

2024

Program Handbook

(Outline ver.)

Tokyo University of the Arts
Graduate School of Global Arts Doctoral Program

*This English-language version of the Program Handbook is solely for reference purpose only. Please note that students must follow the program table and procedures indicated in the original Japanese-language version of the brochure.

Table of Contents

1. Graduate School of Global Arts (Doctoral Program) Rules	1
Attached Table 1: Program Table	5
Attached Table 2: Table of Faculty and Subjects	6
2. Timetable	7
3. Credits and Grades	7
4. Museology Program (Curator Qualifications)	9
5. Student Life	
(1) Campus Availability	12
(2) Center	12
(3) Other Information	12
(4) Payment of Tuition	12
(5) Student ID	13
(6) Certificates	13
(7) Procedures	14
(8) Other	14

1. Graduate School of Global Arts (Doctoral Program) Rules

Tokyo University of the Arts has established its doctoral program as a degree following the graduate school's master programs. The aim of this program is to utilize research and instruction into the relationship between art and society to provide practical training and development assistance to highly capable individuals who exhibit the ability to cultivate fine arts in novel ways.

Students will work under the art management, curation, or research areas of study. They will be asked to cultivate strong abilities in discernment, robust viewpoints, and comprehensive outlooks, all while continuing to move deeper into their specialist studies and research.

(1) Education Content and Registration Methods

1) Education Content

The doctoral programs are as shown in Table 1: Program Table.

2) Registration Method and Course Registration

Depending on the content of their research that academic year, doctoral program students will select from the courses established by the graduate school and are required for their studies. Decisions will be made in consultation with senior supervisors and/or assistant supervisors. (Credit cannot be acquired for department-established courses or various center-established courses.)

Furthermore, depending on research content, requests may be made for the establishment of different courses. Along with their research plan, students will report the courses that they have decided on to the registrar, doing so by the fixed date for the corresponding academic year. Course registration will be carried out via the educational affairs system (campus plan).

3) Research Plan

Doctoral program students will confer with supervisors as soon as possible after entering the university. They will draft a three-year research plan or 1st year research plan and will report this plan to the registrar (and through the registrar, the faculty council). In addition, they will submit a research progress report in February. From their second year on, the students will request a "progress report meeting" each year as early as possible. They will also draft a research plan for the corresponding academic year and will send this plan to the registrar. At the end of each year, the students will again submit a research progress report. Submission of a new research progress report will not, however, be necessary for the year following a successful thesis defense.

(2) Completion Conditions

The completion conditions will be as per Article 19 of the Tokyo University of the Arts Graduate School Regulations. However, with regards to credit acquisition, "10 or more credits" as stipulated in Article 19 of these same regulations will signify "acquisition of 10 or more credits from the following courses" as stipulated in Table 1: Program Table. "Thesis+" will signify a "doctoral thesis," in addition to "a progress report for practical activities relating to a doctoral thesis and/or research topics" in the art management and curation areas of study. In the research area of study, this will be signified as a "doctoral dissertation."

(3) Degree Conferment

A “Doctor of Philosophy” degree will be conferred to students who have completed their doctoral program. The degree conferment date will be March 31, or September 30.

Academic Degree Title: Japanese Title: 博士 (学術)

English Title: Doctor of Philosophy

(4) Thesis Defense

1) Submission of Doctoral Thesis Idea

Students wishing to undergo a thesis defense will submit a “Doctoral Thesis Idea” at a Doctoral Thesis Topic Idea presentation meeting carried out in the academic year prior to the submission of the thesis in question.

2) Students who wish to submit their doctoral thesis for qualification review to defend their thesis, will first undergo a review carried out via the Doctoral Thesis Submission Qualifications Review Decision Meeting. This is held in February of the academic year prior to the thesis submission (six months prior for a September completion). At this time, the students in question will submit their “Doctoral Thesis Idea” in a revised form, having been made the subject of a “Doctoral Thesis Topic Idea Presentation.”

Students who have obtained six points based on the following table will be able to make a request for a qualification review.

