

2023

Program Handbook

(Outline ver.)

Tokyo University of the Arts
Graduate School of Global Arts MA 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 (MA Program) Rules	1
2. Graduate School of Global Arts (MA Program) Degree Thesis & Final Examination Regulations	2
3. Timetable	3
4. Table of Faculty and Subjects	3
5. Program Table	3
6. Subjects	4
7. Credits and Grades	7
8. Museology Program (Curator Qualifications)	9
9. 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 (MA Program) Rules

(1) Method

① Graduate School of Global Arts Program

Students shall be enrolled for at least two years and shall obtain at least 30 credits in total from the compulsory and elective subjects in the program table. To be eligible for a degree, a student must obtain at least 30 credits, and after receiving the required instruction, must receive a passing grade upon examination of their master's thesis or master's thesis and research report on a specific subject, as well as a final examination.

② Minimum required credits to obtain an MA degree

The minimum required credits to obtain an MA degree in Art Studies and Curatorial Practices shall be as stated in the total of the Credits column in the program table.

③ Conferral of degree

An MA degree shall be conferred to all students who complete the MA program.

(2) Students shall participate in one of the research fields and research under the guidance of their academic advisor.

(3) Students shall enroll in elective subjects under the guidance of their academic advisor.

(4) Students must attend at least 2/3 of the total class sessions for each of their subjects (school subjects and practical subjects) to be eligible for scoring and grading.

(5) Course registration

Students must register on CampusPlan as well as submit a program notification (study plan notification) (“risyu todoke (kenkyu keikaku todoke)”) during the designated period (refer to the academic calendar and posted materials). When registering, students shall take personal responsibility and enroll in courses in a planned manner, considering materials such as the Program Handbook, Class Time Breakdown and Class Plan.

- Each student must complete his or her own registration during the designated period. (Should a student be unable to complete the procedure during that period due to unavoidable circumstances, he or she must contact the Senju Campus Academic Affairs Center (hereinafter, the “Center”) in advance.)
- Students will only receive credit for subjects that they have registered for.
- With a few exceptions, students may not register for subjects for which they have already received credit.
- Students may not alter, add to or cancel their registration in principle.
- If a student registers for multiple subjects in the same period, he or she shall be disqualified from all of them.
- Students shall complete the required items in their program notification (study plan notification) and submit it to the Center by the deadline.
- Students who do not conduct registration procedures shall be deemed to have relinquished their right to enroll in courses for the academic year.

2. Graduate School of Global Arts (MA Program) Degree Thesis & Final Examination Regulations

Establishment: Jul 13, 2017

Latest Revision: March 8, 2018

Article 1 Students wishing to defend their master's thesis must submit their thesis topic to the Dean of the Graduate School of Global Arts, making sure to adhere to the following fixed dates (the previous day in cases where the fixed date falls on a weekend or holiday). Furthermore, degree review application submissions will be recognized even in cases where the submission timing takes place while the student is midway through a temporary leave of absence.

- 1) For students wishing to acquire their degree by the end of March, the date will be October 31 of the same academic year.
- 2) For students wishing to acquire their degree by the end of September, the date will be April 30 of the same academic year.

Article 2 The student will select one of the two following formats for their master's thesis submission.

- 1) Master's thesis only
- 2) Master's thesis + subject-specific research report

2-2 The master's thesis and subject-specific research report mentioned in the previous paragraph (hereinafter referred to as "Thesis+") must be submitted to the Dean of the Graduate School of Global Arts within the time period designated by said department.

If the Thesis+ is submitted after the designated time period has passed, the review will not be conducted within the same academic year.

Article 3 The Thesis+ may be written in either Japanese or English.

3-2 The length criteria for the master's thesis is approximately 40,000 characters for Japanese and approximately 20,000 words for English. However, in a case where the format in Item 2 of Paragraph 1 of Article 2 has been selected, this length may be altered depending on the specific research content, with this alteration being determined by the student's academic advisor.

Article 4 The subject-specific research report will contain the implementation of a symposium plan, information transmissions via online platforms, publications, art projects, concerts, exhibitions, etc. In addition, a report regarding this plan will be drafted and submitted.

Article 5 The final examination will be focused on the content of the Thesis+, and will be conducted orally.

