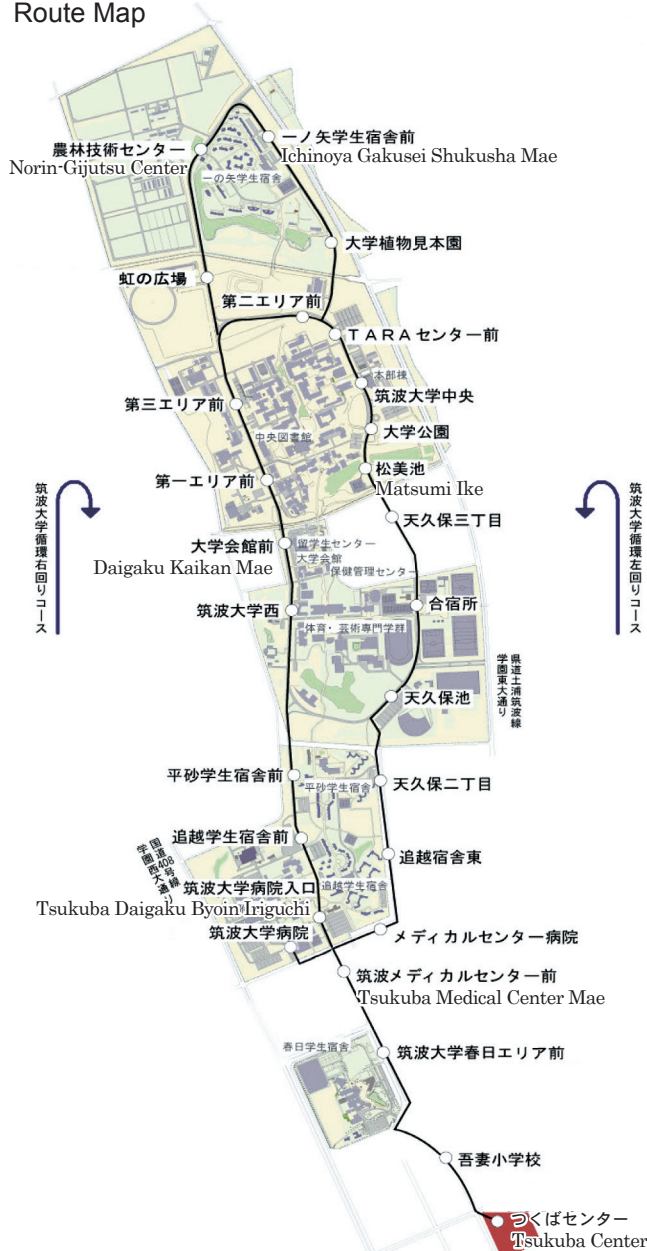
#### How to Get & Use

Purchase the pass at any Maruzen bookstores on campus (there are 6 stores), and stick it on your Student ID Card.

#### Check Your Bus Pass Validity

- The bus pass will be valid till the end of the academic year. If you wish to use in the following year, please purchase the pass at the bookstores.
- No matter it is on purpose or not, using the expired pass is considered as fare evasion and must pay a fine calculated as below.  
Penalty Fare = 280 yen (one way, maximum amount) × 2 (for both way) × 2 (penalty rate) × the number of days from the expiration (April 1st)

#### Route Map



Please refer to the following link for the timetable and fares of the University of Tsukuba loop line.

#### [Kanto Railway Bus: Route, Time table, and Fare Guide]

[http://www.tsukuba.ac.jp/en/application/files/3914/5619/4610/bus\\_time\\_table.pdf](http://www.tsukuba.ac.jp/en/application/files/3914/5619/4610/bus_time_table.pdf)



The bus pass sticker can be reissued at Division of Student Welfare in case the sticker got damaged or partially ripped.

**\*The sticker can be reissued only when you can show the sticker attached on your Student ID Card.**

#### Contact

Division of General Affairs TEL: 029-853-2025

## 5 Tuition and Financial Support

### (1) Tuition Fee Payment

Tuition Fees and Deadlines

	Tuition	Payment Deadlines
1 <sup>st</sup> Semester	267,900 yen	At the end of May: Date of account transfer is May 27 (if this falls on a national holiday or a weekend, it will be withdrawn the next business day)
2 <sup>nd</sup> Semester	267,900 yen	At the end of November: Date of account transfer is November 27 (if this falls on a national holiday or a weekend, it will be withdrawn the next business day)

Notes:

1. Tuition fees are subject to change. In case a fee gets revised during your enrollment, the new fee shall be applied as of the revised date.
2. If you have set up a Direct Debit for tuition payment, please ensure to deposit the money into your bank account.

#### ① How to Pay Your Tuition Fees

**Payment Method : Direct Debit (Excluding under special circumstances, such as Leave of Absence)**

**Required Documents: Application Form for Automatic Bank Transfer (Please make sure that the account number and the seal registered for it are correct when you fill it out)**

**Place of Submission : Treasury Section (Revenue Desk), Division of Financial Management (Administration Center, 3rd Floor)**

Notes:

1. Under some circumstances, such as Leave of Absence, you can pay the fees by using a "Payment Slip" issued by the University. Please keep the bank transfer receipt issued by the financial institution.
2. If you need a proof of your tuition payment, please contact the Treasury Section (Revenue Desk) of the Division of Financial Management. It requires a few days to issue the certificate.

#### ② Paying in Lump Sum

You can also choose to pay your fees in full (both 1st and 2nd semester) at once. When you print the account activities in your passbook, the letters "ツクバダイ" (Tsukuba-dai; University of Tsukuba) will appear for the payment, instead of mentioning 1st and 2nd semester.

#### Inquiries about Tuition Payment

Treasury Section (Revenue Desk), Division of Financial Management TEL: 029-853-2161

### (2) Financial Support

#### ① Tuition Waivers and Scholarships

Full or partial exemption of the tuition fees for each 1st and 2nd semester may be awarded to those who need financial aid. Other than the exemption, tuition deferment or monthly installments option are also available.

Including the scholarship "Tsukuba Scholarship" that the University of Tsukuba offers, you can also find many scholarships offered by Japan Student Services Organization (JASSO), local authorities, and private foundations (many of private foundation's scholarships are grant-type scholarship).

**[University website: Financial Support] \*Only available in Japanese**

<http://www.tsukuba.ac.jp/students/go-abroad/scholarship.html>



#### ② Student Emergency Funds

The University provides emergency loans to students in need of sudden expenses (such as unexpected accidents, delayed remittance, sickness, etc.).

**Loan Limit : 30,000 yen per person (\*interest-free)**

**Payment Deadline: Within 1 month (in principle) after the billing**

**Payback Method : Single Lump-Sum Payment**

#### How to Apply

If you wish to receive the loan, you must apply at the Division of Student Welfare (Financial Support) upon the permission of the guarantor. Please note that only staff / faculty members (should be a faculty member, in principle) can be the guarantor of the loan.

## (1) Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)

The insurance, known as Gakkensai, covers the students' bodily injuries caused by disaster / accidents during regular curriculum, school events, extracurricular activities, commuting times (exclusive to rational routes and means), and while being on campus (excluding Student Residence Halls). The University requires all students to join this insurance in order to provide secured campus life.

Range of Coverage	Death benefits	Physical disability benefits	Medical benefits	Additional hospitalization benefits
Regular curriculum / school events	20 million yen	1,200,000 – 30 million yen	for 1 day / longer treatment 3,000 – 300,000 yen	4,000 yen per day (Up to 180 days)
while being in campus facilities other than the time of regular curriculum or school events.	10 million yen	600,000 – 15 million yen	for 1 day / longer treatment 6,000 – 300,000 yen	
Extracurricular activities on campus / off campus (*exclusive to the activities notified to the University in advance)			for 1 day / longer treatment 30,000 – 300,000 yen	
Commuting time / Traveling between university facilities			for 1 day / longer treatment 6,000 – 300,000 yen	

Notes:

1. In the case of injury, give notice to your respective Academic Service Office as soon as possible and send the accident report to the office managing the insurance by mail.
2. For further details, please contact your respective Academic Service Office or Division of Student Welfare.

## (2) Liability Insurance Coupled with “Gakkensai” (“Futai-baiseki”)

The insurance covers the injuries to a third party or property damage occurred during regular curriculum, school events, extracurricular activities such as volunteer work, and the commuting time for those activities. This insurance is voluntary, and you can apply at your respective Academic Service Office or Division of Student Welfare.

Course & Range of Coverage	Course A	Course B	Course C
	<b>Liability Insurance for Students Pursuing Education and Research</b> (known as <b>Gakken-bai</b> )  Accidents occurred during regular curriculum, school events, and the commuting time for those activities.  *This course covers the activities above on top of the coverage of Course B	<b>Liability Insurance for Internships, Professional Qualification Activities, etc.</b> (known as <b>Intern-bai</b> )  Accidents occurred during certain activities such as internships, work experience at care home, practical training at school, and the commuting time for those activities.  *Excluding practical training in medical / pharmaceutical field.  *Limited to those recognized as regular curriculum, school events, and extracurricular activities (see Note).	<b>Liability Insurance for Medical Students Pursuing Study and Research</b> (known as <b>Igaku-bai</b> )  Accidents occurred during medical training related to the school / college in medical fields and the commuting time for those activities.  *This course covers the activities above on top of the coverage of Course A and B
<b>Coverage Option</b>			
<b>Maximum Coverage</b>	Up to 100 million yen per accident for both bodily injury and property damage (*zereductible) coverage of Course B		
<b>Insurance Fee (for 1 year)</b>	340 yen	210 yen	500 yen

Note: The extracurricular activities covered in Course B are limited to the activities conducted by the approved student organizations implementing internships or volunteer works. Any other accidents occurred in club activities, other than those mentioned above, are not covered with this insurance.

### (3) Comprehensive Insurance for Students Lives Coupled with “Gakkensai” (“Futai-gakuso”)

This insurance provides 24-hour coverage for injury, illness, and compensation for accidents occurred in your student life (excluding the cases occurred during educational and research activities).

You can add this optional insurance on the basic insurance plan, Gakkensai, to add more options to your coverage.

