

2018 Academic Year  
(平成30年度)

履修・学籍・諸手続案内  
Information on Registration,  
School Credits  
And  
Other Procedures

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

※この冊子は、情報理工学系研究科の「平成30年度 履修・学籍・諸手続案内」を英訳したものです。

**\*This is the English translation of “2018 Information on Registration, School Credits and Other Procedures” by the Graduate School of Information Science and Technology.**

## Office Service Information

Office Name	Location	Resources and Services	Business Hours (Monday~Friday)			Closing dates
			Morning	Lunch break	Afternoon	
< Office of Academic Affairs >	Engineering Building No.8 (1F)		9:00 → 17:00			Saturday, Sunday, National holiday (including substitute holiday), New Year's Holiday, Entrance Examination Day of the University of Tokyo. (*Other examination days of Graduate Courses)
Graduate School Team (Office of Graduate School of Information Science and Technology) 【Ext:27926・27428】		Graduate program-related affairs				
Student Support Team 【Ext:26028・27740】		Issuance of certificates, scholarship related affairs				
<Center for International Affairs >						
International Student Team 【Ext:26041】		International student-related affairs				
Office of International Relations (Information Science and Technology) 【Ext:24478】		Advising international students, information services				
Department of Computer Science 【Ext:24111・24112】	Faculty of Science Building No.7 (1F)		9:30 ↓ 12:00			
Department of Mathematical Informatics /Department of Information Physics and Computing /Department of Creative Informatics 【Ext:26889】	Engineering Building No.6 (1F)	Each Department related affairs	9:00 ↓ 12:00	12:00 ↓ 13:00	13:00 ↓ 17:00	
Department of Information and Communication Engineering 【Ext:26712】	Engineering Building No.2 (4F)					
Department of Mechano-Informatics 【Ext:26302】	Engineering Building No.2 (3F)		9:00 ↓ 12:30	12:30 ↓ 13:30	13:30 ↓ 17:00	

The University of Tokyo direct dialing telephone number: 03-5841-0000 (Extension: last 4 digits)

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

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# **I . Register for Classes**

1. 2018 Academic Year Class Schedule for Graduate Course
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# 1. 2018 Academic Year Class Schedule for Graduate Course

Year/ Month	Class Schedule	Curriculum Schedule	Remarks
2018/ April	5(Thu) 12(Thu) Entrance Ceremony (April) (Class Cancellation)	5(Thu) } 11(Wed) } Registration Period 12(Thu) } 19(Thu) } Period for changes	<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <b>Summer Examination</b> 8/20~8/27                 </div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <b>Winter Examination</b> late January ~ mid-February                 </div>
May	*No class in the afternoon of 5/18(Fri) due to the preparation for May Festival. *Morning classes on 5/29(Tue) will be held in Supplementary class. *Afternoon classes on 5/29(Tue) will be held according to the Friday time schedule. *Classes on 5/30(Wed) will be held according to the Thursday time schedule.		
June	31(Thu)~1(Fri) S1 Term examination period 4(Mon) S2 Term Start of Class	8(Fri) Deadline for submission of Doctoral thesis (those who completing doctorate in September)	
July	*Classes on 7/17(Tue) will be held in Supplementary class. 18(Wed) } 30(Mon) } S1•S2 Semester examination period 31(Tue) } 25(Wed) } S2 Term examination period 30(Mon) }	2(Mon) } 13(Fri) } Submission Period for the Notification of Credit Transition(those who doctorate in September)	
August		22(Wed) } 24(Fri) } Research Student (enrollment in September) application period	
September	14(Fri) Graduation Ceremony (September) 21(Fri) Entrance Ceremony (September)  25(Tue) A1 Term, A1•A2 Semester Start of Class		
October		25(Tue) } 1(Mon) } Registration Period 2(Tue) } 9(Tue) } Period for changes	
November	*Classes on 11/8(Thu) will be held according to the Monday time schedule. *Classes on 11/13(Tue) will be held in Supplementary class. 14(Wed),16(Fri) A1 Term examination period 19(Mon) A2 Term Start of Class *No class of 11/22(Thu) due to the preparation for intramural open of Komaba Festival. *Classes on 12/25(Tue) will be held according to the Friday time schedule. *Classes on 12/26(Wed) will be held according to the Monday time schedule.		
December	27(Thu) 28(Fri)	7(Fri) Deadline for submission of Doctoral thesis (those who completing doctorate in March)	
2019/ January	3(Thu) 4(Fri) *Supplementary classes will be held on 1/4(Fri). *Supplementary classes will be held on 1/15(Tue). 16(Wed) } A1•A2 Semester examination period 17(Thu) } *Supplementary classes will be held on morning 1/18(Fri) . * No class in the afternoon of 1/18(Fri) due to the preparation for the national center test for university. 21(Mon) } S1•S2 Semester examination period 23(Wed) } S2 Term examination 24(Thu) } 29(Tue) } 27(Mon) } S2 Term examination 28(Tue) } 30(Wed)	15(Tue) } 25(Fri) } Submission Period for the Notification of Credit Transition(those who completing doctorate in March)	
February		25(Mon) } 27(Wed) } Research Student(enrollment in April) application period (TBD)	
March	25(Mon)(TBD) Graduation Ceremony (March)  31(Sun)		

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

## 2. 2018 Academic Calender for Graduate School of IST

2018 Academic Year Class Schedule S1 4/5-6/3, S2 6/4-7/30, A1 9/25-11/18, A2 11/19-1/29

		April						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Semester =>	Term =>	1	2	3	4	5	6	7
Semester =>	Term =>	8	9	10	11	12	13	14
Semester =>	Term =>	15	16	17	18	19	20	21
Semester =>	Term =>	22	23	24	25	26	27	28
Semester =>	Term =>	29	30					
Semester =>	Term =>							

