

**S Semester 2018**  
**Academic Handbook**

**Registration Information**  
**Course Listing**



# Academic Calendar – April 1, 2018 – March 31, 2019

Graduate Program on Global Society (GSP)  
Graduate Program on Environmental Sciences (GPES)

## S Semester 2018

<b>Apr.</b>	<b>2 (Mon)</b>	First day to receive an Academic Handbook [April 5 (Thu)]
	<b>5 (Thu)</b>	First day of S Semester [July 17 (Tue)] / First day of S1 Term [May 30 (Wed)]
	<b>9 (Mon)</b>	First day to submit a Title of Master's Thesis/Doctoral Dissertation Form [April 11 (Wed)] (Applies only to <u>GSP</u> students expecting to complete the degree in the autumn 2018)
	<b>12 (Thu)</b>	Entrance Ceremony (Spring)
	<b>18 (Wed)</b>	First day to register for S Semester, S1 Term, S2 Term courses, and courses offered throughout the year [May 2 (Wed)] (Prior advisor approval required)
<b>May</b>	<b>7 (Mon)</b>	First day to submit a Title of Master's Thesis/Doctoral Dissertation Form [May 9 (Wed)] (Applies only to <u>GPES</u> students expecting to complete the degree in the autumn 2018)
	<b>7 (Mon)</b>	First day to submit a Master's Thesis/Doctoral Dissertation [May 10 (Thu)] (Applies only to <u>GSP</u> students expecting to complete the degree in the autumn 2018)
	<b>7 (Mon)</b>	First day to submit an application for the Ph.D. program [May 11 (Fri)] (Applies to <u>GSP/GPES Master's</u> students wishing to advance to the Ph.D. program in September 2018)
	<b>18 (Fri)</b>	Announcement day of the schedule of Master's oral defense and entrance examination for the Ph.D. program (Posted on bulletin board and on HP at noon) (Applies to <u>GSP Master's</u> students)
	<b>30 (Wed)</b>	End of S1 Term
<b>Jun.</b>	<b>4 (Mon)</b>	First day of S2 Term [July 24 (Tue)]
	<b>4 (Mon)</b>	First day to submit a Master's Thesis/Doctoral Dissertation [June 8 (Fri)] (Applies only to <u>GPES</u> students expecting to complete the degree in the autumn 2018)
	<b>12 (Tue)</b>	Announcement day of the schedule of Master's oral defense and entrance examination for the Ph.D. program (Posted on bulletin board and on HP at noon) (Applies to <u>GPES Master's</u> students)
<b>Jul.</b>	<b>2 (Mon)</b>	First day to submit a Request for Withdrawal/Notification of Extension of Enrollment Period [July 31 (Tue)] (Applies only to students who have spent the standard program duration at the end of August 2018)
	<b>17 (Tue)</b>	End of S Semester
	<b>24 (Tue)</b>	End of S2 Term
	<b>31 (Tue)</b>	Announcement day of students who are officially certified to complete the program in the autumn 2018 (Posted on bulletin board and on HP at noon)
	<b>31 (Tue)</b>	Summer Break [September 19 (Wed)]

# Academic Calendar – April 1, 2018 – March 31, 2019

Graduate Program on Global Society (GSP)  
Graduate Program on Environmental Sciences (GPES)

## A Semester 2018

<b>Sep.</b>	<b>12 (Wed)</b>	First day to receive an Academic Handbook [September 25 (Tue)]
	<b>14 (Fri)</b>	Graduation Ceremony (Fall) (Degree Completion Date)
	<b>21 (Fri)</b>	Entrance Ceremony (Fall)
	<b>25 (Tue)</b>	First day of A Semester courses [January 18 (Fri)] / First day of A1 Term courses [November 15 (Thu)]
<b>Oct.</b>	<b>9 (Tue)</b>	First day to register for A Semester, A1 Term, and A2 Term courses [October 22 (Mon)] (Prior advisor approval required)
<b>Nov.</b>	<b>9 (Fri)</b>	First day to submit a Title of Doctoral Dissertation Form [November 15 (Thu)] (Applies only to <u>GPES Ph.D.</u> students expecting to complete the degree in March 2019)
	<b>15 (Thu)</b>	End of A1 Term
	<b>19 (Mon)</b>	First day of A2 Term [January 25 (Fri)]
<b>Dec.</b>	<b>3 (Mon)</b>	First day to submit a Doctoral Dissertation [December 10 (Mon)] (Applies only to <u>GPES Ph.D.</u> students expecting to complete the degree in March 2019)
	<b>3 (Mon)</b>	First day to submit a Title of Master's Thesis Form [December 10 (Mon)] (Applies only to <u>GPES Master's</u> students expecting to complete the degree in March 2019)
	<b>5 (Wed)</b>	First day to submit an application for the Ph.D. program [December 13 (Thu)] (Applies only to <u>GPES Master's</u> students wishing to advance to the Ph.D. program in April 2019)
	<b>28 (Fri)</b>	Winter Break [January 3 (Thu)]
<b>Jan.</b>	<b>9 (Wed)</b>	First day to submit a Master's Thesis [January 17 (Thu)] (Applies only to <u>GPES Master's</u> students expecting to complete the degree in March 2019)
	<b>18 (Fri)</b>	End of A Semester
	<b>24 (Thu)</b>	Announcement day of the schedule of Master's oral defense and entrance examination for the Ph.D. program (Posted on bulletin board and on HP at noon) (Applies to <u>GPES Master's</u> students)
	<b>25 (Fri)</b>	End of A2 Term
	<b>30 (Wed)</b>	Spring Break [March 31 (Sun)]
<b>Feb.</b>	<b>1 (Fri)</b>	First day to submit a Request for Withdrawal/Notification of Extension of Enrollment Period [March 1 (Fri)] (Applies only to students who have spent the standard program duration at the end of March 2019)
<b>Mar.</b>	<b>8 (Fri)</b>	Announcement day of students who are officially certified to complete the program on March 25, 2019 (Posted on bulletin board and on HP at noon)
	<b>25 (Mon)</b>	Graduation Ceremony (Spring) (Degree Completion Date)

\* Some events vary according to the program.

\* Unless otherwise specified, events apply to both Master's and Ph.D. students.

\* Changes in the above dates will be announced on our website at: [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/](http://www.c.u-tokyo.ac.jp/eng_site/graduate/)

# Academic Calendar of 2018-2019

## Graduate School of Arts and Sciences

### ◆ Apr. - Jul. Class Schedule ◆

- No Classes Apr. 12 (Thu) All day: Entrance Ceremony, The University of Tokyo (for April entry students)  
 May 18 (Fri) PM: Preparation for the school festival (May Festival)  
 ○ Classes/Exams on Holidays Jul. 16 (Mon) (Supplementary Class)

### 【Semester Courses】

- ◎ S Semester  
 ○ Semester Schedule Apr. 5 (Thu) - Jul. 17 (Tue) (※No classes on May 31 (Thu), Jun. 1 (Fri))  
 ○ Exam-period Jul. 18 (Wed) - July. 30 (Mon) (※Except for Jul. 21 (Sat), Jul. 22 (Sun), Jul. 28 (Sat), Jul. 29 (Sun))  
 ○ Rescheduled Classes **May 29 (Tue) PM** FRIDAY class day  
**May 30 (Wed)** THURSDAY class day  
 ○ Supplementary Classes May 29 (Tue) AM, Jul. 16 (Mon) All day, Jul. 17 (Tue) All day  
 ○ Classes

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

### 【Term Courses】

- ◎ S1 Term  
 ○ Term Schedule Apr. 5 (Thu) - May 30 (Wed)  
 ○ Exam-period May 31 (Thu) - Jun. 1 (Fri)  
 ○ Rescheduled Classes **May 29 (Tue) PM** FRIDAY class day  
**May 30 (Wed)** THURSDAY class day  
 ○ Supplementary Classes May 29 (Tue) AM  
 ○ Classes

		1	2	3	4	5	6	7
Mon	AM							
	PM	4/9	4/16	4/23	5/7	5/14	5/21	5/28
Tue	AM							
	PM	4/10	4/17	4/24	5/1	5/8	5/15	5/22
Wed	AM							
	PM	4/11	4/18	4/25	5/2	5/9	5/16	5/23
Thu	AM							
	PM	4/5	4/19	4/26	5/10	5/17	5/24	5/30(Wed)
Fri	AM							
	PM	4/6	4/13	4/20	4/27	5/11	5/18 5/25	5/25 5/29(Tue)

### ◎ S2 Term

- Term Schedule Jun. 4 (Mon) - Jul. 24 (Tue)  
 ○ Exam-period Jul. 25 (Wed) - Jul. 30 (Mon) ※Except for Jul. 28 (Sat), Jul. 29 (Sun)  
 ○ Rescheduled Classes N/A  
 ○ Supplementary Classes Jul. 16 (Mon) All day, Jul. 17 (Tue) All day  
 ○ Classes

