

\* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will supersede the English version.

## **Tokyo University of Foreign Studies Graduate School Graduate School Regulations**

Established: April 30, 1992

Amended:

April 1, 1994	October 12, 1994
April 6, 1995	April 19, 1996
May 28, 1997	April 28, 1999
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October 24, 2001	January 30, 2002
April 1, 2002	September 25, 2002
March 28, 2003 Regulation No. 15	April 30, 2003 Regulation No. 27
October 29, 2003 Regulation No. 47	March 24, 2004 Regulation No. 29
October 1, 2004 Regulation No. 195	April 1, 2005 Regulation NO.14
February 21, 2006 Regulation No. 2	March 27, 2007 Regulation No. 36
June 27, 2007 Regulation No. 52	March 3, 2008 Regulation No. 15
March 31, 2009 Regulation No. 10	March 23, 2010 Regulation No. 23
March 29, 2011 Regulation No. 8	March 27, 2012 Regulation No. 20
February 26, 2013 Regulation No.60	March 27, 2015 Regulation No. 76
March 25, 2016 Regulation No. 10	November 8, 2016 Regulation No. 87
December 19, 2017 Regulation No. 58	January 25, 2019 Regulation No. 3
March 26, 2020 Regulation No. 29	June 30, 2020 Regulation No. 49
September 29, 2020 Regulation No. 59	March 22, 2022 Regulation No.11
February 28, 2023 Regulation No.22	June 20, 2023 Regulation No.85
March 26, 2024 Regulation No. 30	January 21, 2025 Regulation No.1

The entirety of the Graduate School Regulations of Tokyo University of Foreign Studies Graduate School (established May 11, 1966) is hereby amended.

### **Section 1 General Provisions**

#### Article 1 Purpose

The Graduate School Regulations of Tokyo University of Foreign Studies Graduate School shall stipulate necessary matters related to the Tokyo University of Foreign Studies Graduate School (“Graduate School”) based on Article 14, Paragraph 4 of the University Regulations of Tokyo University of Foreign Studies (“University Regulations”), established on March 26, 2020.

#### Article 2 Deleted

### **Section 2 Organization**

#### Article 3 Organization

The University Graduate School shall have a Graduate School of Global Studies (the “Graduate School of Global Studies”).

2. Matters related to the Graduate School of Global Studies shall be stipulated separately.

### Article 3.2 Mission

The mission of the Graduate School of Global Studies shall be to develop creative, high-level human resources who can make a genuine contribution to today's global society based on specialized knowledge and practical multi-lingual capabilities, fostered through comprehensive research on the languages, cultures, and societies of the world.

### Article 4 Curriculum

The curriculum for doctoral degree studies at the Graduate School of Global Studies shall be divided into a two-year curriculum ("master's degree program") and a three-year curriculum ("doctoral degree program").

2. The "master's degree program" stated in the preceding paragraph shall be treated as a master's course.

### Article 5 Master's Degree Program

The aim of the master's degree program shall be to train students in advanced scholarship from a broad perspective and to develop in students the ability to conduct research in specific fields of study or the skills required by occupations with a high degree of specialization.

### Article 6 Doctoral Degree Program

The aim of the doctoral degree program is to enable students to conduct research activities on their own in specific fields of study or to engender in students both the research skills required in order to engage in other advanced, specialized work.

### Article 7. Fields of Study and Enrollment Limits

The Graduate School of Global Studies shall have the following specific fields of study and aims and missions.

#### 1) Master's Degree Program

##### a. Global Studies

The Global Studies program involves research on the languages, cultures, and societies of the world's various regions from multiple and integrated perspectives. It trains multi-lingual, internationally-minded experts, giving them specialized knowledge and advanced research abilities, as well as coordinating skills and resilience toward conflict, so that they may contribute to the development of a truly global society.

##### b. Japan Studies

The Japan Studies program trains individuals to have an objective outlook on Japan and a capacity to employ comparative perspectives to study the Japanese language in the context of languages across the world, and Japanese culture and society in global contexts. In addition, the program develops highly-skilled Japanese researchers and language educators with a genuine understanding of Japanese society who are comfortable using advanced Japanese language skills in a professional capacity all over the world.