4/4: Guidance  
4/12: Entrance ceremony  
※CC = Class Cancellation

		May						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		

※5/18: the preparation for May Festival (No class in the afternoon) ※Exams = Examination  
Afternoon classes on May 29 conducted on Friday time schedule  
Classes on May 30 conducted on Thursday time schedule  
※SC = Supplementary Class

		June						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30

		July						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6	7
		8	9	10	11	12	13	14
		15	16	17	18	19	20	21
		22	23	24	25	26	27	28
		29	30	31				

※SC = Supplementary Class  
※Exams = Examination

		August						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	23	24	25
		26	27	28	29	30	31	

		September						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30						

9/14: Graduation Ceremony (September)  
9/21: Entrance ceremony (September)

		October						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			

		November						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1	2	3
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
		18	19	20	21	22	23	24
		25	26	27	28	29	30	

Classes on Nov. 8 conducted on Monday time schedule  
11/22: the preparation for intramural open of Komaba Festival (No Class)  
※SC = Supplementary Class  
※Exams = Examination

		December						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
								1
		2	3	4	5	6	7	8
		9	10	11	12	13	14	15
		16	17	18	19	20	21	22
		23	24	25	26	27	28	29
		30	31					

Classes on Dec. 25 conducted on Friday time schedule  
Classes on Dec. 26 conducted on Monday time schedule

		January						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4	5
		6	7	8	9	10	11	12
		13	14	15	16	17	18	19
		20	21	22	23	24	25	26
		27	28	29	30	31		

※1/18: the preparation for the national center test for University (No class in the afternoon)  
※SC = Supplementary Class  
※Exams = Examination

		February						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28		

※2/22,25,26: the Second University Entrance Exam

		March						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						

## ◎ About Internship Classes

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

Conditions for internship classes are as follows:

Course code	Course title	Credits	Requirements
4892-3010	Internship I	1	Students submit a report after conducting research in a company or laboratory (domestically or abroad) for 30 hours or more.
4892-3011	Internship II	2	Students submit a report after conducting research in a company or laboratory (domestically or abroad) for 2 months.

How to apply for credited internship classes

1. After participating in an internship, students should send an email to the following address.

When sending the email, attach a PDF file describing the following information. Students should be sure to specify which class they would like to be credited for (determined in accordance with the length of time of the internship).

☆Contact: johoriko@adm.i.u-tokyo.ac.jp

☆Title: 「Internship Report (Student ID number (8 digits))」

Report cover: Course code and course title students would like to receive credits for

Title 「Internship report」

Period of internship participation

Student ID number・Name

Contents:

①Regarding internship locations

Accepting institution, address, country, point of contact at accepting institution, internship details

②Research results

Purpose, background, research content, results, etc.

③Other results

Comments on experiences outside of the research environment; interactions and exchanges with researchers or other students, etc.

☆Report deadline: End of January or end of June

2. The Graduate School of Information Science and Technology will use the report provided to determine whether or not to assign credits.

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

If the report is sent by the end of June, credits will be reflected on the student's academic record in late July.

【Note】 ※No procedures are required before participating in an internship.

※Credits may not always be awarded, even if an application has been made.

- ◎ **Regarding the courses by other graduate schools and faculties of the University of Tokyo and the courses of graduate schools by other domestic universities which concluded the Academic Exchange Agreement with the Graduate School of Information Science and Technology:**
- (1) For the courses by other graduate schools in the University of Tokyo, please refer to “UTAS” or “Manual of the Graduate School (Daigakuin Binran)”.
  - (2) For the courses of faculties, please refer to “UTAS” or “Manual of Undergraduate school (Gakubu Binran)”.
  - (3) For course (lectures only) and school hour by other universities (which concluded the Academic Exchange Agreement), please ask for the information of each relevant university at the Office of Graduate School of Information Science and Technology.

The followings are the universities which concluded the Academic Exchange Agreement with the Graduate School of Information Science and Technology, the University of Tokyo as of April 2018.

- Tokyo Institute of Technology
  - ..... Graduate School of Science and Engineering,
  - Graduate School of Bioscience and Biotechnology,
  - Interdisciplinary Graduate School of Science and Engineering,
  - Graduate School of Information Science and Engineering,
  - Graduate School of Decision Science and Technology,
  - Graduate School of Innovation Management
  - School of Science
  - School of Engineering
  - School of Materials and Chemical Technology
  - School of Computing
  - School of Life Science and Technology
  - School of Environment and Society
- Ochanomizu University
  - ..... Graduate School of Humanities and Science
- Graduate University for Advanced Studies
  - ..... School of Physical Sciences,
  - School of High Energy Accelerator Science,
  - School of Multidisciplinary Sciences,
  - School of Life Science,
  - School of Advanced Sciences
- Institute of Information Security
  - ..... enPiT program courses (Students of the enPiT program can only register )

\* The status of the student of the University of Tokyo at the relevant university is referred to as “Special Audit Student” and the tuition fee is exempted.



### 3. Registration Period for Classes

Under the supervision and advice of his/her professor, the student will decide which classes to take and conduct his/her research. (Article 5: The University of Tokyo Rules for the Graduate School of Information Science and Technology)

Term	①Registration Period for Classes	②Period for changes
S1/S2	April 5th (Thu) ~ 11th (Wed)	April 12th (Thu) ~ 19th (Thu)
A1/A2	September 25th (Tue) ~ October 1st (Mon)	October 2nd (Tue) ~ 9th (Tue)

#### For Intensive Classes

Intensive classes	Class in the Graduate School of Information Science and Technology	As a general rule, a student must finish registration for the classes during the period listed above. A student can also register for classes starting one week prior to and until one day before the class start date. When the class starts on Monday, the last registration day is Friday instead of Sunday.
	Class in Other Graduate School Class in Undergraduate	The student must finish the registration for the class during the period listed above.