		1	2	3	4	5	6	7
Mon	AM							
	PM	6/4	6/11	6/18	6/25	7/2	7/9	7/23
Tue	AM							
	PM	6/5	6/12	6/19	6/26	7/3	7/10	7/24
Wed	AM							
	PM	6/6	6/13	6/20	6/27	7/4	7/11	7/18
Thu	AM							
	PM	6/7	6/14	6/21	6/28	7/5	7/12	7/19
Fri	AM							
	PM	6/8	6/15	6/22	6/29	7/6	7/13	7/20

### Class hours (105 minutes)

<b>Period 1</b>	8:30 AM	~	10:15 AM
<b>Period 2</b>	10:25 AM	~	12:10 PM
<b>Period 3</b>	1:00 PM	~	2:45 PM
<b>Period 4</b>	2:55 PM	~	4:40 PM
<b>Period 5</b>	4:50 PM	~	6:35 PM
<b>Period 6</b>	6:45 PM	~	8:30 PM

# Academic Calendar of 2018-2019

## Graduate School of Arts and Sciences

### ◆Sep. - Jan. Class Schedule◆

- No Classes
  - Nov. 22 (Thu) All day : Komaba festival
  - Nov. 26 (Mon) AM : Clean up after Komaba festival
  - Dec. 28 (Fri) All day
  - Jan. 18 (Fri) PM : Preparation for The "Center Exam"(National Center Test for University Admissions)
- Classes/Exams on Holidays
  - Nov. 17 (Sat) (Extra day set for Regular Exams for Term Courses)

### 【Semester Courses】

#### ◎A Semester

- Semester Schedule
  - Sep. 25 (Tue) - Jan. 18 (Fri) (※No classes on Nov. 14 (Wed), Nov. 16 (Fri), and No afternoon classes on Jan. 7 (Mon))
  - Jan. 16 (Wed) - Jan. 29 (Tue) (※Except for Jan. 18 (Fri) , Jan. 19 (Sat), Jan. 20 (Sun), Jan. 26 (Sat), Jan. 27 (Sun))
  - Nov. 8 (Thu)** MONDAY class day
  - Dec. 25 (Tue)** FRIDAY class day
  - Dec. 26 (Wed)** MONDAY class day
- Rescheduled Classes
- Supplementary Classes
  - Nov. 13 (Tue) All day, Jan. 4 (Fri) All day, Jan. 15 (Tue) All day, Jan. 18 (Fri) AM

#### ○Classes

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

### 【Term Courses】

#### ◎A1 Term

- Term Schedule
  - Sep. 25 (Tue) - Nov. 15 (Thu)
  - Nov. 14 (Wed), Nov. 16 (Fri), Nov. 17 (Sat) <Nov. 17 (Sat): Extra day set for Exams>
  - Nov. 8 (Thu)** MONDAY class day
- Exam-period
- Rescheduled Classes
- Supplementary Classes
  - Nov. 13 (Tue) All day

#### ○Classes

		1	2	3	4	5	6	7
Mon	AM	10/1	10/15	10/22	10/29	11/5	11/8(Thu)	11/12
	PM							
Tue	AM	9/25	10/2	10/9	10/16	10/23	10/30	11/6
	PM							
Wed	AM	9/26	10/3	10/10	10/17	10/24	10/31	11/7
	PM							
Thu	AM	9/27	10/4	10/11	10/18	10/25	11/1	11/15
	PM							
Fri	AM	9/28	10/5	10/12	10/19	10/26	11/2	11/9
	PM							

#### ◎A2 Term

- Term Schedule
  - Nov. 19 (Mon) - Jan. 25 (Fri) (※Jan. 21 (Mon):No afternoon classes for Term Courses)
  - Jan. 23 (Wed) - Jan. 29 (Tue) (※Except for Jan. 25 (Fri) , Jan. 26 (Sat), Jan. 27 (Sun))
  - Dec. 25 (Tue)** FRIDAY class day
  - Dec. 26 (Wed)** MONDAY class day
- Exam-period
- Rescheduled Classes
- Supplementary Classes
  - Jan. 4 (Fri) All day, Jan. 15 (Tue) All day, Jan. 18 (Fri) AM

#### ○Classes

		1	2	3	4	5	6	7
Mon	AM	11/19	12/3	12/10	12/17	12/26(Wed)	1/7	1/21
	PM		11/26	12/3	12/10	12/17	12/26(Wed)	1/7
Tue	AM	11/20	11/27	12/4	12/11	12/18	1/8	1/22
	PM							
Wed	AM	11/21	11/28	12/5	12/12	12/19	1/9	1/16
	PM							
Thu	AM	11/29	12/6	12/13	12/20	12/27	1/10	1/17
	PM							
Fri	AM	11/30	12/7	12/14	12/21	12/25(Tue)	1/11	1/25
	PM							

### Class hours (105 minutes)

Period 1	8:30 AM	~	10:15 AM
Period 2	10:25 AM	~	12:10 PM
Period 3	1:00 PM	~	2:45 PM
Period 4	2:55 PM	~	4:40 PM
Period 5	4:50 PM	~	6:35 PM
Period 6	6:45 PM	~	8:30 PM



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# GUIDANCE MATERIAL

## 1. Lengths of Study and Absence

(See Article 2 Paragraph 5 and Article 27 of the University of Tokyo Rules on Graduate Schools.)

Degree	Standard Program Duration	Maximum Length of Enrollment	Maximum Length of Leave of Absence
Master's	two years	three years (two years + one year)	two years
Ph.D.	three years	five years (three years + two years)	three years

For requirements for program completion and curriculum, see Chapter 2 and Chapter 3 of the University of Tokyo Rules on Graduate Schools on the website at: [http://www.u-tokyo.ac.jp/en/about/rules\\_main.html](http://www.u-tokyo.ac.jp/en/about/rules_main.html)

## 2. Leave of Absence

When studying abroad or traveling overseas, or when taking a leave absence or returning from leave of absence, make sure to complete necessary procedures at the PEAK/ GPEAK Section of Academic Affairs Division approximately two months or one month prior to the start date respectively.

Note: The period of a leave of absence will not be counted towards the length of enrollment.

## 3. Traveling Abroad

When a student travels abroad for the period less than two months or an international student temporarily leaves Japan to make a brief visit home, the Notification of Overseas Travel/ Temporary Leave from Japan must be submitted to the International Student Section of Academic Affairs Division.

## 4. UTokyo Account / UTAS

UTokyo Account provides most of information services for students and faculties. Visit the website to learn more at <http://www.u-tokyo.ac.jp/ja/administration/dics/service/account.html>

UTAS is a university-wide online registration system. Students can use UTAS, either on campus or at home, to sign up for courses, check their academic records, and/or update changes in personal data such as their current address. Log in to UTAS from <https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>

## 5. Registration and Change of Contact Information

After receipt of “UTokyo Account password notification”, you must register your home address in Japan, phone number, and e-mail address to UTAS and also update any change of your contact information. Make sure to inform the PEAK/GPEAK Section and the Komaba Health Service Center of the change you have made.

## 6. Issuing Certificates

- Certificates in Japanese ----- Issued in three working days, excluding the date of the request
- Certificates in English ----- Issued in five working days, excluding the date of the request

The certificates in Japanese below can be issued immediately using the automatic certificate issuing machine located on the first floor of Administration Building. Your PIN is shown on “UTokyo Account Password Notification”.

- Certificate of Enrollment
- Academic Transcript
- Certificate (Expected Program Completion) (this only applies to the second-year Master's students)
- Student Travel Discount Certificate for JR