Coverage	Students who live with family (those who live alone are also eligible)			Students who are living alone		
	A	B	C	D	E	F
Personal Liability	Limit per accident In Japan : Limited to 100 million yen Overseas: Limited to 100 million yen					
Death and Residual Disability (Injury)	1 million yen					
Inpatient and Outpatient (Injury)	Copayment					
Inpatient and Outpatient (Illness)	*Provides coverage of out-of-pocket expenses at medical institutions					
Travel Expenses for Caregiver / Rescuer	1 million yen					
Living Expense (Injury of parents / guardian)	1 million yen	1 million yen	N/A	1 million yen	1 million yen	N/A
Academic Expenses (Injury of parents / guardian)	500,000 yen	500,000 yen		500,000 yen	500,000 yen	
Academic Expenses (Illness of parents / guardian)	500,000 yen	N/A		500,000 yen	N/A	
Damaged / Stolen Property for Living	N/A	N/A	N/A	500,000 yen	500,000 yen	500,000 yen
Tenant's Liability				5 million yen	5 million yen	5 million yen

### (4) Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Student (“Inbound futai-gakuso”)

This insurance provides support for international students living in Japan. This insurance is optional, and you can join it on a monthly basis.

	Type A	Type B
Team of Insurance	More than 4 months	1 month to 3 month
Personal Liability	Limit per accident In Japan : Limited to 100 million yen Overseas: Limited to 100 million yen	
Death and Residual Disability (Injury)	1 million yen	
Medical Expense (Injury)	Copayment *Provides coverage of out-of-pocket expenses at medical institutions	N/A
Medical Expense (Illness)		
Travel Expenses for Caregiver / Rescuer	3 million yen	
Fixed Amount of Coverage for Injury	N/A	Inpatient : 5,000 yen/day Outpatient: 3,000 yen/day

### (5) Sports Safety Insurance

In order to let people take part in sports or cultural activities at ease, Sports Safety Association (General / Public Interest) established the insurance for sports and other physical activities in collaboration with insurance companies.

Any amateur groups with more than 4 members, performing activities in the fields such as sport, culture, recreation or volunteering can join this insurance. Injury accidents occurred during group activities, the commuting time, or property damage can be covered with this insurance.

◇ For further details about the insurances for students, please contact the followings. (\*Only available in Japanese)

#### Gakkensai (Futai-gakuso)

TEL: 0120-811-806

URL: <http://www.web-tac.co.jp/service/univ.http>



#### Gakkensai for International Students (Inbound Futai-gakuso)

Insurance Claim: [insclaim.futaigakuso@tmnj.jp](mailto:insclaim.futaigakuso@tmnj.jp)

General Introduction: [futaigakuso.inbound@tmnf.jp](mailto:futaigakuso.inbound@tmnf.jp)

#### Public Interest Incorporated Association, Sporty Safety Association

TEL: 03-5510-0022

URL: <https://www.sportanzen.org/>



## 7 Study Abroad Support

For those who wish to study abroad, it is important to start preparation as early as possible. There's plenty you can do to prepare yourself in advance, such as learning the target language, attending events or workshops relating overseas study, gathering information from journals or other students, etc.

Other than preparing yourself, the University provides various support programs for studying abroad.

### (1) University of Tsukuba Study Abroad Support Programs

HABATAKE! Program, launched in AY2015, contains 5 programs to provide several grant support programs for study abroad.

Program	Overseas Partner University Support Program	Campus in Campus (CiC) Support Program	Overseas Study Tour Support Program (MUSHA-SHUGYO)	Overseas Academic Conference Participation Support Program	Language and Overseas Training Support Program
Support Allowance	Monthly allowance up to 80,000 yen	Monthly allowance up to 80,000 yen (*CiC Short-Term Program: Up to 150,000 yen)	Up to 200,000 yen	Up to 150,000 yen	Up to 100,000 yen

### (2) Other Support Programs

Program	Support Allowance
Commemorative Fundraising for the 40 <sup>th</sup> + 101 <sup>st</sup> Anniversary of the University of Tsukuba, Support for Projects for International Exchanges (Grant-type)	100,000 yen monthly and a part of the travel expenses (Previous year's result, the amount for this fiscal year is still TBD.)
Japan Student Services Organization (JASSO) Student Exchange Support Program (within partnership institutions) (Grant-type) *You must apply through the program in which you enrolled.	60,000 yen to 100,000 yen monthly (The amount varies according to the area of the study abroad.)

Other than the above programs, there are programs which help Japanese students to study abroad such as; 1) "local governments / local international associations scholarships", supported by foreign governments to help Japanese students who live / study in their district. 2) "private foundations scholarships" supported by private foundation.

Please check the following websites for details on each support program.

**[Scholarships for Study Abroad at the University Website]**

**\*Only available in Japanese**

<http://www.tsukuba.ac.jp/students/go-abroad/scholarship.html>



### (3) Overseas Partner Universities

If you wish to learn about overseas-partner-universities for your study, you can check the list of the universities overseas having exchange agreements with the University of Tsukuba.

**[Office of Global Initiatives]** [http://www.kokuren.tsukuba.ac.jp/index\\_e.html](http://www.kokuren.tsukuba.ac.jp/index_e.html)



Inquiries about Study Abroad

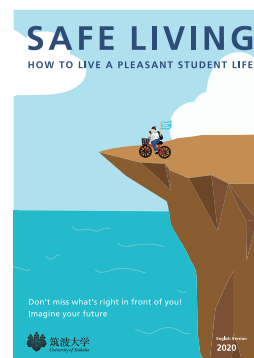
Division of Student Exchange (Study Abroad) TEL: 029-853-6792 E-mail: [isc-kaigai@un.tsukuba.ac.jp](mailto:isc-kaigai@un.tsukuba.ac.jp)

## (4) Overseas Students Safety Management

During recent years, there are various occasions to travel overseas from brief durations to extended periods including overseas training and internship. With these, it is conceivable that there are cases of involvement in emergency situations including significant injuries, accidents, crimes, diseases, and disasters. You may not avoid danger if you live at the same level of awareness while living in Japan. First, be conscious of the risks of "being overseas" and always strive for both safety and health management. Please refer to the following website and Safe Living for details.

### [University website: Overseas Student Safety Management]

<https://www.global.tsukuba.ac.jp/gc/grm?language=en>



## (5) Study Abroad Insurance Coupled with "Gakkensai" ("Futai-Kaigaku")

This insurance is available for Gakkensai subscribers, and covers their study in the overseas institutions that have been approved by the University. Taking advantage of Gakkensai, widely used in Japanese universities, this insurance covers various aspects of risk while studying abroad. For further details, please refer to the pamphlets distributed at Division of Student Exchange.

### ① Target Persons

Students studying / traveling abroad with the university program (\*Followings are not covered by the insurance; personal overseas trip, studying a language abroad organized by the students themselves, or Working Holiday)

### ② How to Apply

The application is distributed in the Division of Student Exchange.

**What to Submit : 1) Application form, 2) A copy of permission / acceptance letter of studying abroad (something that proves that you go abroad with an official program of the University)**

**Where to Submit: The insurance agent mentioned below**

### Contact

(Insurance Agent) エキスパート株式会社 (Expert Corporation)

TEL: 029-858-1000 FAX: 029-858-1500

## 8 Harassment

The University has been grappling with harassment with the following basic stands.

- Never allow to violate the dignity of persons that make them feel uncomfortable to study or work on campus.
- In case a harassment case is reported, the University shall deal with it in fairly and appropriately.
- After clarifying the facts, the University shall deal with the matter strictly after clarifying the facts.
- Aiming for a harassment-free campus, the University promote many activities to increase awareness of harassment.

If you feel you are being harassed, consult at / with Harassment Counseling Center or a harassment advisor. The center and counselors strictly protect the confidentiality of information shared during sessions, so please feel free to contact us.

### [Anti-Harassment (required on-campus network)]

**\*Only available in Japanese**

<https://www.tsukuba.ac.jp/staff/anti-harassment/>





# III. Welfare and Support

## 1 Part-time Job

### (1) Off-campus Part-time Jobs

Jobs targeting the students are available on the website “Arbeit (part-time job) Information Network for Students in the University of Tsukuba (\*operated by a subcontracting company)”. Once you create an account for the website, you will be able to search the jobs posted there.

For further details regarding the service, please refer to the following page.

**[University website: Part-time Job]**

<http://www.tsukuba.ac.jp/en/students/campus-life/part-time-jobs>



### (2) University of Tsukuba Student Job Bank

This job bank system, consisting of both “Subcontracting” and “Short-Term Employment” has been stated to nurture the autonomy and independence of students. By registering in the website of student job bank, you can receive notices related to recruitment.

#### ① Subcontracting

The University outsources a part of university operation to students who want to start a business by themselves in the future. The students can work as a subcontractor of the University, however, you need to fulfill the conditions for the entry. For further details, please check the website.

#### ② Short-Term Employment

Some departments or offices in the University hire students with employment contracts within a period of time (on a short-term basis). The working shift will be determined after consulting the staff of the departments / offices, so it helps students balance their part-time job and study. (Including TA: Teaching Assistant, the total working time of this on-campus paid work shall be up to 20 hours per week.)

The students with this contract will get paid on the 17th of the following month when they engaged in work (it varies if the 17th is a national holidays).

	Subcontracting	Short-term Employment
Receiving work instructions	No	Yes
Fixed working time & place	No	Yes
Replace workers	Non-replaceable	Replaceable
Basis of the remuneration	Results	Working Hours
Withholding Tax Slip (Gensen Choshu Hyou)	Non-Issuable	Issuable
Necessary Expenses	Borne by the Subcontractor	Borne by the University



**[Student Job Bank] \*Only available in Japanese**

<https://ut-jinzai-bank.tsukuba.ac.jp/>



## 2 Welfare Facilities

The University has welfare facilities such as cafeterias, coffee shops, bookstores, etc. Information on their business hours, schedule of food trucks, or notices can be found on the website below.

**[University of Tsukuba, Welfare Association Website] \*Only available in Japanese**

<http://www.tsukuba-koseikai.com/>



## 3 Student Residence Halls and Off-campus Housing

The University of Tsukuba, Student Residence Halls have been established to offer its students excellent study environment along with the opportunity to experience autonomous civic life.