#### 2) Doctoral Degree Program

a. Global Studies

The Doctoral Program in Global Studies fosters human resources with a high level of skill in regional languages with the appropriate knowledge and expertise in the culture and society of those regions and the capability to take an integrated and comprehensive approach to solving the diverse problems of modern society.

b. Japan Studies

The Doctoral Program in Japan Studies develops specialized knowledge in fields related to Japan and the deep comprehensive understanding of the country required to speak of Japan within a global context. Foreign students in particular will acquire a high level of Japanese language ability and understanding of Japanese society.

c. Joint Doctoral Program for Sustainability Research (JDPSR)

Students are trained to incorporate the perspectives of collaboration between the humanities and social sciences, science and engineering, and agriculture, developing their practical capabilities to take an integrated and comprehensive approach to solving the diverse problems of modern society.

2. The enrollment limits shall be as listed in the following table.

Graduate School	Master's Degree Program			Doctoral Degree Program		
	Field of Study	Admission Limit	Enrollment Limit	Field of Study	Admission Limit	Enrollment Limit
Graduate School of Global Studies	Global Studies	102	204	Global Studies	27	81
	Japan Studies	46	86	Japan Studies	10	30
				Joint Doctoral Program for Sustainability Research (JDPSR)	3	9
Total		148	290	Total	40	120

Article 7.2 Programs of Study

The programs of study offered for the master's degree program shall be listed in the following table.

Field of Study	Course of Study
Global Studies	Language and Culture Studies Course, Area and International Studies Course, and Peace and Conflict Studies Course
Japan Studies	Japan Studies Course and Recurrent Course in Japanese Language Education

2. Necessary matters pertaining to aforementioned programs of study shall be stipulated separately.

### **Section 3 Program Length and Limit on Years Enrolled**

#### Article 8 Program Length

The standard length of the master's degree program shall be two years.

2. The standard length of the doctoral degree program shall be three years.

3. Notwithstanding the provisions of Paragraph 1, for education of practitioners provided there are specific educational and research needs and there are no issues with education by appropriate methods such as night-time classes or research instruction, or teaching at times and periods other than regular daytime hours, depending on the graduate school, field of study and student course of study, the course may be completed over a period of between one and two years.

4. The student course of study referred to in the preceding paragraph shall be the Japan Studies Recurrent Course in Japanese Language Education ("Japanese Language Education Recurrent Course") prescribed in Article 7.2.

#### Article 8.2 Long-term Program of Study

Notwithstanding the provisions of Paragraph 1 and 2 of the preceding Article, if a student applies to study a curriculum systematically for a certain period of time that exceeds the standard period of study due to specific circumstances, such as having a profession, this study plan can be accepted.

2. The period of study for those students who have been granted permission to undertake the study plan set forth in preceding paragraph (hereinafter referred to as "long-term students") shall not exceed the period of time prescribed in Article 9, Paragraph 1 and 3.

3. Other matters related to long-term students shall be stipulated separately.

#### Article 9 Limit on Years Enrolled

Students in the master's degree program may not be enrolled for more than four years.

2. Notwithstanding the provisions of the preceding paragraph, students of the Japanese Language Education Recurrent Course may not be enrolled for more than two years.

3. Students in the doctoral degree program may not be enrolled for more than six years.

### **Section 4 Academic Year, Terms, Vacations**

#### Article 10 Academic Year

The academic year shall begin on April 1 and end on March 31 of the following calendar year.

The academic year for students who start in the fall quarter shall begin on October 1 and end on September 30 of the following calendar year.

#### Article 11 Terms

The academic year is divided into the spring, summer, fall and winter quarters.

2. The dates of each quarter in the preceding paragraph shall be determined separately.

## Article 12 Vacations

Classes shall not be held on the following vacation days.

- 1) Saturdays and Sundays
- 2) Holidays prescribed in the National Holiday Law (1948 Law No. 178)
- 3) Summer vacation
- 4) Winter vacation
- 5) Spring vacation

2. When necessary, the President may allow classes to be held on the vacation days stated in the preceding paragraph or may establish temporary vacation days.

3. The dates of the vacations in Paragraph 1, items 3)-5) shall be determined separately.

## Article 13 Anniversaries of Foundation and Establishment

The University's anniversary of its founding shall be November 4 and the anniversary of its establishment shall be April 22.

## **Section 5 Admission Date, Admission Requirements, Taking Leave, etc.**

### Article 14 Admission Date

The admission date shall be at the beginning of the spring or fall quarter. However, this shall not apply in exceptional circumstances as determined by the President.