	3 Points	2 Points	1 Point
Domestic and International Thesis & Research Presentation	Presentation of thesis with peer review in an international academic journal	Presentation of thesis with peer review in an academic journal	International or domestic presentation of thesis (including academic society presentation and short essay publication)
Implemented Project	Inclusion of an international element (overseas guest invitation, overseas implementation, etc.) Exhibitions, concerts, various art project types, workshops, and symposium planning and implementation (including reports, catalogs, and discussion)	Exhibitions, concerts, various art project types, workshops, and symposium plan drafting (including reports, catalogs, and discussion)	Media works such as magazines, books, and images, as well as the implementation of preliminary exhibitions, concerts, workshops, talks, etc. (including reports, catalogs, and discussion)

*Point allocations will be determined by a review board comprising of faculty members, serving as reviewers.

*Students will acquire one or more points via a thesis presentation.

*Students who do not implement a project will include more than one peer review - including a thesis presentation.

3) Submission of Doctoral Thesis Preliminary Review Documents

Students who successfully pass the Doctoral Thesis Submission Qualifications Review will submit the necessary documents for preliminary review to the registrar, in accordance with the set dates given below. Furthermore, preliminary application document submission will be recognized, even when the student in question is on a temporary leave of absence.

(1) June 30th of the same academic year for students wishing to obtain their degree at the end of March.

(2) December 31st of the previous academic year for students wishing to obtain their degree at the end of September.

Students including practical activities in their doctoral degree acquisition will, in addition to a report of their activities up to that point, submit an activity plan for their final academic year. These materials will be subject to review as part of the doctoral thesis content.

4) Thesis+ Submission

Students who have successfully passed the preliminary review must submit a Degree Qualification Review Request, their doctoral thesis, as well as the documents stipulated in Paragraph 1 of Article 4 of the Tokyo University of the Arts Graduate School of Global Arts (Doctoral Program). Furthermore, the doctoral thesis will be on A4-size paper, with both portrait and landscape orientation being accepted. The thesis may be written in either Japanese or English, and final copies will be submitted in bound form. Furthermore, submissions of additional copies may also be requested in cases where there are three or more review committee members.

(1) The end of October of the corresponding academic year for students wishing to obtain their degree at the end of March.

(2) The end of April of the corresponding academic year for students wishing to obtain their degree at the end of September.

***The Thesis+ submission deadline will be strictly observed.**

(As a general rule, post-deadline submissions will not be accepted.)

Furthermore, cases of a request for a thesis review after a midway withdrawal from the doctoral program, will be handled as a degree application via a doctoral degree.

Students in the art management and curation areas of study will be able to include progress reports for their practical activities relating to their research topic (exhibitions, recitals, art events, etc.) as part of their doctoral thesis content. This progress report will include:

- ①Project outline & summary
- ②General project overview (including budget and settlement information)
- ③Participant response(s)
- ④PR/Advertising-type materials (any material such as posters, pamphlets, media responses, etc., will be attached here)
- ⑤A self-evaluation from the project planner. Additionally, materials such as photographs and images may also be attached.

5) Review Schedule

The Thesis+ review and final examination schedule will be as stipulated by the review committee.

6) Review

The Thesis+ will undergo comprehensive review.

○Reference Material: Review Schedule (March completion cases)