### 4. How to Register for Classes

The student has to finish the registration for classes according to the schedule (Please refer the list above ①). Registration is not permitted outside of that period. The registration is done online through “UTAS” using a unique name and password provided to the student.

For classes that cannot be registered though the website, such as classes from other graduate schools, other faculties, or other universities under the agreement, please finish registration by submitting the “Application Form of Class Registration (*Rishuu Shinkoku Todoke*)” to the Office of Graduate School of Information Science and Technology during the registration period.

Enrollment in classes from other universities require the approval seal from the student’s

The UTAS password is distributed from the student’s department office and can be used until the end of the course (two years for the Master course and three years for the Doctoral course).

If you forget your password, please come to the Office of Graduate School of Information Science and Technology.

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

### 5. Term Classes

The classes a student can register for in each term are as follows:

○ mark shows the classes you can register in each term.

S1/S2 Term Registration			A1/A2 Term Registration		
All Year Course	S1/S2 Term Course	A1/A2 Term Course	All Year Course	A1/A2 Term Course	S1/S2 Term Course
○ (※)	○	×	× (※)	○	×

※Note: Core curriculum courses will be registered by the office of Graduate School of Information Science and Technology. Students does not have to register by themselves.

## Core Curriculum

\*Regarding the core curriculum, please refer the Appendix of Regulations in the Graduate School of Information Science in Graduate School Manual (*Daigakuin Binran*).

## Master Course

Department		Core Curriculum	Credit	Total
Computer Science	Students admitted after 2018	Computer Science Seminar(Master Course) I, II	1 Each	15
		Special Lectures in Computer Science(Master Course) I, II	6 Each	
		「Practical English Presentation Skill I or II」or「Practical English for Global Creative Leaders I or II」	1	
	Admitted before 2017	Computer Science Seminar(Master Course) I, II	1 Each	15more
		Special Lectures in Computer Science(Master Course) I, II	6 Each	
		「English Paper Writing」or「Practical English Presentation Skill I or II」or「Practical English for Global Creative Leaders I or II」	2 or 1	
Mathematical Informatics		Colloquium on Mathematical Informatics I, II	2 Each	16
		Research Project on Mathematical Informatics I, II	6 Each	
Information Physics and Computing		Information Physics and Computing Seminar I, II	2 Each	16
		Research Project on System Informatics I, II	6 Each	
Information and communication Engineering		Information and Communication Engineering Master CourseSeminar I, II	2 Each	14
		Research Project on Information and Communication Engineering I, II	5 Each	
Mechano-Informatics		Directed Reading for Master Course in Mechano-Informatics I, II	2 Each	16
		Master Course Thesis Research and Preparation in Mechano-Informatics I, II	6 Each	
Creative Informatics	Students admitted after 2013	Creative Informatics Master Seminar	2	15
		Creative Informatics Master Practice	2	
		Creative Informatics Master Project Research	10	
		「Practical English I or II」or「Practical English for Global Creative Leaders I or II」	1	
	Admitted before 2012	Creative Informatics Master Seminar	4	20
		Creative Informatics Master Practice	4	
Creative Informatics Master Project Research		12		

※For Computer Science Masters, students who enrolled before 2017 including core curriculum courses Computer Science Master Seminar I, II, Computer Science Master Course Special Research I, II, and English Paper Writing or Practical English Presentation Skills I or II, 30 or more credits are required.

However, students in the GCL program may substitute English Paper Writing or Practical English Presentation Skills I or II for Global Creative Leader Practical English Presentation Skills I or II.

※For Computer Science Masters, new entrants from 2018 including core curriculum courses Computer Science Master Seminar I, II, Computer Science Master Course Special Research I, II, and Practical English Presentation Skills I or II, 30 or more credits are required. However, students in the GCL program may substitute Practical English Presentation Skills I or II for Global Creative Leader Practical English

※In principle Computer Science Masters except for alumni from this university's Department of Information Science

※For Creative Informatics Masters, new entrants from April 2013 on will be required to select from "Practical English " I or II, or the Global Creative Leader program's "Practical English for Global Creative Leaders" I or II (including 1 credit from one of the 4 courses indicated, students should take 15 or more

※Students who enrolled after April 2016 are required to obtain credits of Ethic-related course to complete Masters course. However students who have already obtained credits of Ethic-related course while enrolling in Undergraduate course of the University of Tokyo are considered satisfying this condition.

"Ethic-related courses" are as follows:

1. Ethic-related courses offered by the Faculty of Engineering or the Faculty of Science of the University of Tokyo.

2. Ethic-related courses offered by the Graduate School of Information Science and Technology("Information Science and Technology ethics" offered as common curriculum or "Research ethics" offered by the department

## Doctoral Course

Department		Core Curriculum	Credit	Total
Computer Science		Computer Science Seminar(Doctoral Course) I , II ,III	2 Each	18
		Special Lectures in Computer Science(Doctoral Course) I , II ,III	4 Each	
Mathematical Informatics		Advanced Colloquium on Mathematical Informatics I , II , III	1 Each	15
		Advanced Research Project on Mathematical Informatics I , II ,III	4 Each	
Information Physics and Computing		Advanced Research Project on System Informatics I , II , III	4 Each	12
Information and Communication Engineering		Advanced Research Project on Information and Communication Engineering I , II ,III	4 Each	12
Mechano-Informatics		Doctoral Dissertation Research and Preparation in Mechano-Informatics I , II ,III	4 Each	12
Creative Informatics	Students admitted after 2016	Creative Informatics Doctoral Seminar	2	15
		Creative Informatics Doctoral Project Research	12	
		「Special Practical English I or II 」or 「Special Practical English for Global Creative Leaders I or II 」	1	
	Students admitted after 2013	Creative Informatics Doctoral Seminar	2	15
		Creative Informatics Doctoral Project Research	12	
		「Practical English I or II 」 or 「Special Practical English for Global Creative Leaders I or II 」	1	
	Admitted before 2012	Creative Informatics Doctoral Seminar	4	16
		Creative Informatics Doctoral Project Research	12	

※For Creative Informatics Doctoral Courses, new entrants from April 2013 on will be required to select from "Practical English" I or II, or the Global Creative Leader program's "Special Practical English for Global Creative Leaders" I or II (including 1 credit from one of the 4 courses indicated, students should take 15 or more credits).