### Article 15 Admission Requirements for the Master's Degree Program

Individuals eligible to enroll in the master's degree program shall meet at least one of the following qualifications.

- 1) Those who have graduated from a university
- 2) Those who possess a bachelor's degree pursuant to the provisions of Article 104, Paragraph 4 of the School Education Law
- 3) Those who have completed at least a 16-year educational curriculum in a country other than Japan
- 4) Those who have completed at least a 16-year educational curriculum overseas by taking a correspondence course in Japan run by a school outside Japan
- 5) Those who have completed a course at an educational institution in the foreign educational system that has a course in Japan (limited to those individuals who have completed at least a 16-year educational curriculum in a country other than Japan), with separate designation by the Minister of Education, Culture, Sports, Science and Technology
- 6) Those who have completed a specialized curriculum at a vocational school (limited to training programs that are at least four years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology) as separately designated by the Minister of Education, Culture, Sports, Science and Technology after a date specified by the Minister of Education, Culture, Sports, Science and Technology
- 7) Those who have been designated by the Minister of Education, Culture, Sports, Science and

## Technology

- 8) Those who have enrolled in university for more than 3 years, or who have completed a 15-year educational program in a country other than Japan, or who, by taking a correspondence course in Japan run by a school outside Japan, have completed a 15-year educational program at a foreign institution, or who have completed a course at an educational institution in the foreign educational system that has a university course in Japan with separate designation by the Minister of Education, Culture, Sports, Science and Technology (limited to those individuals deemed to have completed a 15-year course in the foreign school education system concerned), and who have been recognized by the Graduate School as having earned the prescribed credits with exceptional grades
- 9) Individuals who are at least 22 years of age and deemed by the Graduate School as possessing at least the equivalent academic ability of a university graduate following an individual admissions screening process

## Article 16 Admission Requirements for the Doctoral Degree Program

Individuals eligible to enroll in the doctoral degree program shall meet at least one of the following qualifications.

- 1) Those who possess a master's degree or a professional degree
- 2) Those who possess the equivalent of a master's degree or professional degree from an educational institute overseas
- 3) Those who enrolled in a correspondence course in Japan run by a school outside Japan and have received the equivalent of a master's degree or professional degree
- 4) Those who have completed a course at an educational institution in the foreign educational system that has a graduate course in Japan with separate designation by the Minister of Education, Culture, Sports, Science and Technology and have received the equivalent of a master's degree or professional degree
- 5) Those who have completed a course at the United Nations University (UNU) pursuant to the resolution of the General Assembly of the United Nations on December 1, 1972 as set forth in Article 1, paragraph 2 of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University" (Law No. 72, 1976) and have received the equivalent of a master's degree.
- 6) Those with designation by the Minister of Education, Culture, Sports, Science and Technology
- 7) Those who are at least 24 years of age and deemed by the Graduate School as possessing at least the equivalent academic ability of a master's degree holder following an individual admissions screening process.

## Article 17 Admissions Application

Individuals applying for admission to the Graduate School must submit the application form to the President along with the prescribed exam fee and required documents.

## Article 18 Selection of Successful Applicants

The selection of successful applicants shall be conducted by comprehensively considering

achievement tests and dossiers from the applicants' undergraduate universities.

2. Matters related to the administration and timing of achievement tests shall be stipulated separately.

#### Article 19 Admission Procedures and Approval

Individuals seeking permission to enroll in the Graduate School based on the results of the selection process stated in the preceding article must submit the prescribed documents and must pay the prescribed admission fees by the prescribed due date, except individuals whose request for exemption from, or deferral of, admission fees was accepted.

2. The President shall approve the enrollment of individuals completing the admission procedures stipulated in the preceding paragraph.

#### Article 20 Taking Leave and Reenrollment

Students unable to attend classes for two consecutive months or more due to illness or other special circumstances may take a leave of absence from the University upon approval by the President.

2. The President may order students to take a leave of absence when their attending classes is deemed inappropriate due to illness, etc.

3. The period of leave from the master's degree program shall not exceed a total of two years, and the period of leave from the doctoral degree program shall not exceed a total of three years.

4. Notwithstanding the provisions of the preceding paragraph, the period of leave of students of the Japanese Language Education Recurrent Course may not exceed one year in total.

5. Leaves of absence shall not count toward the degree program length stated in Article 8 or the limit on years enrolled stated in Article 9.

