

University of Tsukuba Student's Guide



Concept

The University of Tsukuba aims to establish free exchange and close relationships in both basic and applied sciences with educational / research organizations and academic communities in Japan and overseas. While developing these relationships, we intend to pursue education and research to cultivate men and women with creative intelligence and rich human qualities. The University of Tsukuba endeavors to contribute to the progress of science and culture.

Formerly, Japanese universities tended to remain cloistered in their own narrow, specialized fields, creating polarization, stagnation in education and research and alienation from their communities. The University of Tsukuba has decided to function as a university which is open to all within and outside of Japan.

Toward this end, the university has made it its goal to develop an organization better suiting the functions and administration with a new concept of education and research highly international in character, rich in diversity and flexibility and capable of dealing sensitively with the changes occurring in contemporary society.

To realize this, it has vested in its staff and administrative authorities the powers necessary to carry out these responsibilities.

Table of Contents

Academic Calendar

University Chronology

Organization of the University

I. Student Contact Offices

1. Campus Life and Administration	1
(1) Offices for Student Services	
(2) Student Plaza	
① Division of Student Welfare / Office of Student Welfare, STUDENT SUPPORT CENTER (Bldg. 1D)	
② Center for Diversity, Accessibility and Career Development (DAC Center) / the Division of Career Services	
③ Division of Student Exchange / Office of International Exchange Support, STUDENT SUPPORT CENTER	
④ General Consultation Service	
⑤ T-ACT Promotion Office	
(3) Academic Service Offices	
(4) Corresponding Academic Service Offices	
2. Changes in Student Status.....	5
(1) Leave of Absence	
(2) Re-enrollment	
(3) Study Abroad	
(4) Transfer and Change of Courses	
(5) Withdrawal	
(6) Dismissal and Disciplinary Action	
3. Changes in Personal Information	6

II. Campus Life

1. "Campus Life" on the University Website.....	7
2. Issuing Official Documents and Certifications.....	7
(1) Student ID Card	
(2) Student Discount Certificate (for travel fare)	
(3) Student Commuter Certificate	
(4) Certificate of Enrollment, Transcript of Academic Record and Other Documents	
(5) Issue of Other Certificates	
3. Student Meetings, Posting / Distributing on Campus.....	9
(1) Document Required and Submission	
(2) Meeting Place	
(3) Posting / Distributing on Campus	
(4) Setting Up Signboards and Megaphone Loudspeakers	

4. On-campus Transportation.....	11
(1) Bicycle / Motorcycle Registration	
(2) Parking on Campus	
(3) On-campus Transportation System (Bus)	
5. Tuition and Financial Support.....	13
(1) Tuition Fee Payment	
(2) Financial Support	
6. Student Insurance	14
(1) Personal Accident Insurance for Students Pursuing Education and Research ("Gakkensai")	
(2) Liability Insurance Coupled with "Gakkensai" ("Futai-baiseiki")	
(3) Comprehensive Insurance for Students Lives Coupled with "Gakkensai" ("Futai-gakuso")	
(4) Comprehensive Insurance for Students Lives Coupled with "Gakkensai" for International Student ("Inbound futai-gakuso")	
(5) Sports Safety Insurance	
7. Study Abroad Support.....	16
(1) Providing Information on Studying Abroad	
(2) Student Commons	
(3) Information Magazine for Studying Abroad; "Go Abroad!"	
(4) University of Tsukuba Study Abroad Support Programs	
8. Harassment	17

III. Welfare and Support

1. Part-time Job	18
(1) Off-campus Part-time Jobs	
(2) University of Tsukuba Student Job Bank	
2. Welfare Facilities.....	18
3. Student Residence Halls and Off-campus Housing.....	19
(1) On-campus Housing Consultation	
(2) Residence Hall Parking	
(3) Off-campus Housing	

IV. Extracurricular Activities

1. Student Organizations.....	20
2. Equipment and Facilities	20
(1) Equipment Loans for Extracurricular Activities	
(2) Use of Sport and Physical Education Facilities	
(3) Student Club Houses and Other Facilities	
3. Starting a New Student Organization.....	21
4. Notification of Off-campus Activities / Events...	21
5. University of Tsukuba Shihokai Fund.....	21
6. Training Facilities.....	22
(1) Kambara Hall	
(2) Yamanaka Training Center	
(3) Tateyama Training Center	

V. University Health Center

1. Health Check-up.....	24
2. First-Aid Assistance and Psychiatric Consultation	24
(1) First-Aid Assistance (Internal Medicine & Orthopedics)	
(2) Psychiatric Consultation (Psychiatry)	
(3) Sick Note and Medical Certificate	
(4) Hours of Operation	
(5) Consultation Fees and Other Charges	