※For Creative Informatics Doctoral Courses, new entrants from April 2016 on will be required to select from "Special Practical English" I or II, or the Global Creative Leader program's "Special Practical English for Global Creative Leaders" I or II

※Students who enrolled after April 2016 are required to obtain credits of Ethic-related course to complete Doctoral course. However students who have already obtained credits of Ethic-related course while enrolling in Undergraduate course or Masters course of the University of Tokyo are considered satisfying this condition.

"Ethic-related courses" are as follows:

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

## 7. Elective Classes

All classes not included in the core curriculum appointed by each department are considered elective courses. A student should register for the elective classes during the registration period in each term.

All non-compulsory classes that the student takes in his/her own department, in other departments, in the Graduate School of Science and Technology, in other graduate schools, in undergraduate, or in other universities are considered elective classes.

After a study abroad at a graduate school of a foreign university, the student has to submit an “Application of Official Recognition” after returning home to receive credit from the University of Tokyo Graduate School.

## 8. Re-registration of the Same Class

A class of a same course code cannot be retaken if its credit has already been obtained, regardless of the changes in the academic year, the Professor in charge, or the number of class credits.

## 9. Overlapping Class and Joint Class

Even if the name of the class is different, a student can register for only one class in the following categories:

- ① Overlapping class - Two different classes with the same course contents
- ② Joint class: Two different classes held by more than two different departments of either the same graduate school or different graduate school, but the time schedule and class room is the same.

Once the credit is obtained, the student cannot register for the same class even in a different academic year.

## II . Completing the Course

1. Course Requirements
2. Duration of Master and Doctoral Course and Maximum Period of Enrollment
3. School Credits
  - (1) Necessary Credits to Complete the Course
  - (2) Elective Classes and Credit
4. Master/Doctoral Thesis Screening and Defense

## 1. Course Requirements

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

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

## 2. Duration of Master and Doctoral Course and Maximum Period of Enrollment

Item	Master Course	Doctoral Course
<p>“Programs and Standard Program Duration”            &lt;Article 2, Paragraph 5 of the University of Tokyo(UT) Rules on Graduate Schools&gt;</p> <p style="text-align: center;"><u>Necessary period to finish the course</u></p> <p>※ Following students may be permitted to graduate in less than the required period:</p> <p>① Student demonstrating excellent academic achievements in the Master course.</p> <p>② Student demonstrating exceptional research achievements in the Doctoral course.</p> <p style="text-align: center;">&lt; Refer to UT Rules on Graduate Schools, Article 5, Provisory Clause, Article 6, Paragraph 2, and UT Rules for the Graduate of School of Information Science and Technology(IST), Article 2, Provisory Clause, Article 3, Provisory Clause&gt;</p>	<p><u>2 Years</u></p>  <p>More than one year</p>	<p><u>3 Years</u></p>  <p>More than 1-2 Years</p> <p>(depending on the total time spent in the Master course)</p>
<p>“Maximum Period of Enrollment”            &lt;UT Rules on Graduate Schools, Article 27 &gt;  <u>Maximum period of enrollment including the necessary duration of each course.</u></p>	<p><u>3 Years</u></p>	<p><u>5 Years</u></p>

* Reference		
<p>“Leave of Absence”            &lt;UT Rules on Graduate Schools, Article 29&gt;  <u>Maximum permitted years to take a leave of absence</u></p> <p>(Total years a student can leave of absence regardless of the reasons of absence nor whether it is a continuous or intermissive absence)</p> <p>※ Period of a leave of absence is not included in the duration of the course or the maximum period of enrollment.</p> <p>※ Regarding the details of the leave of absence, please refer to “(4) Leave of Absence, III Registration Matters”.</p>	<p><u>2 Years</u> (Master Course)</p>	<p><u>3 Years</u> (Doctoral Course)</p>

\* Regarding the system of long term school credit, please inquire at the Office of the Graduate School of Information Science and Technology.

### 3. Required Credits

#### (1) Necessary Credits to Complete the Course

Subj. Dept.	Course	Core Curriculum	Elective Course (Approved Credits by the subject)							Necessary credits to finish course
			Department Subject	Other Department Subject	Other Graduate School Subject	Undergraduate subject	Excess Master Course Credit	Universities under Agreement Subject	Overseas University Subject	
Computer Science	Master	15 or More (18)	No Limit			8 or Less	/	10 or Less for M&D		30 or More
	Doctoral	18	No Limit			6 or Less				10 or Less
Mathematical Informatics	Master	16	No Limit			8 or Less	/	10 or Less for M&D		30 or More
	Doctoral	15 (12)	No Limit			6 or Less				10 or Less
Information Physics and Computing	Master	16	No Limit			8 or Less	/	10 or Less for M&D		30 or More
	Doctoral	12	No Limit			6 or Less				10 or Less
Information and Communication Engineering	Master	14	Limit ※1			8 or Less	/	Less for M&D		30 or More
	Doctoral	12	Limit ※1			6 or Less				10 or Less
Mechanics Informatics	Master	16	No Limit			8 or Less	/	10 or Less for M&D		30 or More
	Doctoral	12	No Limit			6 or Less				10 or Less
Creative Informatics	Master	15 (20)	No Limit			8 or Less	/	10 or Less for M&D		30 or More
	Doctoral	15 (16)	No Limit			6 or Less				10 or Less

#### (Remarks)

※Please refer to Graduate School Regulations Article 5 (Master Program Completion Requirements), Article 6 (Doctoral Program Completion Requirements), and Graduate School of Information Science and Technology Article 2 (Master Program Completion Requirements) and Article 3 (Doctoral Course Completion Requirements), as well as in the margins and "notes" sections of each course of study.