6. Upon approval of the President, students may reenroll during the period of their leave of absence when the circumstances causing their leave no longer pertain.

#### Article 21 Studying Abroad

When deemed educationally beneficial by the President, students in the master's degree program may receive necessary research instruction, take classes, and earn credits at the graduate school of an overseas university, based on arrangements with that university, without taking a leave of absence. However, that period of research instruction shall not exceed one year.

2. With regard to classes taken and credits earned by a student in accordance with the preceding paragraph, up to 15 credits may be recognized as counting toward completion of the program.

3. When deemed educationally beneficial by the President, students in the doctoral degree program may receive research instruction in their field of study at the graduate school of an overseas university or an overseas research institute ("overseas university, etc."), based on arrangements with that university, etc., without taking a leave of absence.

4. Necessary matters pertaining to permission to study abroad and approval of credits, etc. shall be stipulated separately.

Article 21.2 Award of Degree Based on Joint Research Instruction Due to Leave of Absence, etc. When deemed educationally beneficial by the President, based on arrangements with an overseas university, etc., students in the doctoral degree program may receive joint research instruction in their field of study at the university and the overseas university, etc. while taking a leave of absence or else attending university school, and may be awarded a doctoral degree.

2. Necessary matters concerning the review of approval of degrees based on joint research instruction shall be stipulated separately.

#### Article 22 Transferring To or From the Graduate School

Students seeking to transfer to the graduate school of another university (including UNU) must obtain the permission of the President.

2. Students belonging to the graduate school of another university (including UNU) seeking to transfer into the Graduate School may be allowed by the President to enroll following a selection process.

3. Classes already taken by students whose transfer to the Graduate School has been approved may be recognized in part or full along with credits earned and years enrolled.

#### Article 23 Withdrawal and Readmission

A student wishing to withdraw from the Graduate School due to illness or other circumstances must obtain the permission of the President.

2. When a student who has withdrawn in accordance with the preceding paragraph applies for readmission, he or she may be allowed to reenroll following a selection process.

#### Article 24 Expulsion

The President shall expel students to whom any of the following apply.

- 1) The limit on years enrolled stipulated in Article 9 has been exceeded
- 2) The period of leave stipulated in Article 20, Paragraph 3 has been exceeded and the student is still not able to attend the Graduate School
- 3) Payment of tuition has been neglected and payment is not made even when demanded
- 4) The student has requested exemption from, or deferred payment of, admission fees but either has been denied the exemption or deferment and has not paid admission fees by the prescribed deadline or has been exempted from half of the fees and has not paid by the prescribed deadline; or the student has received a deferment but has not paid tuition by the deferred deadline.

### **Section 6 Courses, Credits and Taking Courses**

#### Article 25 Educational Method

Education at the Graduate School of Global Studies shall be conducted through coursework and instruction related to the preparation and writing of a thesis or results of research on a specific topic and dissertation (“research instruction”).

2. The classes set forth in the preceding paragraph may be conducted in places other than classrooms where classes are normally held, through innovative use of various media, as



separately determined by the Minister of Education, Culture, Sports, Science and Technology.

3. For both the master's degree and the doctoral degree program, education may be offered through classes, research instruction or other appropriate methods at night or at other special times or periods, when it is deemed necessary from an educational perspective.

#### Article 26 Courses and Credits

Courses and credits in the master's degree program and the doctoral degree program shall be stipulated separately.

2 Course registrations must be completed within the prescribed period each semester.

#### Article 27 Teaching Faculty

Faculty members responsible for classes for the main courses of the Graduate School of Global Studies shall be individuals who correspond to at least one of the following.

1) Professors, associate professors

2) Visiting professors or visiting associate professors from a partner graduate school, as provided for in Article 13.2 of the Standards for the Establishment of Graduate Schools

3) Visiting professors or visiting associate professors recognized by the Graduate School Faculty Meeting

2. Faculty members responsible for classes other than the main courses of the Graduate School shall be professors, associate professors, lecturers or junior lecturers.

#### Article 28 Taking Courses

Students must take the courses prescribed by the Graduate School of Global Studies during the time in which they are enrolled. Students must earn at least 30 credits while enrolled in the master's degree program and at least 12 credits while enrolled in the doctoral degree program.

2. With regard to selecting courses to take and research instruction, students must receive guidance from the main academic supervisor.