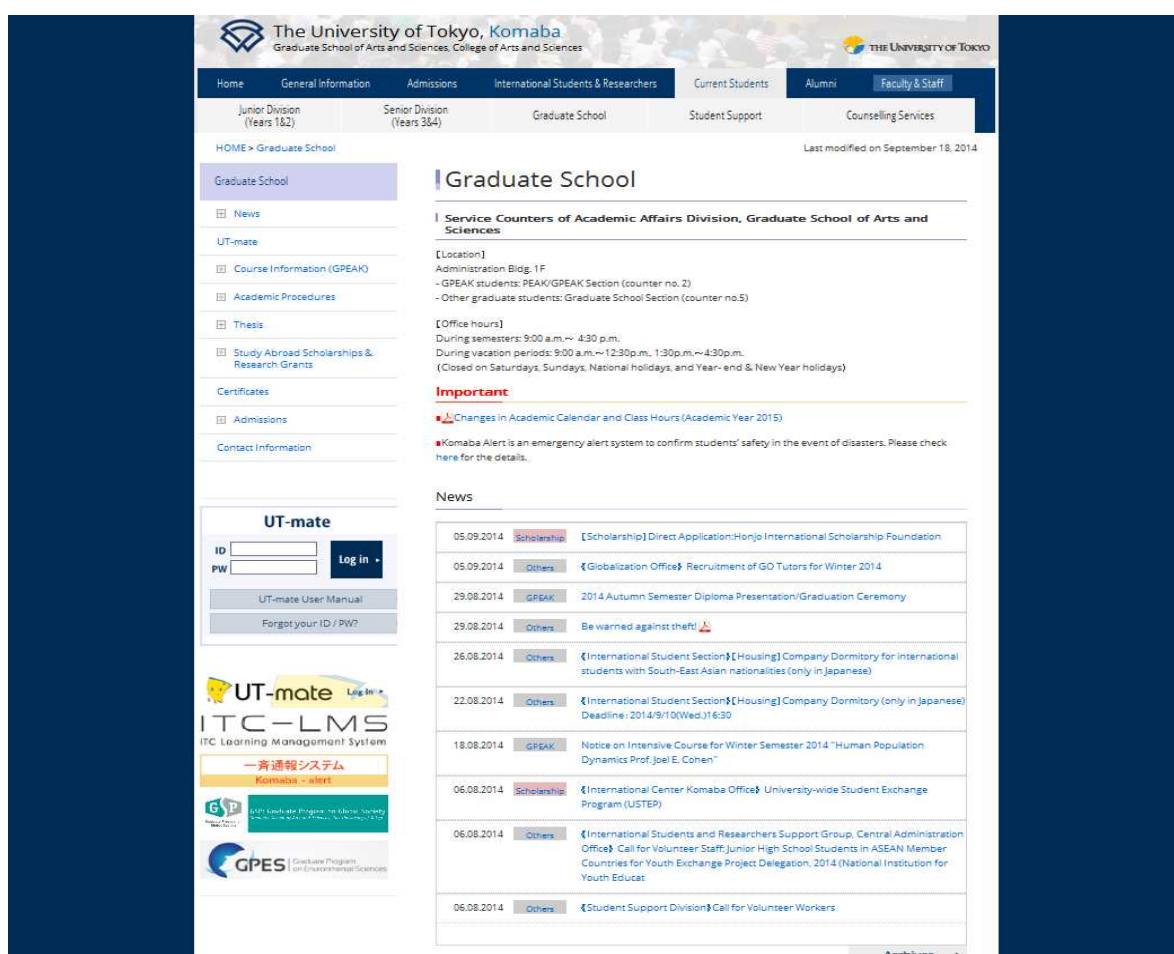
## 7. Renewing Student ID Cards

Those wishing to extend their enrollment period or those whose student ID card has expired must bring their current/expired student ID card and apply for the renewal of the card at the PEAK/ GPEAK Section.

## 8. Notices (communications to students)

Except in special situations, university communications to students are put up on our website at [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/](http://www.c.u-tokyo.ac.jp/eng_site/graduate/). Be sure to check the website regularly.

Note: Information about scholarships, events, and housing can be found at the website of Global Komaba at <http://www.globalkomaba.c.u-tokyo.ac.jp/en/index.html>.



## Contact Information

### GPEAK (GSP /GPES) Office

(PEAK/GPEAK Section, Academic Affairs Division)

Office Hours: 9:00 am to 4:50 pm

Location: Counter No.2, 1floor Administration Bldg.

Phone: 03-5465-8220

Email: [gpeak.admin@adm.c.u-tokyo.ac.jp](mailto:gpeak.admin@adm.c.u-tokyo.ac.jp)

Website: [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/](http://www.c.u-tokyo.ac.jp/eng_site/graduate/)

## **REGISTRATION INFORMATION**

### **1. Requirements for Completing the Graduate Program on Global Society (GSP)**

#### **(1) For Students Enrolled in or before the Academic Year 2014**

##### **Master's Program**

###### **◆General Requirements**

The standard program duration is two years. Students must earn thirty or more credits and pass screenings of either their Master's thesis or research findings on a specific topic, as well as pass the final exam.

###### **◆Program Requirements**

Students are required to take twelve or more credits from "Research Workshop I-III", "Seminar on Thesis Guidance", and their departmental (bunya) courses and eighteen or more credits from "Core Courses" and "Elective Courses" in accordance with their academic advisor's instructions. It is mandatory to take all of the following "Core Courses" and earn eight credits consequently; "International Interdependence", "Social and Cultural Diversity", "Transnational Markets and Civil Society" and "Normative Basis of Global Society".

Also, pending approval from their academic advisor, students are allowed to take courses offered by the other departments (bunya), graduate schools, educational institutions or undergraduate senior division.

##### **Ph. D. Program**

###### **◆General Requirements**

The standard program duration is three years. Students must earn twenty or more credits and pass a screening of the doctoral dissertation as well as the final exam.

###### **◆Program Requirements**

Students are required, in accordance with their academic advisor's instructions, to take eight or more credits from "Research Workshop I-III", "Seminar on Thesis Guidance", and their departmental (bunya) courses and twelve or more credits from "Core Courses" and "Elective Courses". Also, pending approval from their academic advisor, students are allowed to take courses offered by the other departments (bunya), graduate schools, educational institutions or the School of Medicine of the Faculty of Medicine. Please note Ph. D. students are not allowed to register for courses exclusively for Master's students.

## (2) For Students Enrolled in or after the Academic Year 2015

### **Master's Program**

#### ◆ General Requirements

The standard program duration is two years. Students must earn thirty or more credits and pass screenings of either their Master's thesis or research findings on a specific topic, as well as pass the final exam.

#### ◆ Program Requirements

Students are required to take twelve or more credits from "Research Workshop I–III", "Seminar on Thesis Guidance", and their departmental (bunya) courses and fourteen or more credits from "Core Courses" and "Elective Courses" in accordance with their academic advisor's instructions. It is mandatory to take all of the following "Core Courses" and earn eight credits consequently; "International Interdependence", "Social and Cultural Diversity", "Transnational Markets and Civil Society" and "Normative Basis of Global Society".

Also, pending approval from their academic advisor, students are allowed to take courses offered by the other departments (bunya), graduate schools, educational institutions or undergraduate senior division. Up to four credits may be included in the thirty credits required to complete the Master's Program.

### **Ph. D. Program**

#### ◆ General Requirements

The standard program duration is three years. Students must earn twenty or more credits and pass a screening of the doctoral dissertation as well as the final exam.

#### ◆ Program Requirements

Students are required, in accordance with their academic advisor's instructions, to take eight or more credits from "Research Workshop I–III", "Seminar on Thesis Guidance", and their departmental (bunya) courses and eight or more credits from "Core Courses" and "Elective Courses".

Those who have earned more than thirty credits during the Master's program can, pending approval from their academic advisor, transfer up to four of the extra credits to the Ph.D. program. The transfer of such credits is only possible in the student's final semester of the Ph.D. program.

Also, pending approval from their academic advisor, students are allowed to take courses offered by the other departments (bunya), graduate schools, educational institutions or the School of Medicine of the Faculty of Medicine. Up to four credits may be included in the twenty credits required to complete the Ph.D. Program. Please note Ph. D. students are not allowed to register for courses exclusively for Master's students.

## 2. Requirements for Completing the Graduate Program on Environmental Sciences (GPES)

### **Master's Program**

#### ◆General Requirements

The standard program duration is two years. Students must earn thirty or more credits and pass a screening of the Master's thesis as well as the final exam.

#### ◆Program Requirements

Students are required to take twenty four or more credits from courses offered exclusively for GPES students in accordance with their academic advisor's instructions. Eight credits from "Special Masters Research Work I-IV" offered exclusively for the GPES are mandatory. Also, pending approval from their academic advisor, students are allowed to take courses offered by the other departments, graduate schools, educational institutions or the undergraduate senior division to substitute for credits needed to complete their degree.

### **Ph. D. Program**

#### ◆General Requirements

The standard program duration is three years. Students must earn twenty or more credits and pass a screening of the doctoral dissertation as well as the final exam.

#### ◆Program Requirements

Students are required to take twelve credits from "Special Doctoral Research Work I-VI" offered exclusively for the GPES.

Those who have earned more than thirty credits during the Master's program can, pending approval from their academic advisor, transfer up to eight of the extra credits to the Ph.D program. The transfer of such credits is only possible in the student's final semester of the Ph.D program. Also, pending approval from their academic advisor, students are allowed to take courses offered by the other departments, graduate schools, educational institutions or the School of Medicine of the Faculty of Medicine to substitute for credits needed to complete their degree. Students are not allowed to register for courses exclusively for Master's students.

### 3. Approval of Credits from “Same Courses”

The term “same courses” refers to courses with the same course numbers. Course numbers do not include the final letter (S, A or T). Courses with the same titles but different course numbers are considered as different courses.

	GSP Students	GPES Students
Master’s Program	Credits earned from the same courses will be approved up to four credits.	No credits from same courses will be approved. For exceptions, check the notes on Course Listing by program.
Ph. D. Program	No limit except for seminars on thesis guidance (limited up to eight credits).	

### 4. Registration Information

#### (1) Online registration (UTAS)

Students will select relevant courses in consultation with their academic advisors and register online for courses, including core courses and thesis guidance seminars. UTAS is your student portal where registration activities can be found. After completing registration, you must submit an output of registered course listing to your academic advisor. If you have not yet received your “UTokyo Account Password Notification”, you may obtain it at the PEAK/ GPEAK Section.

You are required to register for courses during the periods designated below:

- S Semester (S1/S2) courses and courses offered throughout the year: register during the registration period for the S Semester (S1/S2).
- A Semester (A1/A2) courses: register during the registration period for the A Semester (A1/A2).
- Intensive courses: register during the registration period for the said Semester.

No registration or changes to any courses, including intensive courses, are permitted outside the designated registration period.

To register for courses, please follow the “UTAS User Manual (For Students)” which can be downloaded from “Other” on UTAS.