※Students who enrolled between April 2009 and October 2012 are required to have completed 18 credits in the Computer Science Master course core curriculum. Students enrolling after April 2013 are required to complete 15 or

※Students who enrolled or entered the university before October 2003 are required to have completed 12 credits in the Doctoral Mathematical Informatics course core curriculum. Students who enrolled or who entered university after April 2004 are required to complete 15.

※Students who enrolled or entered the university before October 2010 are required to have completed 20 credits in the Master's Creative Informatics course core curriculum. Students who enrolled or entered after April 2013 are required to have completed 15.

※Students who enrolled or entered the university before October 2010 are required to have completed 16 credits in the Doctoral Creative Informatics course core curriculum. Students who enrolled or entered after April 2013 are required to have completed 15.

※1 Among the elective subjects, maximum two credits of Japanese subject can be included for the necessary credits to complete the course.

(2) Elective Classes and Credit

a. Through the permission of the student's supervising professor, a student can take elective classes and obtain credits in other departments, other graduate schools, or in the undergraduate program. A student can take these elective classes within the limit listed above to finish the course (Article 6 and Article 7, Rules for the Graduate School of IST).

b. If a student has obtained more than the required credits to finish the Master course, these excess credits can be added to the Doctoral course credits for up to 10 credits in total through the permission of his/her supervising professor (Article 7, Paragraph 2, Rules for the Graduate School of IST).

In addition, a student who completed the Master course in either the Graduate School of Engineering or the Graduate School of Science before the Graduate School of Information Science and Technology was established, and has enrolled or proceeded to the Graduate School of Information Science and Technology can add the excess credits during his/her Master course to the Doctoral course credits only in the following cases:

① After completing the Master course in the Graduate School of Engineering, proceeds to the Doctoral course in the Department of Mathematical Informatics, Department of Information Physics and Computing, Department of Information and Communication Engineering, or Department of Mechano-Informatics.

② After completing the Master course in the Graduate School of Science, proceeds to the Doctoral course in the Department of Computer Science.

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

\* The credit which can be transferred are limited to the subjects offered under the Graduate School of Information Science and Technology.

\* Credit from one class cannot be divided for separate certification.

\* For this procedure, the student has to get permission from his/her supervising professor by the beginning of the final academic year of the Doctoral course, and has to submit the "Notification of Credit Transition" to the Office of the Graduate School of Information Science and Technology during specified period listed below:

Completion (Leaving) Date	Submission Period for the Notification of Credit Transition
September 14 <sup>th</sup> , 2018 <b>【TBD】</b> <Graduation ceremony at UT> September 30 <sup>th</sup> , 2018 <Withdrawal from School>	July 2 <sup>nd</sup> (Mon) ~ July 13 <sup>th</sup> (Fri), 2018
March 25 <sup>th</sup> , 2019 <b>【TBD】</b> <Graduation ceremony at UT> March 31 <sup>st</sup> , 2019 <Withdrawal from School>	January 15 <sup>th</sup> (Tue) ~ January 25 <sup>th</sup> (Fri), 2019

\* For the student who enrolled before 2009 academic year, please refer "Information on Registration School Credits and Other Procedures" of each enrollment academic year.

c. Credits obtained by auditing a class (lecture only) of the graduate school of a Japanese university which has a student exchange agreement with the Graduate School of Information Science and Technology and certified by the Graduate School of such university would be given equivalent credits in the Graduate School of Information Science and Technology for up to 10 credits in total through the Master course and the Doctoral course (Article 10, the UT Rules on Graduate Schools).

d. When a student studies abroad in a graduate school of an overseas university, and obtains credits from a class in the student's major field of study, that credit will be authorized as an equivalent credit of Graduate School of Information Science and Technology for up to 10 credits in total through the Master course and Doctoral course, only after the student submits an application (Article 28, the UT Rules on Graduate Schools).

In addition, the number of credits shall not exceed 10 credits, together with the number of credits deemed to have been acquired at Graduate School of the University of Tokyo above article c. .

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

\* Regarding "Study abroad", please refer to "(1) Study Abroad III. Registration Matters"

\* When the student studies abroad and obtains a credit at the graduate school of an overseas university during a leave of absence, the credit cannot be certified as a credit of Graduate School of Information Science and Technology.



#### 4. Master/Doctoral Thesis Screening and Defense

Each department has its own rules on how to submit the Master thesis, the deadline of submission, and the date of the thesis defense – this information is posted on the bulletin board of each department.

The deadline of the Doctoral thesis is in the middle of June for a student who is scheduled to finish in September, and the middle of December for a student who is scheduled to finish in March. Each department requires different documents, and the date of the thesis defense is also different, so a student who is scheduled to finish the Doctoral course must pay attention to the bulletin board of his/her department.

In addition, a student on a leave of absence cannot submit his/her thesis for the Master course or Doctoral course.