Year 1	<p>Doctoral specialization course I participation</p> <p>Doctoral special course I participation</p> <p>Graduate school-established course participation</p>	<p>June: Doctoral Thesis Topic Idea Presentation Meeting Research topic establishment → Submission of Research Plan</p> <p>February: Research Progress Report Meeting Submission of Progress Status Report</p>	<p>-Domestic or overseas academic journal submissions</p> <p>-Domestic or overseas academic society presentations</p> <p>-Inquiries / Projects</p>
Year 2	<p>Doctoral specialization course II participation</p> <p>Doctoral special course II participation</p> <p>Graduate school-established course participation</p>	<p>As Occasion Calls: Doctoral Thesis Topic Idea Presentation Meeting → Submission of Doctoral Thesis Idea</p> <p>February: Doctoral Thesis Submission Qualifications Review Decision Meeting, as well as Research Progress Report Meeting (Having spoken to one’s chief supervisor, students may also submit scholarly papers and/or projects presented in academic societies outside the university that fit into their area of study along with their thesis, to then be subject to review together.)</p>	<p>-Domestic or overseas academic journal submissions</p> <p>-Domestic or overseas academic journal thesis presentations</p> <p>-Domestic or overseas academic conference presentations</p> <p>-Inquiries / Projects</p>
Year 3		<p>June: Doctoral Thesis Preliminary Review (submission of Preliminary Thesis)</p> <p>October: Thesis+ Submission</p> <p>December: Doctoral Thesis Final Review Meeting</p> <p>January:Public Presentation</p> <p>March:Degree Certification</p>	<p>-Domestic or overseas academic journal thesis presentations</p> <p>-Domestic or overseas academic conference presentations</p>

(5) Enrolment Extension Report

In cases where it has been confirmed that degree acquisition within the standard three-year length of study is not possible, the student will submit a “Notification of Change” concerning the three-year research plan as well as a “Research Plan” moving forward to the registrar (and through the registrar to the degree committee) by the end of the nearest January. In addition, students who have withdrawn midway, as well as those for whom the enrollment time period has expired, will submit a “Notification of Withdrawal.”

(6) Thesis Browsing

Other doctoral program Thesis+ may be viewed at the university library.

Supplementary Provisions: These internal regulations have been in execution from April 1, 2018.

Attached Table 1: Program Table

Students will acquire 10 or more credits from the following courses.

Course Divisions	Courses	Year of Degree			Number of Credits Acquired			Notes
		Year 1	Year 2	Year 3	Sub total	Intermediate Total	Total	
	Special Instruction on Field of Specialization	~						10
Required Elective Courses	Special Researches	2	2		4	8		
	Research Presentation	2	2		4			
	Graduate school-established courses	2			2	2		

Graduation Requirements & Registration Methods

In order to graduate, students will enroll for three years or more, acquire a total of 10 or more credits from the courses given below, receive special guidance for their area of study, and successfully pass a thesis review and final examination.

Furthermore, students with art management or curation area of study may also include a results report for practical activities (exhibitions, recitals, art events, etc.) relating to their research topics along with their doctoral thesis submission. This content will also be subject to the thesis review.

- Required elective courses (four credits from doctoral specialization courses, as well as four credits from doctoral special research, for a total of eight credits.)
- Graduate school-established courses (Two credits or more. Selection and participation in the courses necessary for obtaining knowledge and skill as a researcher, as well as a broad general outlook, based on the guidance of the student's senior supervisor, taking into account individual research topics. Moreover, courses outside one's area of study, chosen from those offered by the Tokyo University of the Arts Graduate School.)

Attached Table 2: Table of Faculty and Subjects

Special ization	Fields of Study	Faculty Name		Subject Name
Arts Studies and Curatorial Practices	Arts Management	Professor	Sumiko Kumakura	Special Researches I・II (Arts Management I)
				Research Presentation I・II (Arts Management I)
				Special Instruction on Field of Specialization
		Professor	Kazumi Minoguchi	Special Researches I・II (Arts Management II)
				Research Presentation I・II (Arts Management II)
				Special Instruction on Field of Specialization
	Curation	Associate Professor	Meruro Washida	Special Researches I・II (Curation I)
				Research Presentation I・II (Curation I)
				Special Instruction on Field of Specialization
		Professor	Fumihiko Sumitomo	Special Researches I・II (Curation II)
				Research Presentation I・II (Curation II)
				Special Instruction on Field of Specialization
		Associate Professor	Kaku Nagashima	Special Researches I・II (Curation III)
				Research Presentation I・II (Curation III)
				Special Instruction on Field of Specialization
	Research	Professor	Yoshitaka Mōri	Special Researches I・II (Research I)
				Research Presentation I・II (Research I)
				Special Instruction on Field of Specialization
		Professor	Tomoko Shimizu	Special Researches I・II (Research II)
				Research Presentation I・II (Research II)
				Special Instruction on Field of Specialization