In order to provide housing options, accommodation for short term student (Short Stay House) was installed on April, 2016, and shared accommodations (Global Village), which focuses on international exchange, commenced its operation on April, 2017.

Please check the details on the residence halls and information on application period, apartments, etc. in the University website.

**[University Website: On/Off-campus Housing]**

<http://www.tsukuba.ac.jp/en/students/campus-life/accommodation>



### (1) On-campus Housing Consultation

If you want to consult on availability of student residence halls, please contact the following:

#### Contact

Division of Student Welfare (Welfare and Student Residence Halls)

TEL: 029-853-2265 E-mail: [gakuseisyukusya@un.tsukuba.ac.jp](mailto:gakuseisyukusya@un.tsukuba.ac.jp)

### (2) Residence Hall Parking

If you want to use the student residence hall area parking, you need to get a parking permission. Please apply as stated below.

#### ① How to Apply

The application form and written oath are distributed in the Division of Student Welfare and residence hall offices. Furthermore, the Student ID Card and valid driving license will be checked when submitting the application so present them in the counter.

**Documents Required: 1) Application Form, 2) Written Oath, 3) A copy of Vehicle Inspection Certificate, 4) A copy of Private Automobile Insurance, 5) Payment receipt of parking fee**

**Place of Submission : Division of Student Welfare (Welfare and Student Residence Halls)**

#### ② Issue of Parking Permits

Parking permits will be issued on a first come first served basis. Those who have a parking permit can only use the designated parking space. Due to the limitation of parking spaces, not all applications may be approved. (In case of family room, only one car per family may be registered.)

Note: Those who do not have a "parking permit" are not allowed to bring a car.

### (3) Off-campus Housing

There are a considerable number and variety of apartments, or condominium buildings near the campus.

Average monthly rent is around 35,000 yen to 50,000 yen for an apartment with a 6-tatami mat room (9.18㎡) with kitchen, bath, and toilet. You can search for apartments through acquaintances and contacting real estate agencies. The Division of Student Welfare also has information on some neighborhood properties which are available for browsing, however, the properties are not directly procured by the University so refer to real estate agencies on your own.



# IV. Extracurricular Activities

## 1 Student Organizations

More than 250 Student Organizations, divided into “Extracurricular Activity Groups” and “Student Groups” has been registered at the University and do their activities very lively.

In order to discuss their issues or share opinions with the University, the Extracurricular Activity Groups have organized 3 Circle Rengokai (Circle Association); Cultural Circle Federation, Athletic Department, and Artistic Circle Union. Controlling each organization by the associations, Extracurricular Activity Group are given priority in the use of on-campus facilities or in the other things.

To be registered as an Extracurricular Activity Group, it requires getting the approval of the President through a screening based on standards in each association.

## 2 Equipment and Facilities

### (1) Equipment Loans for Extracurricular Activities

The following equipment is loaned out for extracurricular activities.

The equipment is for all students.

There may be compensation required for loss or damage to equipment that is caused intentionally or negligently.

**Where to Apply: Division of Student Welfare (Student Support)**

**Reservation** : **Extracurricular Activity Groups** → Available from 2 months prior to the usage  
**Student Groups** → Available from 1 month prior to the usage  
**Individuals** → Available from 2 weeks prior to the usage



#### Equipment

Spotlight	Speaker system	Projection screen with stand
Mini spotlight	Speaker with an built-in amplifier	Video camera
Par light	Audio Mixer	Tripod stand
Lighting set	Audio Junction Box	Drum-type extension cord
Strobe lighting set	Microphone	Mobile stage
Color filter wheel for spotlight	Floor sheet	Ladder
Spotlight stand	Microphone stand (type: straight stand / desktop)	Foldable tent
Footlight	Wireless amplifier (with microphone)	Event tent
Voltage Converter	CD/radio/cassette player	Camping tent (for summer)
Pin spotlight	Handheld microphone (loudspeaker)	Carpet
Stage lighting	Transceiver	Gilded folding screen
Mirror ball	LCD projector	University Flag
Black-out curtain		Skiing gear (skis, boots, poles) *for winter only

### (2) Use of Sport and Physical Education Facilities

Students can use university’s sport and physical education facilities for extracurricular activities and recreation. You can check the following website for the facilities use. However, please keep in mind that the facilities cannot be used by individuals.

**[University of Tsukuba, Sports and Physical Education Center]**

<https://www.sapec.tsukuba.ac.jp/>



### (3) Student Club Houses and Other Facilities

The University has 5 facilities for extracurricular activities: the Student Club Houses for cultural activities, the Student Club Houses for sports activities, Building for Extracurricular Activities, Riding Grounds, and Toda Boat Storage. As a rule, the Student Club Houses must be shared among extracurricular activity groups.

### 3 Starting a New Student Organization

When you plan to establish a new group (a group for extracurricular activities), please apply after careful consideration of activity plans, continuity of the new group, or joining similar groups.

All the required documents related to the establishment are in the Division of Student Welfare (Student Support).

**Documents Required:** Request for Forming a Student Organization, Request for Forming a Student Organization (Exhibit), Student Organization Member List, Student Organization Member Summary Sheet, the reference materials for the establishment

**Place of submission :** Division of Student Welfare (Student Support)

### 4 Notification of Off-campus Activities / Events

When student organizations have sports matches, training, training camps or recitals, a form, 学生団体学外行事届 (notification of off-campus activities / events of student organizations) should be submitted to the Division of Student Welfare.

This notification is important in keeping track of off-campus activities, and the prior notification is required to claim the “Personal Accident Insurance for Students Pursuing Education and Research” on the occurrence of accidents. Failure to submit this notification will result in the denial of coverage even if the accident happened during extracurricular activities.

**Document Required :** 学生団体学外行事届 (notification of off-campus activities / events of student organizations)

**Deadline of submission:** 1 week prior to the date of the event.

**Place of submission :** Division of Student Welfare (Student Support)

◇ List of Other Forms for Student Organizations

Items	Counter
Request for Continuation of Student Organization “学生団体事業報告書” (student organization activity report) Request for Change in Student Organization from that Originally Requested Notice of Dissolution of Student Organization Request for Permission to Join Off-Campus Organization	Student Plaza, 3 <sup>rd</sup> Floor Division of Student Welfare (Student Support)

#### Inquiries about Extracurricular Activities

Division of Student Welfare (Student Support) TEL: 029-853-2248

### 5 University of Tsukuba Shihokai Fund

The Shihokai fund provides 3 student-support services consisting of “extracurricular activities support service”, “student life support service”, and “public relations service”. And all the donation received from guardians are used for this service.

#### (1) Extracurricular Activities Support Service

With the donated money from supporters, the Shihokai provides various financial supports to the activities of Student Organizations, including about 140 extracurricular activity groups registered to the 3 big union (Cultural Circle Federation, Athletic Department, and Artistic Circle Union), and Zendaikai; the Student Representative Conference.

The form for requesting found is in the Shihokai Service Promotion Office.

Activity Grant	Assists in the daily activities of the Extracurricular Activity Groups
Grant for Conventions / Events	Assists the Extracurricular Activity Groups in their international exchange or interaction with locals Coverage: Travel fee for overseas expeditions (including the Olympics or World Championships) and cost of large-scale performance or anniversary projects
University Events Grant	Assists in the official on-campus events organized by the Student Organization Coverage: University Festival, Sports Day, Freshers Fair, etc.
Grant for other occasions	Grant for Group Loans, Special Supplies of Mementos, Accounting Interviews / Management Consultations

## (2) Student Life Support Service

### ① Emergency Loans

Due to accidents or disasters, when students happen to lack in living fund, free-interest loans can be provided to temporarily cover the costs. This loan has been used for life expense, supplemental funds for schooling and studying abroad, temporary funds before receiving scholarship, etc.

### ② Life Consultations

Life consultation is provided for various issues or difficulties to have arisen in campus life. Furthermore, the consultation corresponds with the General Consultation Service and Counseling and Psychological Services as needed.

### ③ Print Support

In the Shihokai Service Promotion Office located on the 4th floor of the University Hall, print services such as hi-speed print, photocopy / print out or simple bookbinding are available at discounted price.

### ④ Other activities

Providing IC cards for re-issuing Student ID Cards

## (3) Public Relations Activities

“Shoho-no-Kaze (紫峰の風)”: Editing, publishing, delivering, and promotional activities.

The Public Relation Journal “Shoho-no-Kaze (紫峰の風)” provides information about our campus or activities report to the donators. The articles on the journals are planned and reported by the students belonging to Student Public Relation.

### Contact

Division of Student Welfare, Shihokai Service Promotion Office (University Hall, 4th floor)

\*You can access the office with the elevator next to UT shop, Kirinoha.

TEL: 029-853-5886

<https://futureship.sec.tsukuba.ac.jp/shihokai/> (\*Only available in Japanese)



## 6 Training Facilities

The following facilities are available to students for their extracurricular activities or other occasions such as holding a seminar.

### (1) Kambara Hall

**Location** : Tsukuba Campus (in front of Tsukuba Daigaku Nishi bus stop)

**Capacity** : Approximately 70 people

**Facilities** : Zen rooms, study rooms, Japanese-style rooms, lecturer rooms

**Application Process:** Submit the designated request form to the Division of Student Welfare (Student Support) at least 10 days prior to the date of use. \*Please note that groups using this facility on a regular basis must submit applications in advance for the coming month by the 20th of the previous month.

**Further Details** : <http://www.tsukuba.ac.jp/en/about-university/organization-welfare-facilities/kambara-hall>

### (2) Yamanaka Training Center “Lake Lodge Yamanaka”

**Location** : 479 Hirano, Yamanakako-mura, Minamitsuru-gun, Yamanashi-ken, 401-0502

**Accessible Line&Bus:** <Bus: Chuo Expressway> Shinjuku → Bugakuso Mae (7-minute walk to the center)

<JR Chuo Line> Fujisan Station (Bus bound for Hirano) → Keio Sanso Mae (5-minute walk to the center)

**Capacity** : 72 people

**Facilities** : Seminar Room A (up to 90 people), Seminar Room B (up to 45 people), and Sports Field

\*Wireless Internet access is available.