(Reference)A student who was in the Graduate School of Information Science and Technology for more than three years, obtained more than the required number of credits, and left school after receiving the necessary research guidance from the supervising professor (referred to a “withdrawal through expiration in the Doctoral course”) can submit the Doctoral thesis to the Graduate School of Information Science and Technology within three years after leaving school. In this case this person will be considered as a “Course Doctor”.

When A person who ① has waited more than three years after leaving the Doctoral course, ② left school without completing the Doctoral course, or ③ has never enrolled in a Doctoral course at a graduate school, and tries to apply to be conferred a Doctorate, he/she shall submit his/her Doctoral thesis (one original and four duplicates) and other documents such as the “Application Form for the Degree” together with the fee for screening the thesis to the President of the University of Tokyo (accepted by Head Office for Academic Affairs) (Article 4, the UT Rules on Academic Degrees). In this case, this person will be considered a “Dissertation Doctor” from the date of degree conferral.

#### \*The Fee for Screening the Thesis

- ① A person who was enrolled in the undergraduate or graduate school of the University of Tokyo, or a current school personnel of the University of Tokyo..... 60,000 yen
- ② Other than No. ① ..... 160,000 yen

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

### III. Registration Matters

#### 1. Changing Student Status

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

#### 2. Others

- (1) Term Extension for Doctoral Course
- (2) Going abroad without taking a leave of absence from school
- (3) In the case a student goes abroad for a long term

## 1. Changing Student Status

When a student wants to change his/her student status, consult with the supervising professor, then inform the department office at least two months ahead of the expected transfer date. The student must ensure there are no problems to occur such as the period of attendance, school credits, and tuition fee after he/she has transferred.

Next, the student should obtain the application form corresponding to the type of transfer from the department office. After filling in the application form, obtain the official seal from his/her supervising professor and the course chair, and submit it to the department office together with other necessary documents at least one month ahead of the expected transfer date.

Type of Transfer	Particulars
Study Abroad (as a student of the University of Tokyo(UT))	A student who doesn't take a leave of absence from UT (therefore he/she has to pay the tuition fee of UT) and studies abroad at a graduate school of an overseas university and obtains credit at the overseas university
Overseas Academic Research (as a student of UT)	A student who doesn't take a leave of absence from UT (therefore he/she has to pay the tuition fee of UT) and goes abroad and conducts research for more than two months
Leave of Absence from School (More than 2 months)	<ol style="list-style-type: none"> <li>1. Illness</li> <li>2. Financial reasons</li> <li>3. Going to an overseas university</li> <li>4. Going overseas to conduct research or make a fieldtrip</li> <li>5. An international student returns home temporarily because of unavoidable reasons</li> <li>6. Maternity leave or child-care leave</li> <li>7. Caring for a spouse, parents or children</li> <li>8. A social action program</li> <li>9. Other reasons</li> </ol>
Resumption of Studies	In case that the reason of absence from school is terminated during or after the leave of absence from school
Withdrawing from School	Leaving school voluntarily

### (1) Study Abroad

Particulars	Period	Necessary Documents	Regulations
A student who doesn't take a leave of absence from UT (therefore, he/she has to pay the tuition fee of UT) and studies abroad at a graduate school of an overseas university (none specified) and tries to obtain credits in his/her major field. The credits from the overseas university can be certified at the Graduate School of Information Science and Technology for up to 10 credits.	Generally accepted period is up to one year.	<p>“Request of Permission to Study Abroad”</p> <p>“Letter of Acceptance (certificate)”</p>	(Article 28, UT Rules on Graduate Schools) (Article 14, paragraph 2, UT General Rules on Faculties)

## (2) Overseas Academic Research

Particulars	Period	Necessary Documents	Regulation
<p>When a Doctoral course student in the Graduate School of IST (therefore he/she has to pay the tuition fee of UT) wishes to conduct overseas research (or academic experiments) in the same research area of his/her own which is recognize especially necessary to continue the research, with the supervising professor or other advisors accompanying the student or a research plan given by the supervising professor in advance, under the conditions where the student keeps contact with his/her supervising professor in a quick and efficient manner.</p> <p>(Credits obtained from foreign universities or other institutions during this period will not be certified at the Graduate School of IST.)</p>	<p>Application period should be between 2-12 months. (The maximum period should be 1 year and 6 months before finishing Doctoral course) ※For a Master course student, period should be between 2 -12 months.</p>	<p>“Application of Travelling Overseas” “Academic Research Plan” (free format)</p>	<p>Decided by Graduate School Council</p>

## (3) Leave of Absence from School

Case	Period	Necessary Documents	Regulation
1. Illness	More than 2 months to the end of the academic year	“Notification of Leave of Absence from School” “Certificate from a doctor” (medical treatment period should be stated)	Article 29, the UT Rules on Graduate Schools Article 19, General Rules on Faculties
2. Financial reasons	More than 2 months to one year	“Notification of Leave” “Statement of Reason” (specific reason should be stated, free format)	Article 29, the UT Rules on Graduate Schools. Article 19, the UT General Rules on Faculties Article 1, Criteria for Leave of Absence by Students
3. Going to an overseas university (Even if the student obtains credits in the overseas university, they are not certified as the ones of Graduate School of IST)	More than 2 months to one year	“Notification of Leave of Absence from School” “Study Plan” “Letter of Acceptance (certificate)” or “Certificate of Enrollment”	
4. Going overseas to conduct research or make a field trip	More than 2 months to one year	“Notification of Leave of Absence from School” “Research Plan or Visit Plan” (including schedule)	
5. An international student returns home temporarily because of unavoidable reasons	More than 2 months to one year	“Notification of Leave of Absence from School” “Statement of Reason” (Specific reason should be stated, free format)	
6. Maternity leave or child-care leave	More than 2 months to one year	“Notification of Leave of Absence from School” “Maternity Passbook” (copy) “Statement” (free format)	