3. The main academic supervisor shall be the faculty member who is in charge of classes for the field of study in which the student is enrolled, and who corresponds to at least one of the items in

paragraph 1 of the preceding article.

4. The method of earning credits required for completion of the course as specified in Paragraph 1 shall be stipulated separately.

#### Article 29 Taking Courses at Other Graduate Schools

When deemed educationally beneficial by the President of the Graduate School, credits earned by taking classes in his or her field of study at another university's graduate school based on arrangements with that university may be regarded as credits earned by taking courses at the University, as long as the credits do not exceed 15.

2. The provisions of the preceding paragraph apply mutatis mutandis to students studying abroad

at a foreign graduate school or taking a correspondence course in Japan run by a school outside Japan, or taking a course in Japan at an educational institution in the foreign educational system that has a foreign graduate school course with separate designation by the Minister of Education, Culture, Sports, Science and Technology or who are taking classes at UNU.

#### Article 29.2 Approving Credits Earned Prior to Enrollment

When deemed educationally beneficial by President of the Graduate School, credits earned through courses taken at a graduate school prior to a student enrolling at the Graduate School (including credits earned as a non-degree student) may be regarded as credits earned through coursework taken at the Graduate School, as long as the credits do not exceed 15.

2. Regarding the number of credits that may be regarded as having been earned or that may be awarded, pursuant to the preceding paragraph, the total of credits not earned at the Graduate School and credits earned at the Graduate School in accordance with Article 21, Paragraph 2 and Article 29 shall not exceed 20 credits.

3. Necessary matters pertaining to approving credits earned prior to enrollment shall be stipulated separately.

#### Article 30 Research Instruction at Other Graduate Schools, etc.

When deemed beneficial by the President of the Graduate School, students of the Graduate School may be allowed to receive research instruction in their field of study at the graduate school of another university or a research center, based on arrangements with that university. However, the period of time this research instruction is received shall not exceed one year in the case of master's degree program students.

#### Article 30.2 Calculating Credits

Credits for coursework, etc. shall be calculated according to the following criteria, based on the standard that a one-credit course is comprised of content that requires 45 hours of study.

- 1) Lectures given one hour a week over 15 weeks shall be one credit.
- 2) Exercises and drills lasting two hours per week for 15 weeks shall be one credit.
- 3) Experiments and practices lasting three hours per week for 15 weeks shall be one credit.

#### Article 31 Approval of Course Credit, etc.

Credit for coursework shall be approved after assessment of study results by means of examinations, reports, and other methods.

2. Students unable to take the official exam due to illness or other unavoidable circumstance may be allowed to take a makeup exam.

3. Grades on course exams and research reports shall be A, B, C and D. Assessment of pass/fail shall be as listed in the following table.

Grade	Mark	Pass or fail
A	100-80	Pass
B	79-70	
C	69-60	
D	59 or less	Fail

4. Approval of credits earned through coursework shall be conducted at the end of the semester.
5. Grades for the master's thesis or the results of research on a specific topic and doctoral dissertation shall be shown as pass or fail.
6. The display of grades (excluding credits earned at the University) certified according to the provisions of Article 21, Article 29 and Article 29-2 shall be "approved."
7. Those who are found to have committed misconduct under the provisions of Paragraphs 1 and 2 shall be failed for all the class subjects taken in the same semester or the same academic year.

#### Article 31.2 Class hours

Class hours shall be as shown in the following table.

1st period	2 <sup>nd</sup> period	3 <sup>rd</sup> period	4 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period	7 <sup>th</sup> period
8:30	10:10	12:40	14:20	16:00	17:40	19:20
~	~	~	~	~	~	~
10:00	11:40	14:10	15:50	17:30	19:10	20:50

2. The class hours for intensive and supplementary lectures shall be fixed in each case.

#### Article 32 Review of Thesis or Dissertation and Final Exam

Submission of the thesis or doctoral dissertation, its review, and the final exam shall be in accordance with regulations pertaining to University degrees.

### Section 7 Program Requirements and Degrees, etc.

#### Article 33 Master's Degree Program Requirements

To complete the master's degree program, students shall be required to be enrolled in the program for at least two years, earn the prescribed number of credits, and pass a review of either their master's thesis or their results of research on a specific topic according to their course aim and a final exam after receiving the necessary research instruction. However, with regard to the period of enrollment, students deemed to have done outstanding research or students of the Japanese

Language Education Recurrent Course may be allowed to complete the program after being enrolled for at least one year.