**Equipment** : Projectors, screen, and piano

**Further Details** : <http://www.tsukuba.ac.jp/en/about-university/organization-welfare-facilities/s-yamanaka>



The training center “Lake Lodge Yamanaka” is equipped with a campsite and provides you new styles of seminars or training camps. On top of the big events, you can also use these compact facilities to have small meetings, or gatherings.

Why don't you have a meeting with other members surrounding a bonfire? We are here to help you making your plan happen. Just feel free to consult with us!

(Message from the Center Manager, YOSHI-I)



### (3) Tateyama Training Center “Nami Kaze Tateyama”

- Location** : 2861 Hojo, Tateyama-shi, Chiba-ken, 294-0045
- Accessible Line&Bus:** <JR Uchibo Line> 3-minute walk from Tateyama Station (Hojo Beach, Tateyama)  
<Bus: Boso Nanohana Goh> Tokyo → Tateyama Station (3-minute walk to the center)
- Capacity** : 53 people
- Facilities** : Seminar Room (with a capacity of 75 persons)  
\*Wireless Internet access is available.
- Further Details** : <http://www.tsukuba.ac.jp/en/about-university/organization-welfare-facilities/s-tateyama>.



Nami Kaze Tateyama is our conveniently located center with great access to the station (within 3 minutes!) and the bus stop for highway buses. The center located on the tip of the Boso Peninsula gives you access to the beach, marine sports, or unique training camp. You can have discussion between the members while watching the sun set at beach!

Other than the seminar room, the facilities or the fields along the center are available for sport events or activities. If you wish to use those facilities, just feel free to ask!

(Message from the receptionist, NISHIMURA )



#### Inquiries about the above facilities

Division of Student Welfare (Student Support) TEL: 029-853-2250

# V. University Health Center / Counseling and Psychological Services

The health center provides first-aid assistance and psychiatric and health consultation services for students. In order to receive the services, it is required to show your Student ID Card.

You may be introduced to medical institutions as needed, and you may need your health insurance card in that case. If you live apart from your family and doesn't have the insurance card, prepare the "遠隔地被扶養者証 (Insurance Card / Certificate for Separately Living Dependent)" in advance.

## 1 Health Check-up

Periodic health examinations for students are held once a year, every April. Please check the Web Bulletin Board or University Health Center website for details including the schedule. Some colleges of the School of Medical Sciences and students who perform teaching practice and care-experience can have periodic health examinations in February beforehand.

Note: Health Examination Certificates cannot be issued if you have not taken the periodic health examination.

## 2 First-Aid Assistance and Psychiatric Consultation

The University Health Center has for 4 departments of diagnosis & treatment of internal medicine, orthopedics, dentistry, and psychiatry. A part of consultation fee is covered so students can get medical consultation about at half price of private medical institutions.

### Sample Fees of Common Services

Cold (Acute upper respiratory inflammation); 800 yen, sprain; 1,300 yen, early cavity; 1,500 yen, and psychiatric examination; 2,000 yen

[University Health Center]

<https://www.tsukuba.ac.jp/en/students/health/health-uhc>



### (1) First-Aid Assistance (Internal Medicine, Orthopedics, and Dental Treatment)

This is an emergency medical examination (only primary treatment is available) at the time of injury or illness and requires no appointment in principle. You must be examined in order to receive medication. Medication cannot be prescribed without prior examination.

Furthermore, dentistry provides immediate treatment of pain and inflammation, tartar removal, dental examination, preventive care, health-care advice and consultation.

**Hours of Operation** Weekdays 9:15 - 11:40 / 13:30 - 15:00

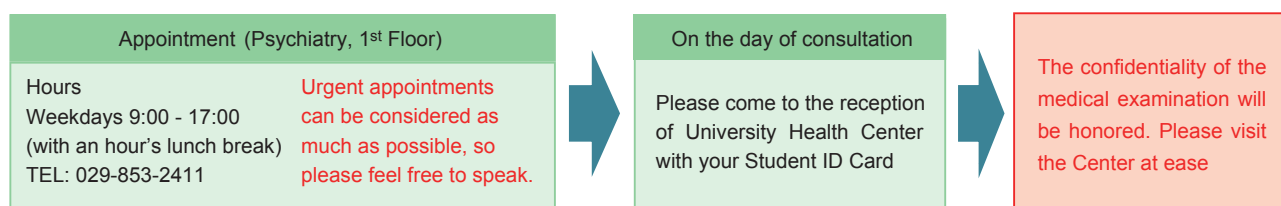
#### Notes

Orthopedic: On A First-come, First-served Basis (15 persons in the morning, 10 in the afternoon)

Dentistry : Tartar removal is by appointment after an examination.

### (2) Psychiatric Consultation (Psychiatry)

Psychology specialists provide consultations and treatments intended for mental health including depression, swings, lowering of motivation, difficulty sleeping, and lack of appetite. The flow of consultation is as stated below.



### (3) Sick Note and Medical Certificate

If you need sick notes or certificates, please refer to the website of University Health Center

#### ① Health Examination Certificates

Health certificates are issued to all students (including Credited Auditors and Non-degree Research Students) who have taken the periodic health examination. Automatic certificate issuing machines can also issue your health certificates.

#### ② Sick Notes

A sick note or certificate of illness is only issued if your doctor judges that your Leave of Absence or suspension is necessary in accordance with your medical condition.

#### ③ Certificate of Visit

A certificate of visit (with the format of University Health Center) can be issued to those who visited the University Health Center for health-care or consultations. The certificate includes the date and purpose of the visit. Please contact the counter at University Health Center for the certificate when you receive treatment.

#### (4) Hours of Operation

		Internal Medicine	Orthopedics	Dentistry	Psychiatry
Hours		9:15 - 11:40 13:30 - 15:00	9:15 - 11:40 13:30 - 15:00	9:15 - 11:40	9:30 - 11:45 13:30 - 14:30
Mon	AM	○		○	○
	PM	○	○		○
Tue	AM	○			○
	PM		○		○
Wed	AM	○		○	
	PM	○			
Thu	AM	○	○		○
	PM				○
Fri	AM	○		○	○
	PM	○			○

#### (5) Consultation Fees and Other Charges (as of April 1, 2019)

Service		Internal Medicine	Orthopedics	Dentistry	Psychiatry
Consultation Fee		500 yen	500 yen	500 yen	1,000 yen
Medical Examination Fee		300 yen	300 yen	300 yen	1,000 yen
Test Fee	a. X-ray	500 yen	500 yen	500 yen	500 yen
	b. Other Tests (blood, urine, ECG test)	500 yen	500 yen	500 yen	500 yen
	c. Psychometric Testing (complex test)	N/A	N/A	N/A	1,000 yen
	d. Psychometric Testing (simple test)	N/A	N/A	N/A	500 yen
Treatment Fee	a. Doctor Treatment	500 yen	500 yen	500 yen	500 yen
	b. Hygienist Treatments	N/A	N/A	500 yen	N/A
Document Preparation Fee	a. Letter of Introduction	1,000 yen	1,000 yen	1,000 yen	1,000 yen
	b. Sick Note (following the consultation at center)	1,000 yen	1,000 yen	1,000 yen	1,000 yen
	c. Specialty Certificate	2,000 yen	2,000 yen	2,000 yen	2,000 yen
	d. X-ray Copy	500 yen	500 yen	500 yen	500 yen
	e. Copy of Test Result	500 yen	500 yen	500 yen	500 yen
	f. Others	1,000 yen	1,000 yen	1,000 yen	1,000 yen

#### Notes of Charges and Services

##### ① Medical Examination in Response to the Health Examination

Medical examination and re-inspection in response to the periodic health examination is free of charge. However, a medication fee will be charged if medication prescription is needed on that day.

##### ② Consultation in 1 Department

- Multiple tests (ex. blood, urine, ECG tests \*excluding x-ray and psychometric testing) cost 500 yen.
- If you have x-ray tests as well as the other tests for blood, urine, and ECG, you will be charged 1,000 yen in total (500 yen for the x-ray test + 500 yen for other test fees = 1,000 yen).
- A couple of x-rays cost the same as 1 x-ray photo.

##### ③ Consultation in Multiple Departments

- Consultation Fee: Total amount of consultation fees in each department (ex. 500 yen of internal medicine fee + 1,000 yen of psychiatry fee = 1,500 yen)
- Medication Fee : Total amount of medication fees in each department
- Test Fee : Total amount of test fees in each department
- Treatment Fee : Total amount of treatment fees in each department

##### ④ Others

- Health certificates based on the periodic health examination in Japanese and English are both free of charge (for both students and faculty members).
- Certificates of visit and the instructions to SPEC; Sport Performance and Clinic Lab. are free of charge.
- Health consultations with nurses and dental hygienist without treatment are free of charge.
- Lending of equipment including crutches is free of charge.
- Consultations for guardians or Class Instructor / Academic Advisor of the students is free of charge. (Mainly psychiatry)
- Specialty certificates include all certificates (ex. psychology certificates submitted to governmental organization) other than the certificates with fixed-forms (ex. sick-leave certificate for pneumonia).



### 3 Counseling and Psychological Services / General Consultation Service

The Counseling and Psychological Services and General Consultation Service will help you to find a solution for any problems and worries. If you feel things go wrong, please feel free to use the services. These services are free of charge.

#### (1) General Consultation Service (for any consultation)

The General Consultation Service is open to all students, their guardians, faculty members, and staff for any consultation they may wish to make. No reservation is needed. If you want to talk, just stop by our offices. Telephone consultation is also available. Depending on the consultation content, we will help you to explore the support programs available.

	Student Plaza	Kasuga Area
Opening Hours	Weekdays 9:30 - 12:15 & 13:30 - 17:00	Weekdays, either in Morning / Afternoon 9:30 - 12:15 or 13:30 - 16:30
	Opening hours may be subject to change. For further details, please go to the URL in the right section. *it is recommended to arrive at least 30 minutes before closing.	
Place	Student Plaza 3F, Bldg.1D (North side)	Student Interview Room Bldg. 7B, Room 215
TEL	029-853-8430	029-859-1207

#### [URL / Link]

\*Only available in Japanese

<http://www.tsukuba.ac.jp/campuslife/studentplaza.html>



#### (2) Counseling and Psychological Services

Counseling and Psychological Services offers individual, face-to-face counseling sessions with specialized counselors. The counseling service provides any support for your worries or issues regarding your study, class, part-time job, family, harassment, etc. Please do not hesitate to consult us, we can work together and find the best way to solve your issues.