Case	Period	Necessary Documents	Regulation
7. Caring for a spouse (including common-law marriage), parents or children due to injury, illness or aging (there are specific guidelines)	More than 2 months to one year	“Notification of Leave of Absence from School” “Certificate from the doctor” “Statement of Reason” (free format)	Article 29, the UT on Graduate Schools. Article 19, the UT General Rules on Faculties Article 1, Criteria for Leave of Absence by Students (upon stipulation by the President of UT)
8. Participating voluntarily in a social action program (at times of natural disaster or in nursing or care facilities) or in organizations engaged in international cooperation (areas of activity stipulated)	More than 2 months to one year	“Notification of Leave of Absence from School” “Plan of Activities” (should be written in detail, free format)	
9. Reasons other than those mentioned in 1-8 (Religious activity, long-term internship, etc.) *The President of UT will give permission after approved by the Examination Committee of Graduate School of ITS and the Education and Research Council of UT.	More than 2 months to one year	“Notification of Leave of Absence from School” “Statement of Reason” (should be written in detail, free format) “Background Information”	Article 29, the UT Rules on Graduate Schools. Article 19, the UT General Rules on Faculties

(Remarks)

①Reasons for leave of absence from school...Only above mentioned cases are allowed.

②Period of absence...The period a student can leave school by one “Notification of Leave of Absence from School” should be within the period stated in the list above. The accumulated period a student can leave during school is two years in total for a Master course student and three years in total for a Doctoral course student, regardless of the reasons of absence nor whether it is a continuous or intermissive leave. Period of absence is not included in the “duration of each course” nor the “maximum period of enrollment”.

③Tuition fee...The tuition fee is exempted during the absence from school. However, tuition fees are paid per semester (in May and November) and not per month, so if the student takes a leave of absence in the middle of a semester, the tuition fee of that semester is not exempted. The leave of absence from school needs the approval of the Examination Committee of the Graduate School of IST, so the student should submit the “Notification of Leave of Absence from School” at least one month in advance to the start of the leave.

④In the case of incompleting documents, missing attached documents, or unpaid tuition fees, the application is not accepted.

⑤During a leave of absence, the student cannot receive services nor do procedures that can usually be done as a student “in school”.

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

A. Guidelines for No.7

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

○Spouse (including common-law marriage), parents and children are permitted whether or not the member lives with the student. Other family members are permitted only when the member lives with the student. Grandchildren are permitted only when the both of the child’s parents have passed away.

B. Guidelines for No.8

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

①Activities to join the Japan Overseas Cooperation Volunteers or other organizations to do the international cooperation

②Activities that contribute to society that a student voluntarily joins without receiving compensation (except activities to support the student’s own family members). The activity must fall under one of the following categories and be recognized as an appropriate reason to leave school:

a) Supporting activities to aid disaster victims or distributing everyday commodities in areas where a substantial natural disaster has occurred (e.g. earthquake, destructive storm, volcano eruption, etc.)

b) Activities at a physically handicapped child-care institution, special elderly nursing home, or other facilities for physically or mentally handicapped people, or for people with diseases

c) Aside from activities mentioned in a) and b), caring for or supporting activities for a person who has difficulties in his/her daily life due to a physical or mental disabilities, injury, or illness

#### (4) Resumption of Studies

Case	Necessary Documents	Regulation
The student has returned to school because the reason of absence has been resolved during or at the end of the permitted period of absence.	“Application of Reinstatement” “Certificate from a doctor” (only in the case of absence due to sickness)	Article 22, UT General Rules on Faculties

(Remarks)

①The student should submit the application of reinstatement at least one month in advance to the month he/she plans to return to school.

②Tuition fee...The student should pay the full tuition fee for the semester during the month he/she returns to school (if a student reinstates in the middle of a semester, the fee is calculated per month).

#### (5) Program Withdrawal

Case	Necessary Documents	Regulations
A student withdraws from school in the middle of academic year or reaches the maximum period permitted for the course	“Notification of Withdrawal from School” *A student who has been registered more than 3 years and obtained more than 20 credits is considered to be in the “expiration period” and should submit the “Notification of Withdrawal from the Doctoral Course”	Article 30, UT Rules on Graduate School Article 22, UT General Rules on Faculties

## 2. Others

### (1) Term Extension for Doctoral Course

A student who is in the Doctoral course for more than 3 years and has not submitted the Doctoral degree thesis has to decide whether he/she will extend the period of the Doctoral course or withdraw from school every March (every August/September for an enrollee from September/October).

Case	Necessary Documents	Regulation
Extending the period of Doctoral course	“Notification of extension of term for Doctoral course”	Decided by the Graduate School Council
Withdrawing from program on completion of the program requirements	“Application of withdrawal from Doctoral course”	

### (2) Going abroad without taking a leave of absence from school

Case	Necessary Documents	Where to Submit
Going abroad for a short term (within 2 months)	Before departure “Notification of Temporary Leave from Japan” After return to Japan ”Notification of Return to Japan”	Department Office
An international student returns home temporarily	Before departure “Notification of Temporary Leave from Japan” After return to Japan “Notification of Return to Japan”	

### (3) In the case a student goes abroad for a long term

When a student studies abroad, conducts overseas academic research, or makes a fieldtrip, he/she should give an overseas contact address to the Department Office, and submit a notification of residence to the homeland embassy or consular office in the country he/she will stay in order to allow contact at all times.