2. In the event that a student has been granted credit in accordance with Article 29-2 and he/she has been certified by the Graduate School, if the Graduate School determines that he/she has already completed a portion of the course of education of the master's degree program, that student may be deemed to have been enrolled at the Graduate School for no more than one year. However, the student shall be enrolled in the master's degree program of the Graduate School for at least one year.

#### Article 34 Doctoral Degree Program Requirements

To complete the doctoral degree program, students shall be required to be enrolled in the program for at least three years, earn the prescribed number of credits, and pass a review of their doctoral dissertation and a final exam after receiving the necessary research instruction. However, with regard to the period of enrollment, students deemed to have done outstanding research may be allowed to complete the program after being enrolled for at least one year in the case of a student that completed the master's degree program in two years, or at least two years in the case of a student that completed the master's degree program in one year.

2. Notwithstanding the previous paragraph, in order to complete the doctoral degree program, students who enrolled directly in the doctoral degree program after being recognized as having the equivalent academic ability of a master's degree holder when applying for admission to the Graduate School in accordance with items 2, 3, and 4 of Article 16 shall be required to be enrolled in the program for at least three years, earn the prescribed number of credits, and pass a review of their doctoral thesis and a final exam after receiving the necessary research instruction. However, with regard to the period of enrollment, students deemed to have done outstanding research may be allowed to complete the program after being enrolled for at least one year.

3. Students withdrawing after being enrolled for three years or more in the doctoral program, earning the prescribed credits and receiving the necessary research instruction may be allowed to have their doctoral dissertation reviewed and to take the final exam.

#### Article 35 Academic Degrees

Students completing the masters' degree program shall be awarded the degree of Master of Arts (Humanities), Master of Arts (Literature), Master of Arts (Linguistics), or Master of Arts (International Studies).

2. Students completing the doctoral degree program shall be awarded the degree of Doctor of Philosophy (Humanities).

3. The doctoral degree stipulated in the preceding paragraph may be awarded to a student that has not completed the doctoral degree program if that student has applied to the University to receive the degree, submitted a doctoral dissertation and passed the dissertation review, and has been confirmed as possessing academic ability equivalent or greater to students who have completed the program.

4. Matters pertaining to the awarding of degrees shall be stipulated separately.

### Article 36 Teaching Certificate Requirements

Individuals qualified to receive a class 1 teaching license for upper secondary school seeking to become qualified to receive a specialized upper secondary school teaching license in their licensed subject, or individuals qualified to receive a class 1 teaching license for lower secondary school seeking to become qualified to receive a specialized lower secondary school teaching license in their licensed subject must earn the credits prescribed in the Educational Personnel Certification Law (1949 Law No. 147) and the Enforcement Regulations for the Educational Personnel Certification Law (1954 Ministry of Education Ordinance No. 26).

2. Matters pertaining to the types of teaching licenses and licensed subjects for which qualifications can be obtained through the master's degree program shall be stipulated separately.

## **Section 8 Awards and Punishments**

### Article 37 Awards

When a student is involved in an act that is worthy of an award, the President shall officially honor that student.

### Article 38 Punishments

To students that violate University regulations or students that act in a way that violates the duties of a student, the President shall mete out punishment, upon approval by the Education and Research Council.

2. The punishment stipulated in the preceding paragraph shall be expulsion, suspension or admonishment.

3. Expulsion stipulated in the preceding paragraph shall be the punishment for students to whom the any of the following apply.

1) Those who have demonstrated poor behavior and conduct with no sign of improvement

2) Those who have disrupted the public order at the University or otherwise violated the duties of a student in a serious manner

The period of time taken up by a suspension shall be counted toward the limit on years enrolled stipulated in Article 9, but shall not count toward the standard program length stipulated in Article 8. However, if the suspension period does not exceed three months, it may be allowed to count toward the standard program length stated in Article 8 upon approval by the Faculty Meeting.

## **Section 9 Non-Degree Students, Special Audit Students, Research Students, Special Research Students and International Students**

### Article 39 Non-Degree Students

When an individual wishes to take specific courses at the Graduate School of Global Studies, he or she may be allowed to enroll as a non-degree student following a selection process as long as it

does not hinder education and research.