Place	University Hall, Bldg. B, Room 411 (4F)
Opening Hours	Weekdays, 9:30 - 17:00
Consultation Request	A prior appointment is required for the counseling session. Please ask for an appointment at the reception or on the phone. In case of any emergencies, same-day appointments are also available. Call for appointment: 029-853-2415
Phone Consultation	You can also receive counseling on Phone Consultation. Anonymous calls are also accepted. Telephone Consultation: 029-853-2406 (Prior appointment is recommended)

#### [URL / Link]

<http://www.tsukuba.ac.jp/campuslife/sodan.html> (\*Only available in Japanese)



#### <International Student Consulting Room> (University Hall Bldg. C, 9P204)

Other than the above service, the University provides a consulting service targeting international students. (\*Languages Available: Japanese, English, Chinese) For further details, please go to the following URL; <http://www.tsukuba.ac.jp/students/international/counseling.html>



#### Encounter Seminar Camp (2 days / 1 night)

Did you ever think such thoughts as "I want to know myself, or plan my future deeply", "I want to have heart-to-heart talk to share my own mind with others", or "I want to build new interpersonal relationships"? If so, Encounter Seminar Camp provides you a chance to encounter with yourself. We are welcoming those people who want to do things such as: changing their life, meeting people outside their major courses, sharing their mind or thoughts with others, or knowing others' ideas / opinions. For further information including the schedule, please see the website of Counseling and Psychological Services.



#### Campus Life Seminar

We often hold various seminars that enhance students' life. These are implemented by the Counseling and Psychological Services or together with the peer supporters.

#### (3) Peer Support

Aiming for wide mutual support among the students, various Peer Support Activities carried out by the supporters are waiting for you. Please feel free to use the services.

If you are interested in supporting others, you can join the peer-support activities. The University also provides a class of Multidisciplinary Subject or the courses relating to the Peer Support.

#### Further information about Peer Support

University of Tsukuba, Peer Support Team

Twitter: @happytsukuba (The information about Peer Support is provided on Twitter.)



#### Peer Support Consultation Box (Called as Tsubuyaki-Post) @ the Central Library, 2<sup>nd</sup> Floor.

Just write and post your tweet as though speaking with a friend. The Peer Supporters will write you back.



# VI. Career Support

In order to develop the students' own vision for the future, the Division of Career Services and the DAC center help students widen their outlook through the step of self-analysis in the programs; career development classes, career guidances, career consultations, seminars, or events.

## 1 Support Services at Division of Career Services

### (1) Private Career Consultations

To support career options and job hunting, we provide consultations conducted by experienced counseling staff. Any kind of consultation is available. We can give some advice when you are struggling with career options, or support you firmly for examination preps or career decisions.

Appointment Request: Ask for an appointment at the reception on phone. (Skype consultations are available for those who study abroad)

Opening Hours : Weekdays, 8:30 - 17:15 (Lunch Break 12:15 - 13:15)

Phone Number : 029-853-8444

Session Timeout : up to 45 minutes / session



\*The walk-in consultation (ふらつと相談) is also available. For further information, please call at 029-853-8444.

### (2) Career Support

- Classes ("Introduction to Career Planning", etc.)
- Events (company information session, internship seminar, preparation seminar, Alumni Career Cafe, etc.)
- Prep for Examinations (courses / mock tests for teacher recruitment & civil service exam)
- Tsukuba Career Portfolio (CARIO)
- Personal Development Diagnostics Tool (SAGASU)

### (3) Graduate Students & Postdoc Support

- Private Career Counseling for Doctorate
- Classes for Ph.D. Career Pathways
- Events for Career Development (company meetup, poster presentation, etc.)
- Research-based long-term internships

### (4) International Students Support

- Private career consultation toward international students
- Prep courses for those who wish to work in Japan (Spring Course)
- Career support courses (Autumn Course)

### (5) Information Service

- Information Corner for Job Hunting (company brochure, job-hunting journals, teacher / public-employee handbooks)
- Posting information on the website (See page 28)
- The app for career support
- Career Support Web-page for doctoral students
- Career Support Twitter for doctoral students

#### Career Support App for Students at the University of Tsukuba

The app provides various information related to career development. Install the app on your smartphone and start using by choosing "the University of Tsukuba" when you start it.

\*We strongly recommend to use the app from the first year.



Available on the  
**App Store**  
for iPhone



Available on  
**Google play**  
for Android

## 2 Survey on Career Plans / Course Progress

In order to provide career support fulfilling students' needs and to cooperate the MEXT statistical survey, the University asks you to answer the survey below. You can answer / send the surveys on the website of Division of Career Services.  
Individual information collected from the survey will not be used or publicly disclosed other than the purpose above.

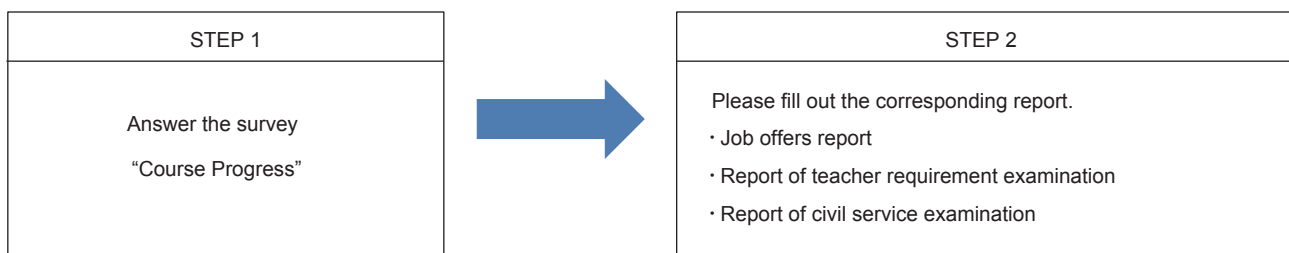
### (1) Survey on Career Plans Target Students: All students \*Please answer this survey when you enter the university.

Please answer your career plans (going to MA / Ph.D. course, working, etc. after the graduation) with this survey. Once you register the plan on our website, you will be able to access to various useful functions and services on the website of Division of Career Services.  
\*Only available in Japanese

### (2) Survey on Course Progress Target Students: Final year students

The students who are in their final year (in both Undergraduate and Graduate) are required to inform their course progress as indicated in the steps below. Furthermore, please take your time to fill out the report of followings; job offers, teacher recruitment examination, or civil service examination.

Note: In case of international students, please get a form at your respective Academic Service Office.



## 3 Division of Career Services Website

<http://syushoku.sec.tsukuba.ac.jp/career/>  
(\*Only available in Japanese)

### (1) How to Log-in

Please go to “学内専用ページログイン (Login Page on campus network)” and enter the user ID and the password. Please note that the website is available only with on-campus network.

**User ID** : Student ID Number (9 digits)

**Password**: Unified Authentication System Password (the same password on your TWINS page)

### (2) Information Posted on the Website

Our website posts various information that helps your job hunting or career plans. To get the useful information, please don't forget to log in to the website.

◇ Available Information

- |                                           |                                             |                                                       |
|-------------------------------------------|---------------------------------------------|-------------------------------------------------------|
| ○ Internships                             | ○ List of Alumni                            | ○ Civil Service Examination                           |
| ○ Job Listings                            | ○ Job Offers Report                         | ○ Teachers / Civil Servants Activities Report         |
| ○ Job Listings for International Students | ○ Teaching (at private school) Job Listings | ○ Seminar / Guidance                                  |
| ○ On-campus Company Orientation           | ○ Teacher Recruitment Examination           | ○ Result of Statistical Student Career Survey etc.... |

### Inquiries about Career Support

DAC Center / Division of Career Support

TEL: 029-853-8444 E-mail: [syushokuka@un.tsukuba.ac.jp](mailto:syushokuka@un.tsukuba.ac.jp)



## VII. Support Services for Students with Disabilities and LGBT Students

### 1 Support for Students with Disabilities

**[Accessibility Website]**

<https://dac.tsukuba.ac.jp/shien/en/>



The University provides academic support for students with disabilities while cooperating with each educational organization, administrative organization, and other organizations with a focus on DAC Center. Please feel free to contact the center for any academic difficulties or support.

#### Common Support Measures

##### ① Guidance for Disabled Students (for new students)

The guidance for new students with disabilities, which is supported by 1) the faculty and staff members in the department the students belong to, 2) the centers relating to Common Foundation Subjects, and 3) the staff specializing in support for students with disabilities, is held every year at the time of entrance to the University.

##### ② Consideration Request / Learning Support

The document “配慮依頼文書 (consideration request document)” is issued after an individual interview in order to provide study support for the students with disabilities. Support is also available for lending assistive devices, campus mobility (including Welfare-Taxi), and learning support by peer tutors.

##### ③ Peer Tutoring

Peer tutors (learning assistants) are available for students with disabilities. Peer tutors are made up of general students and many students get involved every year. The class “Skills in Support for Students with Disabilities (Free Electives, Specific Foundation Subjects)” is held for the training. Peer tutors are paid in accordance with the conditions of the university.

A certificate of assisting students with disabilities is issued in the name of the President to peer tutors upon request.

##### ④ Assessment

In order to maximize the students' learning ability through the step of knowing themselves, the University provides individual psycho-educational assessment. Anyone can access the assessment regardless of whether they have any disabilities or not.

#### Support Desk

**[Reception Hours]** Weekdays 8:30 - 12:15 / 13:15 - 17:15

**[Request Consultation]** Prior Appointment

**[T E L]** 029-853-4584

**[E - m a i l]** shougai-shien@un.tsukuba.ac.jp

**[Location]** 2<sup>nd</sup> Floor of the Student Plaza in Building 1D

### 2 Support for LGBT Students

**[Diversity Website]**

<https://diversity.tsukuba.ac.jp/english/>



The University has formulated the basic concept and guidelines of the University with regard to sexual minorities and made preparations. Along the way, the University has individually supported the students who are transgender or have gender dysphoria in their concerns such as; changes in name, health examination, practical training at schools, and career support. For further information, please go to the URL below. If you have any concern about your sexuality, feel free to contact us!