#### (2) Registration for courses offered by the undergraduate college

Only Master’s students may register for courses designed for students in the third or fourth year of the undergraduate senior division. However, Master’s students may not register for courses designed for students in the first and second year of the undergraduate junior division.

Ph. D. students may not register for undergraduate (first to fourth year) courses.

(3) Registration for courses offered by other universities

Students who would like to take a course or courses offered at the university listed below must first request a “Notification of Course Registration (for courses offered by other universities)” form at the PEAK/GPEAK Section and submit the completed form to the PEAK/GPAK Section during the course registration period\* (online registration is not available). Make sure to write the university name under the course name on the form. Credits received after completion of the course(s) will, pending approval by the student’s academic advisor, count as credits received outside your program or department. A reference copy of the course syllabus for the university given below is available at the PEAK/GPEAK Section.

○ United Nations University

Eligible Students: Master or Ph.D. students of the Graduate School of Arts and Sciences

Possible Courses: Courses offered by United Nations University Institute for the Advanced Study of Sustainability (UNU-IAS) Postgraduate Programme

\* The registration period for courses offered at other universities may be set separately, prior to the course registration period for the Graduate School of Arts and Sciences. For details, please refer to the GPEAK website.

(4) Procedures on Internship (GSP) / Off-campus Academic Activity (GPES)

Please refer to the website at: [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/procedures/](http://www.c.u-tokyo.ac.jp/eng_site/graduate/procedures/)



## PROCEDURES for TAKING LEAVE of ABSENCE

**Please note: When students take a leave of absence, make sure to first consult their academic advisor and follow the directions below.**

### 1. Procedures to Complete

When students take a leave of absence, first receive a Request for Leave of Absence from the PEAK/GPEAK Section (or download from the GPEAK website at [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/procedures/](http://www.c.u-tokyo.ac.jp/eng_site/graduate/procedures/)), complete the necessary items, obtain seals from the academic advisor, the head of the department, and the head of the program and return the form to the PEAK/GPEAK Section. **The request cannot be accepted if students have outstanding financial obligation to the university or if the request form is incomplete.** When students intend to take a leave of absence, submit the Request for Leave of Absence form one month prior to the start date of the leave period. In order to extend the period of the leave of absence, students must submit an additional Request for Leave of Absence form one month prior to the end of the current leave period. The period students can petition at one request should not exceed one year.

Please note, however, that **one sick leave** must end on March 31 at the longest. If you wish to extend the period of the sick leave, please consult with the PEAK/GPEAK section.

Reason for leave of absence	Required documents for leave application
Study abroad	Request for Leave of Absence form, study plan, Letter of Acceptance or Certificate of Enrollment (Please attach English translation if written in language other than English.)
Research abroad	Request for Leave of Absence form, research plan including an itinerary
Financial difficulty	Request for Leave of Absence form, statement of reason (300 words or more)
Sick leave	Request for Leave of Absence form, medical certificate
Maternity and parental leave	Request for Leave of Absence form, a copy of Maternity Health Record Book*, and ID which carries the former and current names (required only when having changed your family name)
Family care leave	Request for Leave of Absence form, medical certificate
Activities contribution to society	Request for Leave of Absence form, activity plan (Be specific)
Short-term home leave	Request for Leave of Absence form, statement of reason (Be specific)

\*Submit a photocopy of the front cover of Maternity Health Record Book when you are prenatal, and the birth certificate as well when you are postnatal.

Note: Students who are officially still on leave of absence in September and return to the school in October will be permitted to attend classes offered in A Semester (A1) starting from late September.

※Tuition payments are made in 6-month amounts twice a year as usual: in May for the first half (April to September) and in November for the second half (October to March) of the academic year.

## **2. Period of Leave of Absence, Program Duration and Length of Enrollment**

**(See Article 29 of the University of Tokyo Rules on Graduate Schools)**

The minimum period of leave of absence is two months, and the total leave period must not exceed three years for the Ph. D. course and two years for the Master's course.

Note that the time spent on-leave is not counted as part of the program duration (two years for Master's and three years for Ph. D.) and the maximum allowed time to complete the degree (three years for Master's and five years for Ph. D.).

## **3. Returning from Leave of Absence**

Students may return to the school during the approved period of absence, when the reason for the leave has been dispelled. In this case, students must obtain a Request for Resumption of Study, complete the form, obtain seals from the academic advisor, the head of the department, and the head of the program and return it to the PEAK/GPEAK Section one month prior to the start of your study.

For students who resume studies as approved, it is also required to submit the Request for Resumption form to the PEAK/GPEAK Section. Even if students have not submitted the Request for Resumption of Study at the expiration of the leave period, they are regarded as returning to studies and are subject to the tuition fee payment. Student with sick leave must submit a medical certificate on return as well.

## **4. Tuition**

If a student plans to take a leave of absence, please consult the GPEAK Section as soon as possible.

Students with on-leave status are exempted from the tuition fee payment for the leave period on condition that students complete all the procedures for taking a leave of absence (see 1. Procedures to Complete). If a student petitions for a leave of absence after the designated dates, the last day of February for the first half of the academic year (April to September) and the last day of August for the second half of the academic year (October to March), students are subject to full payment of tuition for that first or second half of the academic year.

When you return to the school, the tuition fee from the month of the resumption to the end of that semester must be paid during the month of the effective date of resumption.

The tuition fee will not be refunded under any circumstances.

## **5. Submission of Degree Thesis**

Students on leave are not eligible to submit the degree thesis.

## **6. Visa-related Information**

According to the Immigration Control and Refugee Recognition Act, if you have not been actively studying for three (3) consecutive months when you have a residency status of "Student" (unless you have a legitimate reason for not attending school during this period) you are liable to have your residency status revoked. This rule applies even for leave of absence, so if it is absolutely necessary for you to take a leave of absence, please carefully discuss with your supervisor or academic staff responsible for international students beforehand. Please note that with a residency status of "Student" you are not allowed to do any other activity, such as part-time work, during your leave of absence.

**You are responsible for the requirements and deadlines in the Academic Handbook.**

# PROCEDURES for TRAVELING ABROAD

Notice to Student: If a student plans to travel abroad, please consult with the PEAK/GPEAK Section, Academic Affairs Division and follow the instructions below as soon as possible. You must prepare yourself for any emergency by reading the Safety Information for Students Traveling Abroad on the following page.

Students should inform the PEAK/GPEAK Section of their intention to travel abroad as well as contact information abroad. Students who will stay overseas for three months or longer are also required to report their residence to their Government Office Overseas (Embassy or Consulate General) where they stay.

## 1. Travel Abroad with On-Leave Status

- ◆ Study at educational/ research institute overseas or conduct research trip for two months or longer

In the case that students with on-leave status register and earn credits for relevant courses to their research field at an overseas graduate school, those credits are accepted up to ten credits (including credits approved under Section 3. Study Abroad) throughout the Master's and Ph. D. courses toward the degrees. Please be aware that students with on-leave status due to study abroad are only eligible to apply for this. Those who wish to submit this petition must complete the appropriate procedures at the PEAK/GPEAK Section after the leave period ends. Council for Graduate Studies will decide whether to approve the credits or not after the assessment at the Department.

## 2. Travel Abroad for Academic Research with Enrollment Status

- ◆ Overseas travel for academic research for two months or longer

Students must complete the procedures approximately one month prior to the start of their study abroad.

The period of travel shall not, in general, exceed one-half of the program duration (one and a half years for a Ph. D. program and one year for a master's program). Students must pay tuition fee during the period abroad because of the graduate student status at the University of Tokyo. Credits earned overseas are not accepted.

## 3. Study Abroad (See Article 28 of the University of Tokyo Rules on Graduate Schools.)

- ◆ Study at overseas university

Students must complete the procedures approximately two months prior to the start of their study abroad. The period of overseas enrollment is limited to one year in general. Tuition fees during the period abroad must be paid because of the graduate student status at the University of Tokyo.

In the case that students without on-leave status register and earn credits for relevant courses to their research field at an overseas graduate school, those credits are accepted up to ten credits (including credits approved under Section 1. Travel Abroad with On-Leave Status) throughout the Master's and Ph. D. courses toward the degrees. Those who wish to submit this petition must complete the appropriate procedures at the PEAK/GPEAK Section after study abroad period ends. Council for Graduate Studies will decide whether to approve the credits or not after the assessment at the Department.

## 4. Trip Abroad

- ◆ Travel abroad for two months or less

If students take a short overseas trip for two months or less, they must submit a Notification of Overseas Travel to the PEAK/GPEAK Section prior to the start of their trip abroad. Tuition fees during this period must be paid because of the graduate student status.

## 5. Travel Abroad for Research Supervision Received at Partner Institution (See Article 12 of the University of Tokyo Rules on Graduate Schools.)

### ◆ Travel abroad for receiving research supervision at overseas graduate school or research institution

Students must complete the procedures approximately two months prior to the start of their travel abroad.

The period shall not exceed one year. If the graduate school believes that it would be beneficial to Ph.D. student education, this period may be extended up to another year. Tuition fees during such period must be paid because of the graduate student status.