2. Timetable

Period	Time
1	9:00 – 10:30
2	10:40 – 12:10
3	13:00 – 14:30
4	14:40 – 16:10
5	16:20 – 17:50

3. Credits and Grades

(1) Credits

The standard with regards to credits for class subjects in this program is 45 hours of study for each credit. Credits shall be calculated using the following guideline in line with the style of the class, giving consideration to the educational effect and required study outside of class hours.

Required class hours per credit

Lecture	15 hours
Seminar	15 hours
Lab	30 hours

(2) Grades

Grades for each class subject in this school shall be represented by an evaluation of 秀 (Exemplary), 優 (Very Good), 良 (Good), 可 (Pass) or 不可 (Fail); a grade of Pass or higher is sufficient to pass.

To receive the stipulated numbers of credits for a class, a student must be in attendance for at least 2/3 of the total class sessions and pass an examination (at the end of the semester or academic year).

- Grading standard -

Exemplary	Very Good	Good	Pass	Fail
100 - 95	94 - 80	79 - 60	59 - 50	49 or less
As	A	B	C	D

* The grading for theses shall follow the same standard, with a grade of Pass or higher being sufficient to pass.

Grades are announced at the end of each semester, so students should check on CampusPlan, to the side of the automatic door at the main entrance to the Senju Campus or by using the certificate dispenser in the Student Affairs Office on the Ueno Campus.

Graduates shall be provided with a transcript of their grades along with their diploma at the graduation ceremony.

(3) Full-year Course Credit Partition System

(May 11, 2017 - Faculty Council Decision)

(September 26, 2018 - Faculty Council Revision)

Limited to cases that fulfill the following conditions: when the concerned student is in the middle of a temporary leave of absence taken in the middle of the academic year, as a special case, half-term credits (half of the original number of credits) will be recognized; even for full-year courses.

[1] Cases where credit partition will be recognized:

- a) When the corresponding student is enrolled in a program at a university or graduate university, or a program at another institution recognized to correspond to either of these, via a formal school system in an overseas country.
- b. Cases with a temporary absence due to child-rearing, nursing care, or spousal accompaniment (with the target students here being those to whom various staff leave regulations apply.)
- c. Other cases that the Dean has accepted as valid, educationally-speaking.

[2] Time periods for commencement of and return from a temporary leave of absence:

The time period in which the amount of attendance required for a half-term course can be fully met.

[3] When a performance evaluation equivalent to passing the previous term has been obtained from the teaching staff in charge of the relevant course.

[4] Documents required when submitting a temporary absence application:

- a. In cases corresponding to [1] a: Certificate issued by accepting institution. Documentation that clearly states the study abroad term, qualifications, etc.
- b. Full-year course credit partition application accompanying temporary absence.

[5] Documents required when submitting application for return from a leave of absence:

- a. In cases corresponding to [1] a: Material proving enrollment in corresponding educational institution: Certificate of student status, academic transcript, student ID card, student record, course registration slip (materials with academic advisor attendance signature), etc. Depending on the case at hand, course tuition payment evidence may also be acceptable. It is not necessary to have obtained a degree, or to have acquired qualifications as having graduated or completed the course).
 - Original documents will be returned after a copy is made by the registrar.
- b. Full-year course credit partition application accompanying return from a leave of absence.

[6] Points of note after returning from a leave of absence:

In instances where the above-mentioned course is one required for degree completion, a half-term of the same course must be taken during the following term. In cases where said course has not been established, however, a half-term of a course corresponding to this must instead be taken.