#### Support Desk

**[Reception Hours]** Weekdays 8:30 - 12:15 / 13:15 - 17:15 (About 60 minutes per consultation)

**[Request Consultation]** Prior Appointment

**[T E L]** 029-853-8504

**[E - m a i l]** diversity-au@un.tsukuba.ac.jp

**[Location]** 2<sup>nd</sup> Floor of the Student Plaza in Building 1D

## VIII. Libraries

The University of Tsukuba has 5 libraries: the Central Library, the Art and Physical Education Library, the Medical Library, the Library on Library and Information Science, and the Otsuka Library. Our libraries hold about 2.70 million books in total. Please bring your Student ID Card with you when using the libraries.

### 1 Library Hours

Note: The time inside brackets "( )" refers the available time to check out books

Tsukuba Campus		Regular Opening Hours	Opening Hours during Spring, Summer and Winter recess
Central Library	Weekdays	8:30 - 24:00 (9:00 - 23:30)	9:00 - 20:00 (9:00 - 19:30)
	Saturdays, Sundays, and Holidays	9:00 - 20:00 (9:00 - 19:30)	9:00 - 18:30 (9:00 - 17:30)
Art Physical Education Library Library on Library and Information Science	Weekdays	8:30 - 22:00 (9:00 - 21:30)	9:00 - 17:00 (9:00 - 16:30)
	Saturdays, Sundays, and Holidays	10:00 - 18:00 (10:00 - 17:30)	Close
Medical Library	Weekdays	8:30 - 22:00 (9:00 - 21:30)	9:00 - 20:00 (9:00 - 19:30)
	Saturdays, Sundays, and Holidays	9:00 - 22:00 (9:00 - 21:30)	Note: Library hours in Feb. & Sep. are the same as the regular hours.

Tokyo Campus	Mondays	Tuesdays to Fridays	Saturdays	Sundays	Holidays
Otsuka Library	10:30 - 18:30	10:00 - 21:10	10:00 - 19:50	10:00 - 18:00	Closed

\*Information on temporary closure or changes in library hours will be announced on the library website.

### 2 Services and Facilities

#### (1) Reference Service

Consultation services are offered on material searches and how to use the library. Please feel free to consult with the Reference Desk in the Central Library and staff at the counter in other libraries.

#### (2) Inter-Library Loan

Based on cooperation between libraries to share the material, the Inter-Library Loans service allows users to request items that aren't available in our library's collection (paid service). A letter of introduction to visit other libraries is also available.

#### (3) Photocopying Library Material

Photocopying of library materials is allowed only within the copyright act. Fill in the "Photocopy Application Form" placed beside the photocopy machine, and put it in the reception box when you copy the material.

#### (4) Volunteer Counter

At the Volunteer Counter in the Central Library, volunteers help you in the library. The volunteer staff can take you to the bookshelves to find the book you search, or they can offer a library tour in Japanese or English. Besides, they offer support for those who need help in reading or copying, and for international users. Please feel free to ask them.

#### (5) Seminar Rooms and Study Cubicles

Seminar rooms are available for group study and some are equipped with AV facilities. Other than the seminar rooms, graduate students can use Study Cubicles; small room for studying on their own, using library materials. (Study Cubicles are not installed in the following libraries; The Library on Library and Information Science, and Otsuka Library)

**\*Prior reservation via the library website is required.**

#### (6) Workspace for Blind and Visually-impaired Users

The work spaces are available if you need an aid for reading because of visual impairments. If necessary, you can request the reading service by Library Volunteers at the Central Library with prior request.

## (7) Using PCs: Zengaku (campus-wide) Computer System

Each library has satellite PCs linked to the Zengaku (campus-wide) computer system. You will need an account issued by Academic Computing & Communication Center (ACCC) to use the PCs.

## (8) Learning Commons

In order to provide learning support to the students, the cubicles “Learning Commons” are installed in each of the University of Tsukuba Libraries. Each Learning Commons has unique characteristics.

### ① Central Library: Learning Square (2F of the main Bldg.)

The Learning Square in the Central Library provides several types of support with extensive facilities such as; PCs, books of academic skills, gallery or exhibition space for research results, several support counters. This space is also used for many events or workshops (ex. Writing Support Seminar, Origami Workshop for International Students, etc.) are also held.

#### Student Support Desk

The Learning Advisers, the graduate students of the University, support your studies (2 p.m. - 7 p.m. on weekdays, during semesters) ! Need some advice about or have a question about learning? Ask them and find the answer you want!

### ② Art and Physical Education Library: Learning Commons “Eureka!”

On top of the support for group study or meetings, this new style of learning space “Eureka!” gives you access to the art of various projects of the Art and Physical Education such as; an art work using a wall surface of more than 10 meters in width, yoga events, etc.

### ③ Medical Library: Learning Commons Complex - branch

In the Medical Library, the ideal place for those who prefer quiet places, learning spaces are divided in 5 areas. Each area has a unique function; ex. the space that is able to change the layout of the desks, edible space, etc.

### ④ Library on Library and Information Science: Kasuga Learning Commons (KLC)

In order to assist your personal / group study, the talk-able working space “Kasuga Learning Commons” supplies presentation rooms, communication space, and relaxation space.

#### Tutor Desk

The tutors respond to inquiries related to learning at the PC (Zengaku Computer System) corner. For further information, such as the support hours, please go to the URL; <https://lkis.tsukuba.ac.jp>



## 3 Lending Services

Maximum Items	Undergraduate students: 10 books / Graduate students: 20 books *Journals and books labeled “参考 (Reference)”, “禁帯出 (In-library Use Only)”, “本学関係資料 (University of Tsukuba Publication)”, “教科書 (Textbook)”, “授業関連 (Course Reserved Book)” cannot be checked out.
Loan Period	3 weeks loan period, 3 times renewable *Unless the book has already been reserved by someone else, you have any overdue books, or you are in the penalty period.
Borrowing Books	You can check out and renew books with the self-checkout machine or at the main counter. Your Student ID Card is required in both cases. Renewing your loan period is also available on the library website “My Library”
Reserving Books on Loan	Up to 5 items can be reserved through the OPAC search results
Request for Internal Delivery	You can have the books delivered between libraries and receive the books at the library you chose.
E-mail Service	After you reserve / request a book, you will receive an Email to your registered Email address to inform you when the book is available. *Registering address for e-mail service on “My Library” is necessary.

Returning Books	<p>The borrowed books must be returned before the due date.</p> <ul style="list-style-type: none"> <li>• The books can be returned to any of the university libraries.</li> <li>• When the library is closed, the books can be returned to the book-drop.</li> </ul> <p>*The books with attached materials (DVDs, etc.) must be returned to the library counters in order to prevent damage.</p>
Overdue Penalties	<p>If you do not return books and they become overdue, you will be suspended from borrowing, renewals, reservations, and request for internal delivery.</p> <p>The overdue penalty period is equivalent to the longest overdue period of time, starting from the next day after all overdue materials have been returned.</p> <div data-bbox="414 510 1407 990" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; color: #800080;"><b>Example: In case the due dates of books on loan are Apr. 5 and Apr. 9, and you returned them in Apr. 11,</b></p> <p style="text-align: center;">The overdue period + Returned + The longest overdue period ↓ The penalty period is between Apr. 6 and Apr. 17.</p> </div>

## 4 University of Tsukuba Library Website (Tulips)

The library website provides access to Library Catalog (OPAC) as well as various academic information resources such as e-journals and databases.

### What you can do with Tulips

- Renewal of loan period, reservation, and requests for book internal delivery
- Reservation of study cubicles, seminar rooms
- To access to on/off-campus collection of academic resources, full-text articles, or references
- To create and manage a database of personal reference documents (RefWorks)
- To access "Tsukuba Repository", a database containing academic content, academic papers, Doctoral dissertations, research reports, etc.



[University of Tsukuba Library (Tulips)]  
<https://www.tulips.tsukuba.ac.jp/lib/en>



# IX. The Regulations

The University has a range of policies, regulations and guidelines that relate to students in changing student status such as leave of absence, attaining their degree, tuition waiver, or campus life. For further details on those regulations, please check on the official website of the University of Tsukuba as needed. Some regulations or guidelines are not mentioned on the website, however, you can confirm them at your respective Academic Service Office or Division of Student Welfare.

In order to lead a life of student here, at University of Tsukuba, following 2 regulations are often referred. All students shall read and understand those regulations once.

Note: This English translation is for reference purposes only, and not an official definitive translation of the original Japanese texts. In the event a difference arises regarding the meaning herein, the original Student's Guide “学生便覧 (gakusei-binran)” shall prevail as the official authoritative version.

## **[Code of University of Tsukuba Regulations] \*Only available in Japanese**

University of Tsukuba Website (in Japanese) > 広報・情報公開 (Publicity and Disclosure of Information) >  
国立大学法人筑波大学規則集 (Code of University Regulations)



## **University of Tsukuba, National University Corporation Regulations on Student Activities**

Corporation Regulations No. 57 of September 29, 2005

### Table of Contents

- Chapter 1 General Provision (Article 1)
- Chapter 2 Student Organization (Article 2 to Article 8)
- Chapter 3 Meetings (Article 9 to Article 13)
- Chapter 4 Postings (Article 14 to Article 18)
- Chapter 5 Points to Note (Article 19)
- Chapter 6 Supplements (Article 20)
- Supplementary Provisions

### **Chapter 1 General Provision**

(Purpose)

Article 1: These rules shall provide for necessary matters concerning campus life based on the previously defined Article 57 of the University of Tsukuba Undergraduate School Regulations (Corporation Regulations No. 10 of 2004; hereinafter referred to as “Undergraduate School Regulations” in Paragraph 1 of Article 8 and Article 11) and Article 63 of the University of Tsukuba Graduate School Regulations (Corporation Regulation No. 11 of 2004; hereinafter referred to as “Graduate School Regulations” in Paragraph 1 of Article 8 and Article 11).

### **Chapter 2 Student Organizations**

(Establishment of Student Organizations)

Article 2: In order for students to establish a student organization (meaning a “group to engage in extracurricular activities”; the same applies hereinafter) within the University of Tsukuba (hereinafter called as “on campus”), a “Request for Forming a Student Organization” specified separately shall be submitted to the President and obtain his / her permission.