Make sure that students carry a Personal Accident Insurance for Students Education and Research, which is compulsory.

Documents required for travel abroad application	
On-leave Status	Study Abroad: Request for Leave of Absence, study plan, Letter of Acceptance/ Certificate of Enrollment
	Research Abroad: Request for Leave of Absence, research plan
Not on-leave (enrollment) status	Study Abroad: Request for Approval to Study Abroad, Letter of Acceptance/ Certificate of Enrollment
	Research Abroad: Request for Overseas Travel
	Research Supervision: Request for Approval of Research Supervision Received at Partner Institution

※ Before traveling abroad, please make sure to check the following websites for your safety:

Regarding Overseas Student Safety Management Assistance (OSSMA):

[http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/procedures/goingabroad/ossma.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/procedures/goingabroad/ossma.html)

GO Global (Overseas Travel Risk Management Guidebook):

<http://www.u-tokyo.ac.jp/ja/administration/go-global/voyage/index.html>

**You are responsible for the requirements and deadlines in the Academic Handbook.**

## SAFTY INFORMATION for STUDENTS TRAVELING ABROAD

NOTICE TO STUDENTS: Please check safety information by the authorities concerned on your own responsibility when you travel abroad.

### 1. Ministry of Foreign Affairs

You can check safety and crisis/ risk information by country/ region at MOFA website at <http://www.anzen.mofa.go.jp/index.html> (in Japanese).

### 2. Ministry of Education, Culture, Sports, Science and Technology

Staff are available to provide consultation at the Tokyo International Exchange Center of the Japan Student Services Organization (2-79 Aomi, Koto-ku, Tel: (03) -5520-6131). Also, host the Study Abroad Fair in cooperation with embassies in Tokyo, and publish a "Study Abroad Handbook".

### 3. Ministry of Health, Labor and Welfare

You can find information on infectious diseases abroad on the Narita Airport Quarantine website at <http://www.forth.go.jp/keneki/narita/> (in Japanese).

# Master's Thesis Guidelines

## 1. Eligibility

The following requirements must be met by August 2018 (GSP, GPES) or March 2019 (GPES) for students who wish to submit the Master's thesis:

- Students must have completed the standard 2 years in the program.
- Students must have earned 30 credits or more toward their Master's degree.
- Students must have completed all program requirements for the degree.

## 2. Submitting the Title of Master's Thesis Form

### 2.1 Submission period

Program	Submission Period
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2019)	December 3 (Mon) to December 10 (Mon), 2018
Graduate Program on Global Society (GSP) (for graduation in August 2018)	April 9 (Mon) to 11 (Wed), 2018
Graduate Program on Environmental Sciences (GPES) (for graduation in August 2018)	May 7 (Mon) to 9 (Wed), 2018

### 2.2 Submit to:

**PEAK/GPEAK Section, Academic Affairs Division**

### 2.3 Office hours

**9:00 am to 4:50 pm (weekdays only)**

### 2.4 Notes

- The form is available online at: [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/master/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/master/index.html)  
Complete the Title of Master's Thesis Form and obtain an approval seal from your academic advisor prior to submission.
- The name shown on this form will appear on your diploma, which must be written officially in Japanese. Print your name clearly and legibly. For international students whose name is not written in kanji, your name transcribed in katakana will be used as a substitute. Please consult with the PEAK/GPEAK Section regarding the use of a former surname.

### 3. Submitting the Thesis and Abstract

#### 3.1 Submission period

Program	Period for Thesis Submission
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2019)	January 9 (Wed) to 17 (Thu), 2019
Graduate Program on Global Society (GSP) (for graduation in August 2018)	May 7 (Mon) to 10 (Thu), 2018
Graduate Program on Environmental Sciences (GPES) (for graduation in August 2018)	June 4 (Mon) to 8 (Fri), 2018

#### 3.2 Submit to:

**PEAK/GPEAK Section, Academic Affairs Division**

#### 3.3 Office hours

**9:00 am to 4:50 pm (weekdays only)**

**Deadlines are strictly set. Extensions are NOT permitted.**

**Late or incomplete submissions will not be accepted except in special circumstances.**

Note: "Special circumstances" here refers to situations such as unexpected accidents, natural disasters, and sudden occurrences of legally designated infectious diseases, which are normally unpredictable, and cannot be attributed to the student. Printer malfunctions, generally predictable delays in public transportation, or non-serious illnesses are NOT included. If you believe a "special circumstance" applies to your case, you are required to consult with your academic advisor and supply proof or documentation of the fact.

#### 3.4 Documents to be submitted

Students should obtain prior approval from their academic advisor before submitting the thesis.

(a) **Master's Thesis Submission Sheet:** 1 original form

The form is available online at

[http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/master/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/master/index.html)

Download, complete and print the sheet prior to submission.

(b) **Thesis:** 3 copies

(c) **Abstract:** 3 copies

**NOTE: Be aware that your department may require that you submit documents in addition to the thesis and abstract. Please be sure to consult with your department in advance and follow any additional instructions that they may have.**

## 4. Guidelines for Preparing Master's Thesis and Abstract

4.1 GPEAK students are required to follow the instructions below.

### (a) Thesis

- The thesis must be typed on computer in either English or Japanese, generally printed on size A4 paper, and bound using thermal binding or tape binding to insure that the thesis is adhered to the spine.
- A sample title page appears on the following page. In accordance with the instructions, include the thesis title, department/program, your student ID number and your name on the title page.
- If the thesis consists of more than one volume, each volume must include the thesis title, department/program, student ID number and your name on the title page. The volume number and your name should also be shown at the bottom of each spine.

### (b) Abstract

- The abstract must be written in the same manner as the thesis and printed on size A4 paper. It must not exceed ten pages in length. Figures and tables should be clearly readable. Follow all specific instructions given by your department or program, if any.
- A sample abstract page appears on the following page. In accordance with the instructions, include the thesis title, department/program, your student ID number and your name on the abstract page.

## 5. Others

- Please note that students with outstanding tuition payments cannot complete the program.
- The forms are available online at [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/master/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/master/index.html)  
Please make sure to obtain the forms prior to the submission period for the Title of the Master's Thesis Form and allow yourself enough time to prepare the thesis.
- Spelling of your name: The name shown on the Title of Master's Thesis Form will appear on your diploma. The name on the Title of Master's Thesis must be typed by computer and must match your name as it appears on your passport or other official document. For international students whose names are not written in kanji, your name transcribed in katakana will be used as a substitute. Please consult with the PEAK/GPEAK Section office in advance if you intend to use a former surname or if you have special circumstances regarding the transcription of your name.
- Certificate of Degree: International students will also be presented with a Certificate of Degree in English. The name in English that appears on this certificate must match that on the Title of Dissertation Form. Students who wish to have the name on the certificate correspond with that shown on their passport or other official document should pay particular attention to the spelling of their name. The name as it appears on the certificate will be printed in upper case lettering.

Sample of Title Page

Master's Thesis

○○○○○○○○○○○○○○○○

May 2018  
Department of Interdisciplinary Cultural Studies  
Culture and Representation course  
Graduate Program on Global Society  
31-16○○○○  
○○   ○○○

- <- Thesis title
- <- Month and year of submission
- <- Department, course and program
- <- Student ID number
- <- Name (Write the name shown on the Title form)

Sample of Abstract Page

Abstract

○○○○○○○○○○○○○○○○

Department of Multidisciplinary Sciences  
Graduate Program on Environmental Sciences  
31-16○○○○  
○○   ○○○

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- <- Thesis title
- <- Department, course and program
- <- Student ID number
- <- Name (Write the name shown on the Title form)
- <- Start writing at the lower half of the page.

# Doctoral Dissertation Guidelines

## 1. Eligibility

- Students who fulfill either requirement A or B are eligible to submit the doctoral dissertation.
  - A. The following requirements must be met by the end of the month in which the degree is to be conferred.
    - Students must have fulfilled the standard duration of at least 3 years in the program.
    - Students must have completed all program requirements for the degree.
    - Students must have earned 10 credits or more by the day the dissertation is submitted.
  - B. Students must have enrolled in the Ph. D. program for 3 years or longer and earned all credits required for the degree by the day the dissertation is submitted.
- Former students, defined as a student who has withdrawn from the Ph.D. program within the past 3 years but fulfilled the requirement below, are eligible to submit the doctoral dissertation in accordance with Article 4 Paragraph 2 of the University of Tokyo Rules on Academic Degree.
  - Former students must have enrolled in the Ph. D. program for 3 years or longer and earned all necessary credits for the degree.

## 2. Submitting the Title of Doctoral Dissertation Form

### 2.1 Submission period

Students who are classified under eligibility requirement A or B and wish to have their degree conferred in August 2018 (GSP, GPES) or March 2019 (GPES) must submit the Title of Dissertation Form during the designated periods below. All other students, including former students, must submit the Title of Dissertation Form by the day the dissertation is submitted.