Article 6 The Thesis+ review schedule and/or final examination schedule will be determined via a Graduate School of Global Arts Faculty Council.

Article 7 The Thesis+ review will be as per Tokyo University of the Arts degree regulations.

***The Thesis+ submission deadline will be strictly observed.
(As a general rule, post-deadline submissions will not be accepted.)**

3. 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

4. Table of Faculty and Subjects

Specialization	Fields of Study	Faculty Name		Subject Name
Arts Studies and Curatorial Practices	Arts Management	Professor	Sumiko Kumakura	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
		Associate Professor	Kazumi Minoguchi	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
	Curation	Professor	Fumihiko Sumitomo	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
		Associate Professor	Meruro Washida	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
		Associate Professor	Kaku Nagashima	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
	Research	Professor	Yoshitaka Mōri	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
		Associate Professor	Tomoko Shimizu	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II

5. Program Table

Category	Grouping	Subject Name	Year		Credits		
			1 st Year	2 nd Year	Sub total	Total	Grand total
Compulsory	Basic	Arts in Globalization (Introduction to Art and Culture in the Global Age)	2		2	10	30
	Applied	Arts Studies and Curatorial Practices Presentation Workshop	4	4	8		
Elective	Basic	Introduction to Arts Studies and Curatorial Practices Course	2		2	12	
		Arts Studies and Curatorial Practices (Advanced)		2	2		
	Applied	Arts Studies and Curatorial Practices Seminar	4		4		
		Arts Studies and Curatorial Practices Research Seminar		4	4		
	Basic Applied Separate Study Subject	*Enroll in courses in line with each area of specialization	8		8		

* Separate study subjects are limited to those allowed by the school of study and permitted by the student's academic advisor.

6. Subjects

Category	Grouping	Subject Name	Credits	Semester	Instructor	Contents
Compulsory	Basic	Introduction to Art and Culture in the Global Age	2	2	All Faculty	An omnibus lecture course in English by each professor
	Applied	Arts Studies and Curatorial Practices Lab I	4	Y	Professor Kumakura Professor Minoguchi Associate Professor Washida Professor Sumitomo Associate Professor Nagashima Professor Mōri Associate Professor Shimizu	Common subjects for each specialization. The faculty will provide reviews for the students' presentations on practice and research.
		Arts Studies and Curatorial Practices Lab II	4	Y	Professor Kumakura Professor Minoguchi Associate Professor Washida Professor Sumitomo Associate Professor Nagashima Professor Mōri Associate Professor Shimizu	
Elective	Basic	Introduction to Arts Studies and Curatorial Practices Course (Arts Management I)	2	1	Professor Kumakura	Lectures on each of the fields of specialization in Arts Studies and Curatorial Practice
		Introduction to Arts Studies and Curatorial Practices Course (Arts Management II)	2	1	Associate Professor Minoguchi	
		Introduction to Arts Studies and Curatorial Practices Course (Curatorial Practices I)	2	1	Associate Professor Washida	
		Introduction to Arts Studies and Curatorial Practices Course (Curatorial Practices II)	2	1	Professor Sumitomo	
		Introduction to Arts Studies and Curatorial Practices Course (Curatorial Practices III)	2	1	Associate Professor Nagashima	
		Introduction to Arts Studies and Curatorial Practices Course (Research I)	2	1	Professor Mōri	
		Introduction to Arts Studies and Curatorial Practices Course (Research II)	2	1	Associate Professor Shimizu	
		Arts Studies and Curatorial Practices (Advanced) (Arts Management I)	2	1	Professor Kumakura	
		Arts Studies and Curatorial Practices (Advanced) (Arts Management II)	2	1	Associate Professor Minoguchi	
		Arts Studies and Curatorial Practices (Advanced) (Curatorial Practices I)	2	1	Associate Professor Washida	