*Applications are to be conducted through the registrar

4. Museology Program (Curator Qualifications)

Ordinance for Enforcement of the Museum Law-established Courses		Tokyo University of the Arts-established Course				
Subject		Credits	Subject Name	Credits	established	Notes
Compulsory	生涯学習概論	2	Programmes for lifelong learning	2	大美	
	博物館概論	2	Introduction to Museum Science	2		
	博物館経営論	2	Museum Management	2		
	博物館資料論	2	Museum Collections	2		
	博物館資料保存論	2	Preservation of Museum Collections	2		
	博物館展示論	2	Museum Exhibitions and Projects	2		
	博物館教育論	2	Museum Education Studies	2		
	博物館情報・メディア論	2	Museum Information and Media	2		
	博物館実習	3	Museum Practice A・B	3		Acquire either A or B
Elective	文化史 美術史 考古学 民俗学 自然科学史 物理 化学 生物学	8	Introduction to Japanese Art History	Refer to syllabus	美	Acquire at least 8 credits in total
			Introduction to East Asian Art History			
			Introduction to western art history			
			Seminar in western art history			
			Outline of Japanese craft works history			
			History of Modern Sculpture			
			Matters on craft and design			
			Lacquer history			
			History of Oriental Ceramics			
			History and techniques of Asian textiles			
			Design overview			
			History of Japanese and Asian architecture			
			History of European architecture			
			Lecture on the preservation of cultural property			
			Introduction to Contemporary Art			
			Cultural Anthropology		音	
			Acoustics			
			Lecture on Environment of Cultural Art			
			History of Western Music			
			History of Japanese and Asian Music			
			Organology			
			Introduction to History of Western Music			
			Introduction to History of Japanese Music			
Introduction to History of Asian Music						
Introduction to Ethnomusicology						
Music Acoustics						
Introduction to Information Art	芸					

*Students coming from other universities who wish to acquire curator qualifications from Tokyo University of the Arts, must complete all of the eight credits of elective courses at Tokyo University of the Arts.

Note: 1. “大美” in the table indicates a Tokyo University of the Arts Fine Arts Museum-established course.
2. “音” in the table indicates a Music Faculty-established course.

3. “美” in the table indicates a Fine Arts Faculty-established course.
4. “芸” in the table indicates a Arts Media Center-established course.

○ Regarding curator qualifications

Curators are positioned in museums, art galleries, etc., as individuals who conduct specialist professional duties relating to material collection, examination, research, safekeeping, exhibition, educational and popularization activities, etc., based on the Museum Law.

In order to obtain the qualifications to become a curator, a student must hold a Bachelor's degree, and must acquire museology-related credits as stipulated in the Ordinance for Enforcement of the Museum Law.

At Tokyo University of the Arts, courses are offered for curator qualification acquisition as per the content of the table above. Having carefully read through the syllabus and gained a thorough understanding of its content, students wishing to obtain curator qualifications will systematically take courses from their first year on, giving consideration to the matter of compatibility with their individual master's degree areas of study.

Furthermore, in recent years it was found that curator employment examinations are extremely difficult to pass. To acquire these qualifications, students need to be proactive in their education, in order to deepen their knowledge, capabilities, and experience in individual specialist fields.

○ Program Table

1. Each of the required courses shown on the table must be taken by the student.
2. It would be preferable to undergo art museum practical training first after having obtained the eight required course credits. Registration will also be possible for students who expect to acquire all of the said credits within the same academic year as the art museum practical training in question.
3. Museum Management Theory and Art Museum Practical Training will each be carried out via intensive courses. (It would be preferable to take Museum Management Theory during the first year.)
4. Students will acquire eight or more credits via elective courses established by Tokyo University of the Arts.
5. **Other museology program (curator qualifications) courses are not included in the credits required for the completion of the Graduate School of Global Arts.**
6. Students who possess a university degree and have acquired the prescribed credits will be presented with curator qualification credentials. (Students are asked to please bear in mind that these curator qualification credentials will not be issued without an application to do so. (The application acceptance procedure will be conducted in December of the year of completion. Notifications regarding the process, etc., will be made via bulletin.))
7. As the Museology Curator Program places heavy importance on working with fine arts museums and art museum content, as well as other fine arts materials, only a limited number of the required courses taken at another university will be acknowledged by Tokyo University of the Arts (See below).
4. Students are responsible as your own for checking "Museology Program (Curator Qualifications)" and taking the courses they required to complete in order to obtain qualifications.