Program	Submission Period
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2019)	November 9 (Fri) to 15 (Thu), 2018
Graduate Program on Global Society (GSP) (for graduation in August 2018)	April 9 (Mon) to 11 (Wed), 2018
Graduate Program on Environmental Sciences (GPES) (for graduation in August 2018)	May 7 (Mon) to 9 (Wed), 2018

### 2.2 Submit to:

**PEAK/GPEAK Section, Academic Affairs Division**

### 2.3 Office hours

**9:00 am to 4:50 pm (weekdays only)**

### 2.4 Notes

- The Title of Doctoral Dissertation Form is available online at:  
[http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html)  
Complete the form and have your advisor stamp it with his personal seal prior to submission.
- The name shown on the Title of Doctoral Dissertation form will appear on your diploma. It should be written in print and in clear and legible fashion. The name on the Title of Doctoral Dissertation Form must match that

on your passport or other official document.

For international students whose names are not written in kanji, transcribe your name in katakana as a substitute. All instances of your name in the dissertation, abstract, curriculum vitae, or list of previous publications and related papers must match the name as it appears on the Title of Dissertation Form. Regarding the use of old-style kanji which cannot be readily typed, consult with the PEAK/GPEAK Section. For detailed information about the spelling of your name, refer to Section 7 below.

### 3. Submitting the Dissertation, Abstract, and Accompanying Documents

#### 3.1 Submission period

Students who are classified under eligibility requirement A or B and wish to have their degree conferred in August 2018 (GSP, GPES) or March 2019 (GPES) must submit the doctoral dissertation during the designated periods below. All other students, including former students, are allowed to submit the dissertation whenever necessary. In the event that the student, fulfilling the requirements for A above, does not submit the dissertation during the periods specified below, the date of the degree's conferral will be the month following the completion of all requirements for the degree.

Program	Submission Period
Graduate Program on Environmental Sciences (GPES) (for graduation in March 2019)	December 3 (Mon) to December 10 (Mon), 2018
Graduate Program on Global Society (GSP) (for graduation in August 2018)	May 7 (Mon) to 10 (Thu), 2018
Graduate Program on Environmental Sciences (GPES) (for graduation in August 2018)	June 4 (Mon) to 8 (Fri), 2018

Notes: -Students must submit the dissertation only after they have received approval from their academic advisor.

-Students that are on leave are not eligible to submit the doctoral dissertation. Those who wish to submit the dissertation must go through the proper procedures to return to the university.

#### 3.2 Submit to:

**PEAK/GPEAK Section, Academic Affairs Division**

#### 3.3 Office Hours

**9:00 am to 4:50 pm (weekdays only)**

**Deadlines are strictly set. Extensions are NOT permitted.**

**Late or incomplete submissions will not be accepted except in special circumstances.**

Note: "Special circumstances" here refers to situations such as unexpected accidents, natural disasters, or any sudden occurrence of a legally designated infectious disease, which is normally unpredictable and cannot be attributed to the student. Printer malfunctions, generally predictable delays in public transportation, and non-serious illnesses are NOT included. If you believe a "special circumstance" applies to your case, you are required to consult with your academic advisor and provide proof or documentation of the fact.

### 3.4 Documents to be submitted

- |  |  |
|--|--|
| (1) <b>Doctoral Dissertation Submission Sheet*</b> :           | 1 original form – use the form   |
| (2) <b>Doctoral Dissertation</b> :                             | 5 copies – printed on size A4 paper  |
| (3) <b>Abstract</b> :  | 5 copies – printed on size A4 paper  |
| (4) <b>Curriculum Vitae*</b> :                                 | 7 copies (2 signed and sealed originals and 5 copies) – use the form       |
| (5) <b>List of Previous Publications and Related Papers*</b> : | 7 copies (2 signed and sealed originals and 5 copies) – use the form       |
| (6) <b>Letter of Consent</b> :                                 | 6 copies (1 original, 5 copies) – if any co-authors/collaborators involved |

Note: Former students must submit, in addition to those documents listed above, a Title of Dissertation Form. Students classified under eligibility requirement A or B who need to change the dissertation title from the one previously submitted are required to notify the PEAK/GPEAK Section of the title changes. Submitting a revised title form is not necessary.

\*Forms for (1), (4) and (5) are available to download from the website at:  
[http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html)

### 3.5 Guidelines for Preparing Doctoral Dissertation and Abstract

#### 3.5.1 Doctoral dissertation

- The dissertation must be typed on a computer either in English or Japanese, generally printed on size A4 paper, and bound using thermal binding or tape binding to insure that the dissertation is adhered to the spine. Binding the dissertation in a temporary binder is not acceptable.
- If the dissertation consists of more than 1 volume, number each volume (e.g., 1/2 or 2/2) at the bottom of each spine.

#### 3.5.2 Abstract

- The abstract must be typed on a computer either in English or Japanese. If in Japanese, the abstract must be typed horizontally, and printed on size A4 paper vertically. Do not print the abstract horizontally (i.e., in landscape format).
- Choose a legible size-font. Please note that a 10-point size font is preferred. An exception may be made for an abstract that contains complicated numerical expressions.
- Print “Abstract”, the title of the dissertation, and your name on the upper half of the page and begin the body of the abstract from the lower half of the page.
- The abstract may not exceed 2000 words in English or 4000 characters in Japanese. Figures, tables and chemical symbols should be clear and legible. The abstract should be limited to 4 pages in length or less.

### 4. Items to be submitted after Degree Conferral

Please refer to the website at: [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html)

### 5. Others

- Please note that students with outstanding tuition payments cannot complete the program.
- **The Dissertation Handbook for Ph. D. Candidates** is a helpful resource containing sample formats of the title page, curriculum vitae and list of previous publications and related papers. It is available online at [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/thesis/doctor/index.html](http://www.c.u-tokyo.ac.jp/eng_site/graduate/thesis/doctor/index.html). Please make sure to consult the Handbook prior to the submission period of the Title of Dissertation Form and allow yourself enough time to prepare the dissertation.
- The name shown on the Title of Doctoral Dissertation Form will be the name that appears on your diploma. Print

your name clearly and legibly. The name on the Title of Doctoral Dissertation Form must match that on your passport or other official document. For international students whose names are not written in kanji, your name transcribed in katakana will be used as a substitute. If you intend to use a former surname or if special circumstances apply to the transcription of your name, consult with the PEAK/GPEAK Section.

- International students will also be presented with a Certificate of Degree in English as well as the official diploma, which is to be issued in Japanese only. Note that the name that appears on this certificate must match that on the Title of Doctoral Dissertation Form, including the name order. In particular, students who wish to make the name on the diploma correspond with that shown on their passport or other official document should pay careful attention to the use of their name. The name will be written in upper case lettering. The name on the Title of Doctoral Dissertation Form must be typed on a computer.

To: Doctorate Candidates

### **Guidance on Changes in Procedures for Publication of a Doctorate Thesis**

In accordance with the Ministerial Ordinance for Partial Revision of the Degree Regulations of Japan (Ordinance of the Ministry of Education, Culture, Sports, Science and Technology No. 5 of 2013) which came into force on April 1, 2013, each degree holder is now required to publicize his/her doctorate thesis in its entirety over the Internet with the cooperation of the university that has conferred the degree.

To implement such web-based publication in line with the revised law, the University of Tokyo has decided to utilize the UTokyo Repository, in which dissertations and theses are registered. UTokyo Repository is a system designed for electronic disclosure of the University's research findings in and outside the University.

(\* An overview of UTokyo Repository is given in a separate document.)

To register your doctorate thesis in UTokyo Repository, the following two materials need to be prepared, among others.

- ◆ Electronic data (PDF file) of the full thesis (the final submitted version)
- ◆ Completed “Letter of Authorization”, indicating your consent to register with UTokyo Repository

(\* Instructions for creating a PDF file and the “Requirements for Permission of Utilizing Papers Presented to the University of Tokyo Academic Institutional Repository (UTokyo Repository)” are provided in separate documents.)

Before you submit the “Letter of Authorization”, you must first accept the terms of use as well as fulfil some other conditions. You are therefore requested to read and understand the instructions and conditions described in all relevant documents.

- \* In addition to the above, please read through all the other relevant instructions and submit the appropriate documents as the case demands. For example, if for some “unavoidable circumstances” accepted by the University you are unable to publicize your thesis in full, read the instructions on how to publicize an abridged version of the thesis. Or, as in the conventional manner of submitting a thesis to the National Diet Library, the procedure and documents to be submitted differs according to whether you are earning a doctorate through completing a program or by a thesis, which is also different from the procedure for web-based publication.

## **On the Ethics of Scholarship and Knowledge**

Academic research compiles the results of autonomous efforts to create new thought, awareness, and information from a basis of pre-existing knowledge, and in so doing aims to contribute to the advancement of science and technology and the creation of culture. As such, along with a sincere and fair attitude toward the subject of one's research, due respect for the results of the research of others, past and present, is a necessity. Those involved with scholarship and the search for knowledge at the University of Tokyo's Graduate School of Arts and Sciences, along with a sense of pride in the originality of their own work, must be humble and honest. Behavior such as fraudulent use and plagiarism, which go against the true meaning of creativity, must not be tolerated. More than anywhere else, those of us involved in education and research should hold firmly in our hearts a belief in the necessity of strict ethics for scholarly research.