Arts Studies and Curatorial Practices (Advanced) (Curatorial Practices II)	2	1	Professor Sumitomo	
Arts Studies and Curatorial Practices (Advanced) (Curatorial Practices III)	2	1	Associate Professor Nagashima	
Arts Studies and Curatorial Practices (Advanced) (Research I)	2	1	Professor Mōri	
Arts Studies and Curatorial Practices (Advanced) (Research II)	2	1	Associate Professor Shimizu	
Aesthetics I	2	1	Lecturer (part-time)	About art and aesthetics
Aesthetics II	2	2	Yoshida	
Music and Culture in the West I	2	1	Lecturer (part-time)	Understand the history of Western music as a transition in sound
Music and Culture in the West II	2	2	Tachi	
Introduction to Copyrights I	2	1	Lecturer (part-time)	Understand the basic concepts of copyright law
Introduction to Copyrights II	2	2	Kuwano	
Study of Movie Production	2	1	Professor (dual-subject) Okamoto	A study on how to produce works to release to the public
Art and Media	2	2	Professor (dual-subject) Kiriyama	Gain a multi-faceted understanding of art and information technology
Approaches to Art Criticism	4	Y	Lecturer (part-time) Egami	Learn art criticism methodology through practice
Asian Cultural Research	4	Y	Lecturer (part-time) Kasai	Study various aspects of the cultural symbols of modern Asia
Document reading maneuver	4	Y	Professor Kumakura	Read important references on art management
Global Art Theory and Criticism	4	Y	Lecturer (part-time) Kondo	Learn art critique in an age of globalization
Performing Arts Management Studies in Asia	2	1	Lecturer (part-time) Takiguchi	Acquire skills helpful for studies in Asia
Curatorial and Art Theory 1	2	1	Lecturer (part-time) Mizuta	Study theories on curation and art
Curatorial and Art Theory 2	2	2	Lecturer (part-time) Hoshino	Study theories on curation and art

Applied	Arts Studies and Curatorial Practices Seminar (Arts Management I)	2	1	Professor Kumakura	Applied education in each specialization based on projects and seminars
		2	2		
	Arts Studies and Curatorial Practices Seminar (Arts Management II)	2	1	Professor Minoguchi	
		2	2		
	Arts Studies and Curatorial Practices Seminar (Curatorial Practices I)	2	1	Associate Professor Washida	
		2	2		
	Arts Studies and Curatorial Practices Seminar (Curatorial Practices II)	2	1	Professor Sumitomo	
		2	2		
	Arts Studies and Curatorial Practices Seminar (Curatorial Practices III)	2	1	Associate Professor Nagashima	
		2	2		
	Arts Studies and Curatorial Practices Seminar (Research I)	2	1	Professor Mōri	
		2	2		
	Arts Studies and Curatorial Practices Seminar (Research II)	2	1	Associate Professor Shimizu	
		2	2		
	Arts Studies and Curatorial Practices Research Seminar (Arts Management I)	2	1	Professor Kumakura	
		2	2		
Arts Studies and Curatorial Practices Research Seminar (Arts Management II)	2	1	Professor Minoguchi		
	2	2			
Arts Studies and Curatorial Practices Research Seminar (Curatorial Practices I)	2	1	Associate Professor Washida		
	2	2			
Arts Studies and Curatorial Practices Research Seminar (Curatorial Practices II)	2	1	Professor Sumitomo		
	2	2			
Arts Studies and Curatorial Practices Research Seminar (Curatorial Practices III)	2	1	Associate Professor Nagashima		
	2	2			
Arts Studies and Curatorial Practices Research Seminar (Research I)	2	1	Professor Mōri		
	2	2			
Arts Studies and Curatorial Practices Research Seminar (Research II)	2	1	Associate Professor Shimizu		
	2	2			
Separate Study Subject	Refer to the study plan and timetable for the appropriate research department				

- Note : 1. Be aware that not all class subjects are offered each year. Be sure to check the timetable each year to confirm which classes are offered.
2. Under “Semester,” subjects marked “Y” are year-long, subjects marked “1” are held in the first semester, and subjects marked “2” are held in the second semester.

7. 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 (March 25 each year).

(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

8. 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		音	
			Cultural Anthropology			
			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	芸					
Music Acoustics						
Introduction to Information Art						

*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).

- 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.**)

9. 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 (Nine days during August designated by the President): Closed

② Winter (December 29 to January 3): 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 on weekdays (Monday through Friday) at the following locations.

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

Ueno Campus: Graduate School of Global Arts Faculty Office (University Hall (Daigaku Kaikan) 2nd Floor)

(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, 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 Strategic Planning 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).

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