2. Necessary matters pertaining to non-degree students shall be stipulated separately.

#### Article 40 Special Audit Students

When a student enrolled in the graduate school of another university or the graduate school of an overseas university wishes to take classes at the Graduate School, he or she may be allowed to enroll as a special audit student based on arrangements with the student's home university.

2. Necessary matters pertaining to special audit students shall be stipulated separately.

#### Article 41 Research Students

When an individual wishes to conduct research in a specific discipline at the Graduate School of Global Studies, he or she may be allowed to enroll as a research student following a selection process as long as it does not hinder education and research.

2. Necessary matters pertaining to research students shall be stipulated separately.

#### Article 42 Special Research Students

When a student enrolled in the graduate school of a university or the graduate school of an overseas university wishes to receive research guidance at the Graduate School of Global Studies in a specific research subject, he or she may be allowed to enroll as a special research student, based on arrangements with the student's home university.

2. Necessary matters pertaining to special research students shall be stipulated separately.

#### Article 43 International Students

When a resident of another country who has entered Japan for the purpose of receiving education at a Japanese university seeks to enroll in the Graduate School, he or she may be allowed to enroll as an international student following a selection process.

2. Necessary matters pertaining to international students shall be stipulated separately.

### **Section 10 Tuition, Admission Fees, Examination Fees, Boarding Fees**

#### Article 44 Tuition, Admission Fees, Examination Fees, Boarding Fees

Amounts and collection of tuition, admission fees, examination fees, and boarding fees shall be in accordance with the regulations related to tuition and other fees at Tokyo University of Foreign Studies.

#### Article 45 Tuition During a Leave of Absence

When a student is permitted, or ordered, to take a leave of absence, that student shall be exempted from paying tuition from the month after taking leave to the month before reenrolling. However, if the student takes a leave of absence from the beginning of the month, that student shall be exempted from paying tuition from the month when the leave of absence begins to the month before reenrolling.

**Article 46 Exemption and Deferral of Admission and Tuition, and Exemption of Boarding Fees**  
In the case a student has difficulty paying admission and tuition fees for financial reasons and that student has been recognized for outstanding scholarship, or in the case there are other circumstances deemed unavoidable, that student may be granted an exemption or deferral of payment of these fees in part or in full upon application. If a student's circumstances are deemed to be exceptional, that student may be exempted from paying boarding fees in full upon application.

2. Matters related to the exemption and deferral of admission fees shall be stipulated separately.
3. Matters related to the exemption and deferral of tuition fees shall be stipulated separately.
4. Matters related to the exemption of boarding fees shall be stipulated separately.

**Article 46.2 Waiving of Examination Fee**

If there are unavoidable circumstances such as natural disasters including storms and flooding damage, payment of the full amount of the examination fee may be waived upon request.

2. Matters related to the waiving of examination fees shall be stipulated separately.

**Article 47 Prepaid Tuition, etc.**

Tuition, admission fees, examination fees and boarding fees that have already been paid shall not be refunded. However, this stipulation shall not apply to students who paid tuition when accepted to the University but declined to enroll by the final day of the month before admission, or to students that paid tuition for the second semester (October 1 to March 31 of the following year) at the same time as paying tuition for the first semester (April 1 to September 30), but then took a leave of absence or withdrew from the University before the time second semester tuition is normally collected, and to students exempted under the provisions of Article 46.2.

**Article 48 Tuition, etc. for Non-Degree Students, Special Audit Students, etc.**

Matters related to tuition, admission fees and examination fees for non-degree students, special audit students, research students and special research students shall be stipulated separately.

**Section 11 Faculty Organization**

**Article 49 Faculty Organization**

Classes and research instruction at the Graduate School of Global Studies shall be the responsibility of faculty members who possess the qualifications stipulated in the Standards for the Establishment of Graduate Schools (1974 Ministry of Education Ordinance No. 28).

Article 50 Deleted

Article 51 Deleted

**Section 12 Miscellaneous Provisions**

#### Article 52 Mutatis Mutandis Application

In addition to the provisions in these Graduate School Regulations, the University Regulations shall be applied mutatis mutandis to necessary matters pertaining to the Graduate School.

#### Supplementary Provisions

1. The amendments to the Graduate School Regulations will take effect on April 1, 2025.
2. The amendments will not apply to students enrolled in the Doctoral Degree Program of the Graduate School of Global Studies up to and including March 31, 2025.