- Museology program (curator qualification) courses taken at other universities, etc.
Students who have taken museology program courses at another university, and have then entered into the graduate program at Tokyo University of the Arts with the wish to acquire curator qualifications, will receive credit for the following courses only:

• **Declarable Courses: (Please refer to the Museology Curator Program Table)**
Lifelong Learning Theory, Introduction to Museums, Museum Management Theory, Museum Information & Media Theory, Museum Education Theory

(Such cases will not lead to acknowledgement and certification per se, but in terms of registering for courses or applying for curator qualification conferment, if proof is verified that the student in question has acquired credits at their home university, they will not need to repeat the same course at Tokyo University of the Arts. As shown in the remarks section at the bottom of the Program Table, students from other universities who wish to obtain curator qualifications from Tokyo University of the Arts must take all of the eight elective course credits at this university.)

5. Student Life

(1) Campus Availability

- 1) Normal period: 7:30 to 21:00 every day; weekdays, weekends and holidays
- 2) Holiday periods
 - ① Summer
 - Weekdays and Saturdays 7:30 to 20:00
 - Sundays and holidays, summer vacation: Closed
 - ② Winter: Closed
 - ③ Spring: 7:30 to 20:00 every day; weekdays, weekends and holidays

Evening closing times shall be strictly enforced. If the campus is to be closed other times due to events such as entrance examinations, it shall be posted.

Entrance to the Senju Campus shall be permitted up until 30 minutes before the listed closing time. If the automatic door at the main entrance is locked during open hours, students are to unlock the entrance to the side of the door using their Student ID and enter via that entrance.

If the faculty office at the Ueno Campus is closed during the above-listed open hours and a student wishes to use the graduate student office, he or she is to show his or her Student ID at the security station and borrow a key to the office.

If a student wishes to use the facilities or associated library of another school or department, he or she shall follow the stipulations of that school or department.

(2) Center

Unless there are special stipulations, clerical procedures are to be conducted within designated hours at the following locations.

Senju Campus: Senju Campus Academic Affairs Center (Senju Campus 1st Floor)

Monday to Friday: 9:00~12:30 / 13:30~17:00 (Weekdays only)

Ueno Campus: Graduate School of Global Arts Faculty Office (TAKI PLAZA 5th Floor)

*Office hours will be notified later.

(3) Other information

Aside from directions given at the faculty office or during classes by faculty members, information to be communicated to students by the university shall be posted to University website and Campusplan, with the exception of during extraordinary circumstances.

○ Campus broadcast

Information shall be conveyed via campus broadcast in the case of emergency such as fire or disaster, or when information must be conveyed to many students simultaneously.

○ Contact via telephone

- Telephone calls from third parties will not be forwarded to students, with the exception of during emergency situations.
- The university shall not respond to requests from third parties to provide the addresses, telephone numbers, or other personal information of students.

(4) Payment of Tuition

- In principle, payment of tuition shall be conducted via bank transfer (automatic debit), so students are to make sure that they have the required funds in their accounts before the transfer date.
- The transfer date is May 27 for the first semester and November 27 for the second semester (the following business day, should those dates fall on a weekend or holiday).

(5) Student ID

- Students are to carry it with them at all times.
 - The Student ID is valid for two years. Should a student be required to repeat a year, he or she shall follow stipulated renewal procedures.
 - Should the listed information change due to a change of name, address, etc., the student is to inform the university. Refer to (7) Procedures for information.
 - Should a student cease to be a student of this university, he or she is to promptly return his or her Student ID.
 - Illegal use of the Student ID (transfer to a third party, alteration of the listed information, etc.) shall result in severe disciplinary action.
 - Should a student lose his or her ID, he or she is to request reissuance to the University Affairs Section of the Student Affairs Office and then pay the stipulated fee to the Financial Accounting Office. (Both are located in the offices in the Ueno Campus.)
- Commuter Pass
- Students shall purchase commuter passes at the station office, after submitting their Student ID, commuter pass issuance receipt and an application form which is available at each station.
 - Should a student wish to change their commuting route due to change of address, he or she shall conduct the appropriate procedures at the Center.