Based upon the above educational philosophy of observing ethical standards, we at the Graduate School of Arts and Sciences agree to the following:

In the event of dishonest conduct during exams, as well as behavior that runs contrary to academic ethics during the process of writing research papers, such as fraudulent usage, plagiarism, or fabrication of data, the graduate school shall be able not only to fail the student for the credits in question, but through the agreement of the education committees and at the order of the Dean, may take the measure of revoking all or part of the credits earned up to that point. Moreover, those deemed malevolent in their actions may, upon agreement of the examination committee, be dealt with in accordance with the "The University of Tokyo Regulations on Disciplinary Action against Student." Finally, it goes without saying that when the graduate school takes these measures, investigation will be carried out thoroughly, and judgment passed carefully, so that the student does not suffer any undue detriment.

October 1, 2010 Graduate School of Arts and Sciences

Supplementary Provision: This agreement shall be effective as of October 1, 2010.



# Course Listing

## Course Listing of S Semester (S1•S2 Term), 2018

### Graduate Program on Global Society

Course No.		Course Title	Instructor	Credit	Semester Term	Day Hours	Place	Notes
Master's Course	Doctoral Course							
31M350-0010S	31D350-0010S	International Interdependence	SAKAMOTO Takuto	2	S	Wed. 3	11-1105	Core Course
31M350-0020S	31D350-0020S	Social and Cultural Diversity	OISHI Kazuyoshi	2	S	Tue. 3	K112	Core Course
31M350-0050	31D350-0050	Research Workshop I	SAKAMOTO Takuto	2	S	Tue. 5	1-152	Only for Program Students
31M350-0060	31D350-0060	Research Workshop II	SAKAMOTO Takuto	2	S	Tue. 5	1-152	Only for Program Students
31M350-0070	31D350-0070	Research Workshop III	SAKAMOTO Takuto	2	S	Tue. 5	1-152	Only for Program Students
31M350-0130S	31D350-0130S	History of International Interdependence II	KIHARA-HUNT Ai	2	S	Thu. 2	8-205	Elective Course
31M350-0182S	31D350-0182S	Theory of Social and Cultural Diversity III	ELLIS Toshiko	2	S	Fri. 5	8-209	Elective Course
31M350-0211S	31D350-0211S	Comparative Studies of Social and Cultural Diversity II	GILBERT Helen	2	S	Thu. 2	K112	Elective Course
31M350-0282S	31D350-0282S	History of Transnational Markets and Civil Society I	BAXTER Joshua	2	S	Thu. 2	8-317	Elective Course
31M350-0300S	31D350-0300S	History of Transnational Markets and Civil Society III	YAGUCHI Yujin	2	S	Thu. 3	8-110	Elective Course
31M350-0331S	31D350-0331S	Theory of Normativity in Global Society II	SATO Yasunobu	2	S	Fri. 5	K401	Elective Course
31M350-0361S	31D350-0361S	Comparative Studies of the Normative Basis of Civil Society I	CROYDON Sylvia	2	S	Fri. 2	8-205	Elective Course
31M350-0421S	31D350-0421S	Special Lecture on Global Society III	GIRAUDOU Isabelle	2	S	Tue. 5	K402	Elective Course
31M350-0451S	31D350-0451S	Seminar on Global Society II	KIHARA-HUNT Ai	2	S	Wed. 2	8-206	Elective Course
31M350-0460S	31D350-0460S	Seminar on Global Society III	ITATSU Yuko	2	S	Wed. 2	12-1233	Elective Course
31M350-0480S	31D350-0480S	Seminar on Global Society V	NODA Masato	2	S	Thu. 3	8-113	Elective Course
31M350-0110	31D350-0110	Theory of International Interdependence IV	HIGASHI Daisaku	2	S	Thu. 4	1-164	Elective Course

\* Classroom changes will be posted on the GPEAK website at [http://www.c.u-tokyo.ac.jp/eng\\_site/graduate/classes/](http://www.c.u-tokyo.ac.jp/eng_site/graduate/classes/)  
 Course Listing of A Semester 2018 will be posted on the GPEAK website before A Semester starts.

## Course Listing of S Semester (S1•S2 Term), 2018

Graduate Program on Global Society (GSP)

《Seminar on Thesis Guidance》

### Language and Information Sciences

Course No.		Course Title	Instructor	Semester	Credit	Day•Hours	Place	Notes
Master's Course	Doctoral Course							
31M200-1590S		Seminar: Language and Information Sciences I	Academic Advisor	S	2			Only for Master's Course
31M200-1600S		★Seminar: Language and Information Sciences II	Academic Advisor	S	2			Only for Master's Course
	31D200-3010S	Special Seminar: Language and Information Sciences I	Academic Advisor	S	2			Only for Doctoral Course
	31D200-3020S	★Special Seminar: Language and Information Sciences II	Academic Advisor	S	2			Only for Doctoral Course

★applies only to students who have taken 4 credits from Seminar on Thesis Guidance I

### Interdisciplinary Cultural Studies

Course No.		Course Title	Instructor	Semester	Credit	Day•Hours	Place	Notes
Master's Course	Doctoral Course							
31M210-1280S		Seminar on Interdisciplinary Cultural Studies I	Academic Advisor	S	2			Only for Master's Course
31M210-1290S		★Seminar on Interdisciplinary Cultural Studies II	Academic Advisor	S	2			Only for Master's Course
	31D210-3010S	Workshop in Interdisciplinary Cultural Studies I	Academic Advisor	S	2			Only for Doctoral Course
	31D210-3020S	★Workshop in Interdisciplinary Cultural Studies II	Academic Advisor	S	2			Only for Doctoral Course

★applies only to students who have taken 4 credits from Seminar on Thesis Guidance I

### Area Studies

Course No.		Course Title	Instructor	Semester	Credit	Day•Hours	Place	Notes
Master's Course	Doctoral Course							
31M220-1391S		Area Studies Seminar I	Academic Advisor	S	2			Only for Master's Course
31M220-1401S		★Area Studies Seminar II	Academic Advisor	S	2			Only for Master's Course
	31D220-3010S	Advanced Seminar in Area Studies I	Academic Advisor	S	2			Only for Doctoral Course
	31D220-3020S	★Advanced Seminar in Area Studies II	Academic Advisor	S	2			Only for Doctoral Course

★applies only to students who have taken 4 credits from Seminar on Thesis Guidance I

### Advanced Social and International Studies

Course No.		Course Title	Instructor	Semester	Credit	Day•Hours	Place	Notes
Master's Course	Doctoral Course							
31M230-1190S		Seminar: International Studies I	Academic Advisor	S	2			Only for Master's Course
31M230-1200S		★Seminar: International Studies II	Academic Advisor	S	2			Only for Master's Course
	31D230-3010S	Special Seminar: International Studies I	Academic Advisor	S	2			Only for Doctoral Course
	31D230-3020S	★Special Seminar: International Studies II	Academic Advisor	S	2			Only for Doctoral Course

★applies only to students who have taken 4 credits from Seminar on Thesis Guidance I

## Course Listing of S Semester (S1•S2 Term), 2018

### Graduate Program on Environmental Sciences

Course No.		Course Title	Instructor	Credit	Semester Term	Day Hours	Place	Notes
Master's Course	Doctoral Course							
31M360-0010A	31D360-0010A	Foundations of Environmental Sciences I	HASHIMOTO•OKAMOTO•HIRONO•ISHIHARA	2	A			
31M360-0020A	31D360-0020A	Foundations of Environmental Sciences II	WARISAWA•MINO•OSHIMA•SATO	2	A			
31M360-0080S	31D360-0080S	Environmental Management and Policy I	MAEDA Akira	2	S2	Tue. 3•4	8-113	Joint course with PEAK senior Environmental Sciences course
31M360-0090A	31D360-0090A	Environmental Management and Policy II	NARITA Daiju	2	A			Joint course with PEAK senior Environmental Sciences course ※Students already taken the course with the same name held in 2018 S can take this course, too. The course content is different.
31M360-0091S	31D360-0091S	Environmental Management and Policy II	NARITA Daiju	2	S1	Fri. 4•5	5-515	Joint course with PEAK senior Environmental Sciences course ※Students already taken the course with the same name held in 2017 A can take this course, too. The course content is different.
31M360-0111S	31D360-0111S	Environmental Management and Policy IV	GIRAUDOU, Isabelle	2	S	Tue. 5	K402	Joint course with PEAK senior Environmental Sciences course ※Students already taken the course with the same name held in 2017 A can take this course, too. The course content is different.
31M360-0120S	31D360-0120S	Special Lecture on Environmental Management and Policy I	GIRAUDOU, Isabelle	2	S	Mon. 5	K501	
31M360-0160S	31D360-0160S	Environmental Measurement and Evaluation II	MATSUO•WOODWARD	2	S	Wed. 2	15-106	Joint course with PEAK senior Environmental Sciences course
31M360-0190A	31D360-0190A	Environmental Measurement and Evaluation V	SHIMADA•YAMAMICHI	2	A			
31M360-0200A	31D360-0200A	Environmental Measurement and Evaluation VI	MAEDA Akira	2	A			
31M360-0270A	31D360-0270A	Materials Systems and Dynamics III	YOKOYAMA Yusuke	2	A			
31M360-0290S	31D360-0290S	Materials Systems and Dynamics V	WOODWARD Jonathan	2	S	Tue. 2	16-827	
31M360-0370S	31D360-0370S	Energy Technology and Natural Resources IV	SUGIYAMA Masahiro	2	S	Mon. 2	5-534	Joint course with PEAK senior Environmental Sciences course
31M360-0380A	31D360-0380A	Energy Technology and Natural Resources V	TBD	2	A			Joint course with PEAK senior Environmental Sciences course
31M360-0461A	31D360-0461A	Health and Security V	OGUCHI Takashi	2	A2			Joint course with Graduate School of Engineering and Graduate School of Interdisciplinary Information Studies
31M360-0510S		Special Masters Seminar I	Each Academic Adviser	2	S			Strongly recommended for Master's Course
31M360-0510A		Special Masters Seminar I	Each Academic Adviser	2	A			
31M360-0520S		Special Masters Seminar II	Each Academic Adviser	2	S			Strongly recommended for Master's Course
31M360-0520A		Special Masters Seminar II	Each Academic Adviser	2	A			
31M360-0530S		Special Masters Seminar III	Each Academic Adviser	2	S			Strongly recommended for Master's Course
31M360-0530A		Special Masters Seminar III	Each Academic Adviser	2	A			
31M360-0540S		Special Masters Seminar IV	Each Academic Adviser	2	S			Strongly recommended for Master's Course
31M360-0540A		Special Masters Seminar IV	Each Academic Adviser	2	A			
31M360-0550S		Special Masters Research Work I	Each Academic Adviser	2	S			Compulsory for Master's Course
31M360-0550A		Special Masters Research Work I	Each Academic Adviser	2	A			