Article 2-2: When establishing the student organization of the preceding paragraph, the advisory teacher shall be established from among university teachers (excluding research associates or assistants).

(Validity Period of the Permission)

Article 3: The validity of the period of the permission under the provisions of paragraph 1 of the preceding article shall end on the final day of the academic year that contains the date the said student organization obtained the permission.

Article 3-2: In order for the student organization to continue the said student organization to remain in such position even after the validity of the permission, a “Request for Continuation of Student Organization” specified separately shall be submitted to the President and obtain his / her permission either on or before the date prescribed.

Article 3-3: With regard to the period of validity of the permission of the preceding paragraph, the previously defined paragraph 1 is applied mutatis mutandis.

(Submission of Activity Reports)

Article 4: Student organization shall submit a report, 学生団体事業報告書 (student organization activity report) specified separately, to the President by the last day of each academic year.

(Permission for a Change in Organization / Notice of Dissolution)

Article 5: In order for a student organization to change the application for student organization registration including the purpose of the said student organization, a “Request for Change in Student Organization from that Originally Requested” specified separately shall be submitted to the President and obtain his / her permission.

(Article 5-2: In order for student groups to dissolve, a “Notice of Dissolution of Student Organization” specified separately shall be submitted to the President.



(Participation in Off-campus Organizations)

Article 6: In order for student groups to participate in organizations outside the University of Tsukuba (hereinafter referred to as “off-campus organization” in this article and Article 2 of the Supplementary Provisions), obtaining prior consent from the faculty member in charge, a “Request for Permission to Join Off-Campus Organization” specified separately shall be submitted together with the constitution of the said off-campus organization, to the President and obtain his / her permission.

(Restriction on Activities of Student Organizations)

Article 7: Student organizations shall not engage in political activities in favor of or against any specific political party, or religious activities in favor of any specific religion on campus.

(Suspension of Activities or Dissolution Order of the Student Organization)

Article 8: The President may suspend activities or order the dissolution of the said student organization if the student group falls under any of the following items.

(i) When activities that violates the Undergraduate School Regulations, Graduate School Regulations, or other previously defined corporation regulations are engaged.

(ii) When an operation of a student organization was not facilitated including when an accident was caused during the activity of the student organization.

(iii) When members of a student organization were involved in a deplorable event that is closely related to activities of the said student organization.

(iv) When activities of the student organization were not engaged over the long term or when the report, 学生団体事業報告書 (student organization activity report), was not submitted.

### Chapter 3 Meetings

(Holding of Meetings)

Article 9: In order for students or student organizations to hold on-campus meetings (including mass processions and mass demonstrations; the same applies hereinafter), the person responsible shall be designated in advance and a “Request to Organize a Student Gathering” specified separately shall be submitted to the President and obtain his / her permission.

(Restrictions on Meetings)

Article 10: Students or student organizations cannot hold on-campus meetings for the purpose of a activities pertaining to any specific political party or religious group.

(Prohibition of Meetings or Dissolution Order)

Article 11: The President may prohibit the holding of the said meeting or may order the dissolution of the meeting if the person responsible or a participant at the meeting violates the Undergraduate School Regulations, Graduate School Regulations, or other previously defined corporation regulations, or fails to follow instructions of the University staff.

(Fund Raising, Sales, etc.)

Article 12: With regard to acts for which students or student organizations have received money including on-campus fund raising, sales, etc. (meaning simply as “fund raising, sales” in Article 19 and Article 2 of the Supplementary Provisions), the previously defined preceding 3 articles shall be applied mutatis mutandis.

(Use of Megaphone Loudspeakers)

Article 13: In order for students or student organizations to use megaphone loudspeakers on campus, the person responsible shall be designated in advance and a “Request for Use of Megaphones” specified separately shall be submitted to the President and obtain his / her permission.

Article 13-2: With regard to the use of megaphone loudspeakers, the previously defined Article 10 is applied mutatis mutandis.

Article 13-3: In the event that the President acknowledges that the use of megaphone loudspeakers violates the previously defined preceding 2 paragraphs, he / she may prohibit the use of said loudspeakers.

### Chapter 4 Posting / Distributing

(Posting)

Article 14: In order for students or student organizations to post notices, posters, standing signboards or drawings (hereinafter referred to as “written notice” on campus), the person responsible (meaning a “person responsible for postings” in following paragraph and Paragraph 6) shall be designated in advance and a “Request for Posting / Distributing Documents” specified separately shall be submitted to the President and obtain his / her permission.

Article 14-2: When the person who want to post is a member of the student organization, the name of the said student organization shall be clearly indicated on the written notice. In case the person doesn't belong to any student organization, the name of the person responsible for the posting and his / her affiliation (Undergraduate School-College / Graduate School - Degree Program) shall be clearly indicated.

Article 14-3: The President shall put the seal of approval for posting on the written notice that was granted permission for posting.

Article 14-4: The written notice shall be posted on the bulletin board for students specified separately; provided, however, that this provision shall not apply to a those granted special permission by the President (including standing signboards).

Article 14-5: The posting period in the bulletin boards for students shall be within 1 month from the day immediately following the day on which the permission was granted by the President in Paragraph 1; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

Article 14-6: The written notice on which the posting period has elapsed shall be immediately removed by the person responsible for posting.

(Size of Written Notice)

Article 15: The size of written notice shall be not more than 80 cm × 110 cm; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

(Restrictions on Postings)

Article 16: Students or student organizations may not post documents for the purpose of activities pertaining to any specific political party / religious group, or for the purpose of injuring the reputation of others on-campus.

(Removal of Posted Notices)

Article 17: Notices posted in violation of the previously defined preceding 3 articles shall be removed.

(Distribution)

Article 18: In order for students or student organizations to distribute notices, books, and other articles on campus (including distribution by the method of placing them at a specific place; the same applies in the following article and Paragraph 2 of the Supplementary Provisions), the previously defined Paragraph 1, Paragraph 2, Paragraph 5, and Paragraph 6 of Article 14 and Article 16 shall be applied mutatis mutandis.

Article 18-2: In the event that the President acknowledges that an act of students or student organizations violates the provisions of the preceding paragraph, he / she may prohibit the said act.

2. The reorganization of the Graduate Schools (Corporation Regulations on the Organizational Structure of Departments and Programs No.15 of 2019) shall be applied to a student who was admitted in or after AY2020. For those who were admitted in or before AY2019, the former division system shall be applied. In the matter of the Article14-2 of the Corporation Regulations on Student Activities, the above rules shall be applied.

## **Chapter 5 Points to Note**

(Points to Note)

Article 19: Beyond what is provided for in the preceding 2 chapters, in order for students or student organizations to hold meetings, implement fund raising, sales, use megaphone loudspeakers, post / distribute notices, books, or other articles on campus, careful attention shall be paid so that the instructions of the University staff shall be followed and so as not to affect or damage the facilities and environment of education and research in the University of Tsukuba.

## **Chapter 6 Supplements**

(Miscellaneous Provision)

Article 20: Beyond what is provided for in these corporation regulations, necessary matters concerning activities of students shall be specified separately.

### Supplementary Provisions

1. These Corporation Regulations shall come into effect as of September 29, 2005.

2. With regard to students or student organizations who were granted permission to establish a student organization, join off-campus organizations, hold meetings, implement fund raising, sales, use megaphone loudspeakers, post / distribute notices, books, or other articles in the trial of these corporation regulations, they shall be deemed to have been granted permission pursuant to the provisions of these Corporation Regulations.

Supplementary Provisions (Corporation Regulations No. 24 of March 19, 2007)

These Corporation Regulations shall come into effect as of April 1, 2007.

Supplementary Provisions (Corporation Regulations No.42 of December 26, 2019)

1. These Corporation Regulations shall come into effect as of April 1, 2020.

## Request and Report Forms for Student Organizations

September 20, 2005  
President Ruling

(Purpose)

1. The Request for Continuation of Student Organization and other forms in the Corporation Regulations Concerning the Activities of Students of the University of Tsukuba (Corporation Regulations No. 57 of 2005) shall be determined as listed below.

Form	Form No.
1. Request for Continuation of Student Organization	Appended Form 1
2. Request for Forming a Student Organization	Appended Form 2
3. 学生団体事業報告書 (student organization activity report)	Appended Form 3 & Appended Form 4
4. Request for Change in Student Organization from that Originally Requested	Appended Form 5
5. Notice of Dissolution of Student Organization	Appended Form 6
6. Request for Permission to Join Off-Campus Organization	Appended Form 7
7. Request to Organize a Student Gathering	Appended Form 8
8. Request for Use of Megaphones	Appended Form 9
9. Request for Posting / Distributing Documents	Appended Form 10

(Personal Information)

2. Personal information acquired through the appended forms shall not be used for a purpose other than the student support services of the University of Tsukuba.

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第 1 号 Appended Form 1

令和 年 月 日 Date

学生団体設立願  
Request for Forming a Student Organization

筑波大学長 殿 To the President of the University of Tsukuba

代表責任者 Representative's

所 属 Affiliation 年次 Year

氏 名 Name

住 所 Address

電 話 Phone ( )

下記により学生団体を設立したいので、許可願います。  
I hereby request your permission to form a student organization as follows.

記 Remarks

団体の名称 Name of organization	
団体の目的 Purpose of organization	
事業の概要 Outline of activities	
加入者数 Number of participants	学群生 人、大学院生: 人、研究生等: 人 Undergraduate: __participants, Graduate __participants, Research Student __participants
副責任者 (2人以上) Deputy representative (2 or more)	(所属 Affiliation) (年次 Year) (氏名 Name)
事務所所在地 Location of office	
部・会費徴収の有無 Membership fee?	<input type="checkbox"/> 有 (有の場合は、その額 年間 円) Yes (Annual Fee; _____ yen) <input type="checkbox"/> 無 No
備考 Remarks	

顧問教員 The Faculty Member in Charge	所属 Affiliation	職名 Faculty Position
	氏名 Name	

- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。 (Notes) 1. The names of the representative and faculty advisor must be written (signed) by those themselves.
- 2 構成員名簿を添付すること。 2. Attach the membership list
- 3 該当する□にレ印を記入すること。 3. Check the box that applies

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第2号 Appended Form 2

令和 年 月 日 Date

学生団体継続願  
Request for Continuation of Student Organization

筑波大学長 殿 To the President of the University of Tsukuba

代表責任者 Representative's

所 属 Affiliation 年次 Year

氏 名 Name

住 所 Address

電 話 Phone ( )

下記により学生団体の設立を更新したいので、許可願います。

I hereby request your permission to continue the student organization as follows.