(6) Certificates

The following certificates are issued by the certificate dispenser. Dispensers are located in the Student Affairs Office in the Ueno Campus and to the side of the automatic door at the main entrance of the Senju Campus. Available times and issuable certificates can be checked on the website.

- Student discount (Student fare discount certificate)
- Student discount certificates can be issued by the certificate dispenser.
 - Students are to be aware that the student discount program is intended to lessen the economic burden on students and contribute to the promotion of education, and not as a free right possessed by individual students.
 - A student may use up to 10 certificates in a single year, and certificates are valid for three months from issuance. However, certificates issued on January 1 or later shall be valid until March 31.
 - Students shall carry their Student ID with them when they use a student discount.
 - Fraudulent use of student discounts will not only lead to punishment of the individual student, but may also lead to the forbidding of their use by all students of the university, so students are to be sure to only use student discounts for their intended purpose.

For certificates which cannot be issued by the certificate dispenser, students are to fill out the required items in an application for the issuance of a certificate, and apply to the Center. Issuance of certificates in Japanese requires around three days, while issuance of certificates in English requires around one week. Students shall contact the center in advance regarding certificates which require consultation.

The times and procedures for issuing certificates cannot be altered to meet individual students' needs (late in conducting procedures, urgent need, etc.), so students are to be sure to conduct the required procedures well in advance and submit forms by their deadlines.

(7) Procedures

- The following information may be altered through online forms on CampusPlan.

Student	Name
	Address
	Telephone number (home, mobile)
	E-mail address
Guarantor	Name
	Address
	Telephone number (home, mobile)
	E-mail address
	Place of employment
	Telephone number of place of employment

- Other procedures

The following procedures are to be conducted at the Center. In principle they are to be conducted by the student, excepting situations where the student cannot be present due to illness, injury, etc. (Procedures involving a change of status must be conducted by the student.)

Request for temporary absence	A doctor's certificate must be submitted if the reason is illness, injury, etc. Refer to <Graduate Program Rules, Articles 32, 33, and 34>
Request for readmittance	If the student was absent due to illness, injury, etc., then a doctor's certificate stating that the student is fit to return to study must be submitted. Refer to <Graduate Program Rules, Article 35>
Request for withdrawal	The student is to return his or her Student ID when this request is accepted. <Refer to Graduate Program Rules, Article 37>
Request to use former family name	The student must submit an abstract of his or her family registry or other relevant document.

(8) Other

- Students shall take responsibility for their cash and other valuables, and strive to prevent theft. In particular, students should take care regarding items such as Student IDs and ATM cards which have the risk of being misused.
- Personal items are not to be left in classrooms or other university facilities without permission. Students shall be aware that the university shall bear no responsibility for the loss or theft of personal items left in university facilities without permission.
- The use of open flames on campus is strictly forbidden. Students are to only smoke in designated areas, and take care with the use of fire.
- Parking space on campus is very limited, so the driving of vehicles into campus is forbidden in principle. Students shall gain permission in advance to enter campus with a vehicle in the case of needing to transport items by vehicle or other unavoidable circumstances.
- Students are to be cautious of deceptive sales approaches, pyramid schemes or other immoral or fraudulent sales practices. Students shall strictly refuse requests or solicitations by telephone or on the street. Students shall also be careful not to sign or seal any documents without thoroughly understanding the content.
- Students shall strictly avoid consuming alcohol to excess.
- Students shall strictly avoid marijuana and other illegal drugs.
- For other information, students are to refer to the Student Handbook (“gakusei binran”) via the following URL (information is in Japanese).

https://www.geidai.ac.jp/life/gakusei_binran