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 Course Listing of A Semester 2018 will be posted on the GPEAK website before A Semester starts.

### Course Listing of S Semester (S1•S2 Term), 2018

31M360-0560S		Special Masters Research Work II	Each Academic Adviser	2	S			Compulsory for Master's Course
31M360-0560A		Special Masters Research Work II	Each Academic Adviser	2	A			
31M360-0570S		Special Masters Research Work III	Each Academic Adviser	2	S			Compulsory for Master's Course
31M360-0570A		Special Masters Research Work III	Each Academic Adviser	2	A			
31M360-0580S		Special Masters Research Work IV	Each Academic Adviser	2	S			Compulsory for Master's Course
31M360-0580A		Special Masters Research Work IV	Each Academic Adviser	2	A			
	31D360-0590S	Special Doctoral Seminar I	Each Academic Adviser	1	S			Strongly recommended for Doctoral Course
	31D360-0590A	Special Doctoral Seminar I	Each Academic Adviser	1	A			
	31D360-0600S	Special Doctoral Seminar II	Each Academic Adviser	1	S			Strongly recommended for Doctoral Course
	31D360-0600A	Special Doctoral Seminar II	Each Academic Adviser	1	A			
	31D360-0610S	Special Doctoral Seminar III	Each Academic Adviser	1	S			Strongly recommended for Doctoral Course
	31D360-0610A	Special Doctoral Seminar III	Each Academic Adviser	1	A			
	31D360-0620S	Special Doctoral Seminar IV	Each Academic Adviser	1	S			Strongly recommended for Doctoral Course
	31D360-0620A	Special Doctoral Seminar IV	Each Academic Adviser	1	A			
	31D360-0630S	Special Doctoral Seminar V	Each Academic Adviser	1	S			Strongly recommended for Doctoral Course
	31D360-0630A	Special Doctoral Seminar V	Each Academic Adviser	1	A			
	31D360-0640S	Special Doctoral Seminar VI	Each Academic Adviser	1	S			Strongly recommended for Doctoral Course
	31D360-0640A	Special Doctoral Seminar VI	Each Academic Adviser	1	A			
	31D360-0650S	Special Doctoral Research Work I	Each Academic Adviser	2	S			Compulsory for Doctoral Course
	31D360-0650A	Special Doctoral Research Work I	Each Academic Adviser	2	A			
	31D360-0660S	Special Doctoral Research Work II	Each Academic Adviser	2	S			Compulsory for Doctoral Course
	31D360-0660A	Special Doctoral Research Work II	Each Academic Adviser	2	A			
	31D360-0670S	Special Doctoral Research Work III	Each Academic Adviser	2	S			Compulsory for Doctoral Course
	31D360-0670A	Special Doctoral Research Work III	Each Academic Adviser	2	A			
	31D360-0680S	Special Doctoral Research Work IV	Each Academic Adviser	2	S			Compulsory for Doctoral Course
	31D360-0680A	Special Doctoral Research Work IV	Each Academic Adviser	2	A			
	31D360-0690S	Special Doctoral Research Work V	Each Academic Adviser	2	S			Compulsory for Doctoral Course
	31D360-0690A	Special Doctoral Research Work V	Each Academic Adviser	2	A			
	31D360-0700S	Special Doctoral Research Work VI	Each Academic Adviser	2	S			Compulsory for Doctoral Course
	31D360-0700A	Special Doctoral Research Work VI	Each Academic Adviser	2	A			

Notes:

Only one of the Special Seminars and one of the Special Research Work courses can be taken in each semester, according to the following sequence:

Masters: I, II → III, IV

Doctoral: I, II → III, IV → V, VI

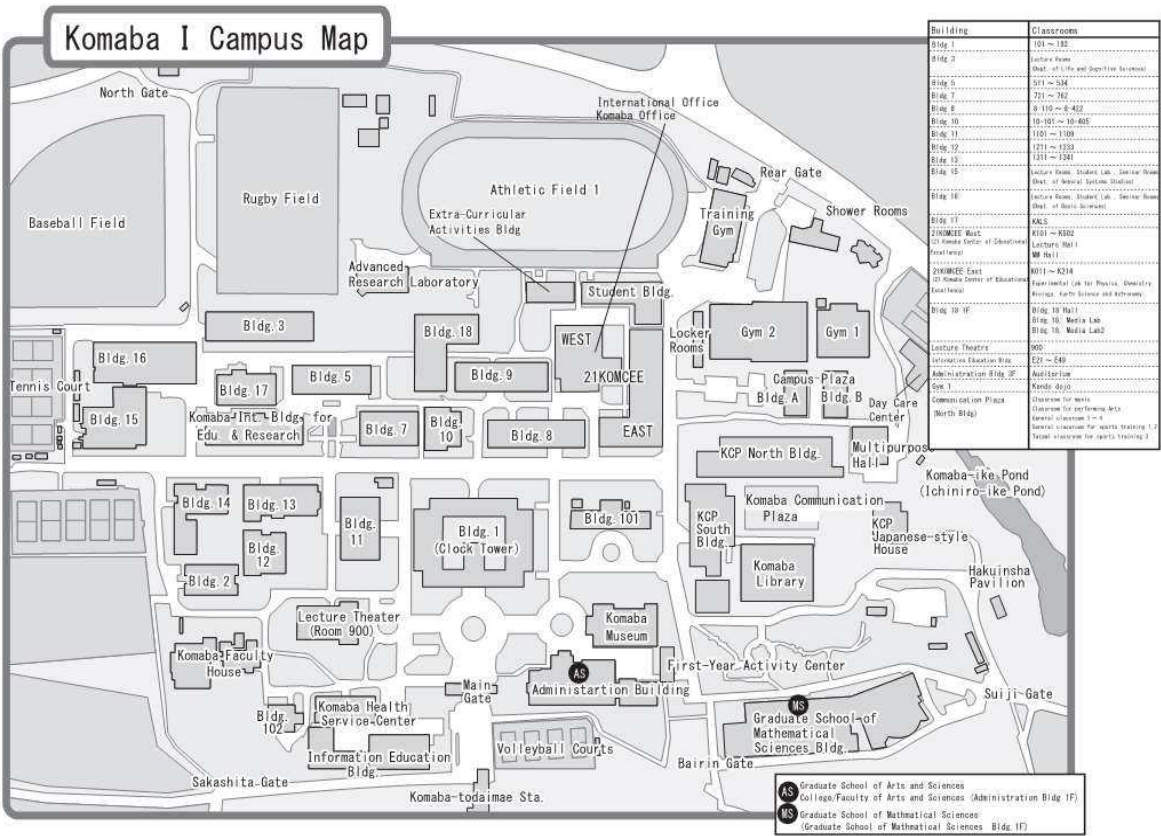
■ View updated syllabus online

Timetable may change from time to time. For latest information, check GPEAK website, the bulletin board, or UTAS online svllabus.

■ Classroom information

1-***:Bldg.1	2-***:Bldg.2	3-***:Bldg.3	5-***:Bldg.5
7-***:Bldg.7	8-***:Bldg.8	9-***:Bldg.9	11-***:Bldg.11
12-***:Bldg.12	13-***:Bldg.13	14-***:Bldg.14	15-***:Bldg.15
16-***:Bldg. 16	18-***:Bldg.18	KALS:Bldg.17 2nd floor	
K***:21KOMCEE	WEST:K101, K301, K302, K303, K401, K402, K501		
	EAST:K011, K112, K113, K114, K211, K212, K213, K214		

■ Campus map



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