記 Remark

団体の名称 Name of organization	
団体の目的 Purpose of organization	
事業の概要 Outline of activities	
加入者数 Number of participants	学群生 人、大学院生: 人、研究生等: 人 Undergraduate: __participants, Graduate __participants, Research Student __participants
副責任者 (2人以上) Deputy representative (2 or more)	(所属 Affiliation) (年次 Year) (氏名 Name)
事務所所在地 Location of office	
部・会費徴収の有無 Membership fee?	<input type="checkbox"/> 有 (有の場合は、その額 年間 円) Yes (Annual Fee; _____ yen) <input type="checkbox"/> 無 No
備考 Remarks	

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
--------------------------------------	---------------------------	---------------------

- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。  
2 構成員名簿を添付すること。  
3 該当する□にレ印を記入すること。

- (Notes) 1. The names of the representative and faculty advisor must be written (signed) by those themselves.  
2. Attach the membership list  
3. Check the box that applies

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第3号 Appended Form 3

令和 年 月 日 Date

令和 年度学生団体事業報告書 (文化系・芸術系)  
"student organization activity report" for AY \_\_\_\_ (Cultural and Arts)

筑波大学長 殿 To the President of the University of Tsukuba

団 体 名 Name of organization  
代表責任者 Representative's  
所 属 Affiliation 年次 Year  
氏 名 Name  
住 所 Address  
電 話 Phone ( )

下記のとおり事業報告書を提出します。  
I hereby submit an activity report as follows.

記 Remark

年月日 Date	行事等名称 Name of events	主 催 者 名 Name of organizers	場 所 Location	参加学生数 (観客数) Number of participants	備 考 Remarks

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
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- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。  
2 活動成果、今後の課題等については、報告書を添付すること。

(Notes) 1. The names of the representative and faculty advisor must be written (signed) by those themselves.  
2. Attach a report on results of the activity result and challenges for the future.

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第4号 Appended Form 4

令和 年 月 日 Date

令和 年度学生団体事業報告書 (体育系)  
"student organization activity report" for AY\_\_\_\_(Physical Education)

筑波大学長 殿 To the President of the University of Tsukuba

団体名 Name of organization

代表責任者 Representative's

所属 Affiliation

年次 Year

氏名 Name

住所 Address

電話 Phone ( )

下記のとおり事業報告書を提出します。  
I hereby submit an activity report as follows.

記 Remarks

年月日 Date	競技(合宿)名称 Name of the (sporting) event and camp	主催者名 Name of organizers	場所 Location	参加者数 Number of participants	成績 Record	備考 Remarks

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
--------------------------------------	---------------------------	---------------------

- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。  
2 活動成果、今後の課題等については、報告書を添付すること。

- (Notes) 1. The names of the representative and faculty advisor must be written (signed) by those themselves.  
2. Attach a report on results of the activity result and challenges for the future.

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第5号 Appended Form 5

令和 年 月 日 Date

学生団体設立願記載事項等変更願  
Request for Change in Student Organization from that Originally Requested

筑波大学長 殿 To the President of the University of Tsukuba

団 体 名 Name of organization

代表責任者 Representative's

所 属 Affiliation

年次 Year

氏 名 Name

住 所 Address

電 話 Phone ( )

下記のとおり変更したいので、許可願います。  
I hereby request your permission to make changes as follows.

記 Remark

To be changed 変 更 事 項	1
	2
	3
	4
	5
	6
変更事由 Reasons for Change	
備 考 Remarks	

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
--------------------------------------	---------------------------	---------------------

(注) 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。

(Note) The names of the representative and faculty advisor must be written (signed) by those themselves.



\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第6号 Appended Form 6

令和 年 月 日 Date

学生団体解散届  
Notice of Dissolution of Student Organization

団体名 Name of organization  
代表責任者 Representative's  
所属 Affiliation 年次 Year  
氏名 Name  
住所 Address  
電話 Phone ( )

下記のとおり学生団体を解散しますので、お届けします。  
I hereby inform you our student organization is dissolved as follows.

記 Remarks

団体の名称 Name of Organization	
解散理由 Reason for Dissolution	
事務所所在地 Location of Office	
借用物品の返還 Return of Borrowed Things	
備考 Remarks	

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
--------------------------------------	---------------------------	---------------------

(注) 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。

(Note) The names of the representative and faculty advisor must be written (signed) by those themselves.

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第7号 Appended Form 7

令和 年 月 日 Date

学外団体加入願  
Request for Permission to Join Off-Campus Organization

筑波大学長 殿 To the President of the University of Tsukuba

団 体 名 Name of organization

代表責任者 Representative's

所 属 Affiliation

年次 Year

氏 名 Name

住 所 Address

電 話 Phone ( )

下記のとおり、学外団体に加入したいので、許可願います。

I hereby ask for your permission to join in an off-campus organization as follows.

記 Remarks

団体の名称 Name of organization		
加入しようとする学外団体 External Organization to Join	名称 Name	
	事業所所在地 Office Address	
	目的 Purpose	
	組織 Organization	
	事業の概略 Outline of Activities	
加入費及び登録費の有無 Participation Fee and Registration Fee	<input type="checkbox"/> 有 (有の場合は、その額 年間 円) Yes (Annual Fee: _____ yen) <input type="checkbox"/> 無 No	
備考 Remarks		

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
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- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。  
2 当該学外団体の規約を添付すること。  
3 該当する□にレ印を記入すること。

- (Notes) 1. The names of the representative and faculty advisor must be written (signed) by those themselves.  
2. Attach regulation of the off-campus organization  
3. Check the box that applies

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第8号 Appended Form 8

令和 年 月 日 Date

学生集会（催）願  
Request to Organize a Student Gathering

筑波大学長 殿 To the President of the University of Tsukuba

団体名 Name of organization

代表責任者 Representative's

所属 Affiliation

年次 Year

氏名 Name

住所 Address

電話 Phone ( )

下記により学生集会（催）を開催したいので、許可願います。  
I hereby request your approval to organize a gathering as described below.

記 Remarks

集会の名称 Name of the Gathering			
集会の目的 Purpose of the Gathering			
加入者数 Number of Participants	学群生 人、大学院生: 人、研究生等: 人 Undergraduate: __participants, Graduate __participants, Research Student __participants		
責任者 Representative	(所属 Affiliation) (年次 Year) (氏名 Name)		
集会場所 Place of Gathering	管理部門の承認 Approval of the Administrative Department	印 Seal	
集会日時 Date / Time	月 日 (曜日) 時から 時まで Date MM/DD Time to 月 日 (曜日) 時から 時まで Date MM/DD Time to		
学外共催者又は後援者の有無及びその名称 Outside Collaborator or Sponsor	<input type="checkbox"/> 有 (名称 Name: ) <input type="checkbox"/> 無		
学外参加者の有無及び範囲 Outside Participants	<input type="checkbox"/> 有 (範囲 To what extent ) <input type="checkbox"/> 無		
その他必要な事項 Other Information			

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
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- (注) 1 願い出の時期は、開催予定日の5日前（休日は期間に算入しない。）までとする。  
2 代表責任者、顧問教員又は指導者（教員）の氏名は、必ず本人が自署すること。  
3 該当する  にレ印を記入すること。

- (Notes) 1. Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.  
2. Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.  
3. Check the box that applies

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第9号 Appended Form 9

令和 年 月 日 Date

拡声器使用願  
Request for Use of Megaphones

筑波大学長 殿 To the President of the University of Tsukuba

団 体 名 Name of organization

代表責任者 Representative's

所 属 Affiliation

年次 Year

氏 名 Name

住 所 Address

電 話 Phone ( )

下記により拡声器を使用したいので、許可願います。  
I hereby request your permission to use megaphones as follows.

記 Remarks

使用日時 Date / Time	令和 年 月 日 ( 曜日) 時から 時まで Date: (Day of Week) From to o'clock
内容 Purpose of use	
使用場所 Location	
使用者氏名 Name of Users	
備考 Remarks	

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
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(注) 1 願い出の時期は、使用予定日の5日前(休日は期間に算入しない。)までとする。

2 代表責任者、顧問教員又は指導者(教員)の氏名は、必ず本人が自署すること。

(Notes)1. Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.

2. Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.

\*The form in this page is for reference purposes only and cannot be used for application.

別記様式第10号 Appended Form 10

令和 年 月 日 Date

文書等掲示・配布願

Request for Postering/ Distributing Documents

筑波大学長 殿 To the President of the University of Tsukuba

団体名 Name of organization

代表責任者 Representative's

所属 Affiliation

年次 Year

氏名 Name

住所 Address

電話 Phone ( )

下記により文書等を  掲示  配布 したいので、許可願います。

I hereby request permission to  post  distribute documents as follows.

記 Remarks

掲示・配布期間 Period of Postering / Distributing	令和 年 月 日 ~ 令和 年 月 日 From dd/mm/yyyy to dd/mm/yyyy
内容 Contents	
掲示・配布場所 Place of postering / distributing	
掲示・配布枚数 Number of copied to be postered / distributed	枚
掲示・配布者数 Number of persons to post or distributors	外 名
備考 Remarks	
文書等掲示及び配布の条件 Conditions to be met	掲示・配布期間終了後は、掲示・配布責任者が直ちに撤去します。 Upon expiration of the approved, the party responsible for postering and distributing shall remove the poster, notice, etc. immediately.

顧問教員 The Faculty Member in Charge	所属 Affiliation 氏名 Name	職名 Faculty Position
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- (注) 1 願い出の時期は、掲示又は配布予定の5日前(休日は期間に算入しない。)までとする。  
2 代表責任者、顧問教員又は指導者(教員)の氏名は、必ず本人が自署すること。  
3 該当する□にレ印を記入すること。

- (Notes) 1. Request shall only be accepted up to 5 days (excluding non-working days) prior to the scheduled day of the posting / distribution.  
2. Names of the representative, advisor or leader (faculty) must be written here (signed) by the individual.  
3. Check the box that applies