## IV. Other Procedures

1. Certificates Issued
2. Notice of address change, family name change,  
or bank account change for tuition fee payment
3. Student ID
4. Other Procedures
5. Student Bulletin Board

## 1. Certificates Issued

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

Name of Certificate	Applicable for	How to receive
Student Discount Coupon (for Student Discount Passenger Fare)	Master&Doctoral Course Students	Issued by an automatic machine at the entrance of Engineering Building No. 8 using student ID card and password for UTAS.
Academic Transcript (Japanese , English)	Master Course & Doctoral Course Students	
Certificate of Enrollment (Japanese, English)	Master & Doctoral Course Students	
Master Course Certificate of Expected Program Completion (Japanese, English)	2nd (3rd) Year of Master Course Students	
Doctoral Course Certificate of Expected Program Completion (Japanese, English)	A student who has already submitted a degree thesis and is undergoing the thesis screening	

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

Name of Certificate	Applicable to	How to Apply
Certificate of Commute	A Master or Doctoral course student who commutes to locations other than Hongo Campus due to the supervising professor's based in Institute of Industrial Science (IIS), Research Center of Advanced Science and Technology (RCAST), National Institute of Informatics(NII), Kashiwa Campus or the Institute of Medical Science	The student should submit an "Application for Certificate of Commute" and show his/her student ID card. The certificate is issued on the spot.
Certificate of Leave of Absence	Student who have taking a leave of absence	The student should submit "Application for Certificate".
Receipt of Tuition fee	Those who have paid tuition fees	Usually, a student can receive the certificate on the spot or the following day (depends on kind and number of certificates).
Certificate of Program Completion	Those who have successfully completed the Master course or the Doctoral course	*Note: The student has to apply for the certificates in person, not through a representative.
Doctoral Course Certificate of Academic Degree	Those who have completed the Doctoral course ("Course Doctor") / A degree recipient of thesis doctor ("Dissertation Doctor")	Currently enrolled students should show his/her student ID card both at the time of application and at of the time of receipt.
Certificate of Program Withdrawal with Satisfaction of Credit and Enrollment Requirements	Those who have withdrawn from the Doctoral course through expiration in the course	Graduated students and others should show an official ID such as a driver's
Certificate of Program Withdrawal	Those who have withdrawn from the Master or the Doctoral course	license, passport, or health insurance ID card at the time of application and receipt. ID card of employment and business cards are not accepted.
Academic Transcript	Those who have completed the Master or the Doctoral course/ Those who have withdrawn from the Master or Doctoral course.	
Research Student Registration Certificate	Graduate School Research Student	

(Remarks)

\*Master and Doctoral course students at Hongo Campus can purchase commuter pass at the ticket counter of station by showing student ID card and Commuters Pass Issuing Stub (after filling in the necessary parts).



\*Other certificates not mentioned above can be issued as long as it has a common format with the UT or the Graduate School of Information Science and Technology.

\*Certificate of International Graduate Research Student and Certificate of MEXT Scholarship are issued at the information desk of Office of International Student (Engineering Building No.8, 1F).

## 2. Notification of address change, name change, or bank account change for tuition fee payment

Changes	In Charge	Procedure
Address	Office of the Graduate School of Information Science & Technology	The student should change his/her address through UTAS and inform the department office of the address change on the Commuters Pass Issuing Stub.
Name	Office of the Graduate School of Information Science & Technology	The student should submit a "Notification of Name Change" and show a "Copy of Family Register" (or a "Registered Matters Certificate" for international students). At the same time, a student should renew his/her student ID card.
Bank Account for Tuition Payment	Office of the Graduate School of Information Science & Technology	The student should submit a new "Direct Debit Application Form for Tuition Payment" to the university.

## 3. Student ID

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

1. When you apply for the various types of certificates
2. When you enter the library
3. When you receive medical checkup at the Health Service Center
4. When you identify yourself on other occasions

(2) Renew Student ID card:

A student who has an expired student ID card and is still attending the school has to bring his/her old student ID card to the Department Office and receive the renewed student ID card.

Course	valid term for a card issued at enrollment	Extension period after renewal	At the time of finishing or leaving school
Master Course	2 Years	One year valid student ID card is issued. (Doctoral course student has to renew it every year)	A student should return it to Department Office
Doctor Course	3 Years		

3) Lost student ID card:

To ensure the security and safety of the student and University, please be careful not to lose the student ID card.

If a student ID card is lost, first contact the management office of utility cards of the University of Tokyo (TEL 0120-240-751) and then apply for a new card at the Office of the Graduate School of Information Science and Technology. It will take several days to have the card reissued.

If the reason for re-issue happens to be due to loss, theft or damage to cards, then a charge of JPY 2,000 will apply.

If you need the ID card reissued due to Extension of term, Change name will no charges apply.

## 4. Other Procedures

Type	Where to do the procedure
Application for Master course, Doctoral course and graduate research student of Graduate School of Information Science and Technology	Office of the Graduate School of (Information Science and technology)
Application for international graduate research student of Graduate School of Information Science and Technology	Office of International Relations (IST) or Office of International Students
Application for Exemption of Tuition Fee, or Postponement of Payment	The Student Scholarship and Welfare Group, Education and Student Support Department Team
Application to Scholarship foundations	Department Office or Office of International Students

For other procedures, if you have any questions, please contact the Graduate School Team of Information Science and Technology.

## 5. Student Bulletin Board

Notifications and announcements to students will be posted on the bulletin boards.

Students should check the bulletin boards of the Graduate School of Information Science and Technology (2 places) every time they arrive on the campus.

(1)The bulletin board of the Graduate School (shared with the Faculty/Graduate School of Engineering and the Graduate School of Information Science and Technology; located at the entrance of Engineering Building No.8) is for important and/or long-term notifications and announcements referring to the whole Graduate School of Information Science and Technology.

(2)The bulletin board of the department (established at each department office) is for messages and notices to the students belonging to that department.