VI. Counseling and Psychological Services

1. General Consultation Service	26
2. Counseling and Psychological Services	26
3. Peer Support.....	27

VII. Career Support

1. Support Services at Bureau of Human Empowerment (BHE)	28
2. Career Plan & Course Progress.....	29

VIII. Support Services for Students with Disabilities and LGBTQ+ Students

1. Support for Students with Disabilities	30
2. Support for LGBTQ+ Students.....	30

IX. Libraries

1. Library Hours.....	31
2. Services and Facilities.....	31
(1) Reference Service	
(2) Inter-Library Loan	
(3) Photocopying Library Material	
(4) Volunteer Counter	
(5) Seminar Rooms and Study Cubicles	
(6) Workspace for Blind and Visually-impaired Users	
(7) Using PCs: Zengaku Computer System	
(8) Learning Commons	
3. Lending Services.....	32
4. University of Tsukuba Library Website (Tulips)..	33

X. The Regulations

University of Tsukuba, National University Corporation Regulations on Student Activities ..	34
Request and Report Forms for Student Organizations.....	37

Academic Calendar 2024-2025

Events	Tsukuba Campus (Undergraduate/Graduate School)	Tokyo Campus
Spring Semester (April 1, 2024 - September 30, 2024)		
First Day of the Academic Year	Monday, April 1	Monday, April 1
Spring Recess	Monday, April 1 - Thursday, April 4	Monday, April 1 - Friday, April 5
Entrance Ceremony	Friday, April 5	Saturday, April 6
New Student Orientation	Friday, April 5- Tuesday, April 9	Saturday, April 6
Extra days for Orientation	Wednesday, April 10 - Friday, April 12	
Spring Semester Classes Begin	Monday, April 15	Tuesday, April 9
Spring Sports Day	Saturday, May 18- Sunday, May 19	
Spring Module A Final Examination Day	Thursday, May 23	
Spring Modules A and B Final Examination Week	Friday, June 28 - Thursday, July 4	
Spring Modules A, B and C Final Examination Week	Friday, August 2 - Thursday, August 8	Tuesday, July 23 - Thursday, July 25, Friday, August 2 - Saturday, August 3
Spring Semester Classes End	Thursday, August 8	Saturday, July 27
Extra days for Final Examination	Friday, August 9	Tuesday, July 30 - Thursday, August 1
Spring Module C Final Examination Day	Friday, August 9	
Summer Recess	Saturday, August 10 - Monday, September 30	Sunday, August 4 - Monday, September 30
Undergraduate/Graduate Commencement Ceremony	Wednesday, September 25	
Fall Semester (October 1, 2024 - March 31, 2025)		
Entrance Ceremony for Fall Semester	Monday, September 30	
Anniversary of the University	Tuesday, October 1	Tuesday, October 1
Fall Semester Classes Begin	Tuesday, October 1	Tuesday, October 1
Campus-Wide Power Outage (Tsukuba campus)	Late October (TBA)	
University Festival	Saturday, November 2 - Monday, November 4(**)	
Fall Module A Final Examination Day	Friday, November 8	
Autumn Sports Day	Saturday, November 16 - Sunday, November 17	
Fall Modules A and B Final Examination Week	Thursday, December 19 - Wednesday, December 25	
Winter Recess	Thursday, December 26 - Sunday, January 5	Wednesday, December 25 - Friday, January 3
Fall Modules A, B and C Final Examination Week	Tuesday, February 4, Friday, February 7 - Thursday, February 13	Tuesday, January 21, Wednesday, January 29, - Friday, January 31, Saturday, February 8
Fall Module C Final Examination Day	Friday, February 14 - Monday, February 17	
Fall Semester Classes End	Thursday, February 13	Saturday, February 1
Extra days for Final Examination	Friday, February 14 - Monday, February 17	Tuesday, January 28, Tuesday, February 4 - Wednesday, February 5
Spring Recess	Tuesday, February 18 - Monday, March 31	Sunday, February 9 - Monday, March 31
Undergraduate/Graduate Commencement Ceremony	Tuesday, March 25	Saturday, March 29
Last Day of the Academic Year	Monday, March 31	Monday, March 31

Notes:

- Due to the University Festival, classes on Tuesday, November 5 will be recessed (excludes classes at the Tokyo campus).
 - To meet the required number of school days, classes will be held on Monday, July 15 (national holiday) (excludes classes at the Tokyo campus).
 - To meet the required number of school days, some classes will be irregularly held on the days stated below (excludes classes at the Tokyo campus).
May 1: Friday classes
May 7: Monday classes
October 16: Monday classes
November 7: Monday classes, November 25: Friday classes, November 26: Thursday classes
January 16: Friday classes, January 22: Monday classes,
 - Classes on Wednesday, November 27 - Friday, November 29 will be recessed due to the Examination for University Admissions upon Recommendation (Suisen nyūshi shiken) and its related events. However, TOEIC® IP test for 3rd year undergraduate students will be held on November 27. (excludes classes at the Tokyo campus).
 - Classes on Friday, January 17 and Monday, January 20 will be recessed due to the Common Test for University Admissions (Daigaku nyūgaku kyoutsū test) and its related events (excludes classes at the Tokyo campus).
 - For the College of Medicine, the University will schedule March 10, 2025 as the date of graduation, but the commencement ceremony will be held on the date scheduled above.
 - For the Law School Program, the University will schedule March 17, 2025 as the date of completion, but the commencement ceremony will be held on the date scheduled above.
 - These schedules(**) are subject to change or cancellation depending on the situation.
- *One academic year contains two semesters (spring semester and fall semester) which includes six modules, Spring A, Spring B, Spring C, Fall A, Fall B and Fall C. Each module has five weeks.

University Chronology

1962	September	The Tokyo University of Education decided to integrate five departments and to seek a place for the relocation of those departments.
1963	September	A Cabinet meeting approved the construction of the Science City in the Tsukuba area.
1967	September	A Cabinet meeting approved the relocation of 36 institutions including the Tokyo University of Education into the Tsukuba area.
1969	November	A committee for the preparation and examination of the establishment of a new university in Tsukuba was set up in the Ministry of Education, Science and Culture.
1970	May	The Diet enacted the Tsukuba Science City Construction Law.
1971	June	The Tokyo University of Education adopted a basic draft plan for a new university in Tsukuba.
	July	The study group for the establishment of a new university in Tsukuba reported to the Minister of Education, Science and Culture with their account on "what a new university in Tsukuba should be."
	October	A committee to prepare for the establishment of a new university in Tsukuba was formed in the Ministry of Education, Science and Culture.
1972	May	A Cabinet meeting decided to establish and relocate 42 institutions, including Tsukuba Shin Daigaku (provisional), to Tsukuba.
		According to the Law which amended part of the Act for Establishment of National Schools (Act No. 19 of 1972), an office for the preparation of the establishment of the University of Tsukuba was created in the Tokyo University of Education.
1973	October	According to the Law which amended part of the Act for Establishment of National Schools (Act No. 103 of 1973), the University of Tsukuba was founded.
		The University of Tsukuba was founded with the First Cluster of Colleges, School of Medicine, School of Health and Physical Education, and University Library.
		MIWA Tomoo was inaugurated as President.
1975	April	The Second Cluster of Colleges, School of Art and Design, and Master's and Doctoral Programs of the Graduate School were established.
1976	August	MIYAJIMA Tatsuoki was inaugurated as President.
	October	The University Hospital was opened.
1977	April	The Third Cluster of Colleges was established.
1978	March	The Tokyo University of Education was closed.
	October	The College of Medical Technology and Nursing was established as an annex to the university.
1980	April	FUKUDA Nobuyuki was inaugurated as President.
1986	April	ANAN Kouichi was inaugurated as President.
1989	April	Evening courses in the main fields were opened in the Master's programs of the Graduate Schools.
1992	April	ESAKI Leo was inaugurated as President.
		Inauguration of the first system of a cooperative graduate school system in Doctoral Programs.
1996	April	Evening courses in the main fields were opened in the Doctoral Programs of the Graduate Schools.
1998	April	KITAHARA Yasuo was inaugurated as President.
2000	April	The Graduate School of Pure and Applied Sciences, the Graduate School of Systems and Information Engineering, and the Graduate School of Life and Environmental Sciences were established with the reorganization of the Doctoral Program.
2001	April	The Graduate School of Humanities and Social Sciences, the Graduate School of Business Sciences, and the Graduate School of Comprehensive Human Sciences were established with the reorganization of the Doctoral Program.
2002	April	Inauguration of the first system of a cooperative graduate school system in the Master's Program.
	October	According to the Law which amended part of the Act for Establishment of National Schools (Act No. 23 of 2002), the University of Tsukuba and the University of Library and Information Science were amalgamated. The School of Library and Information Science and the Graduate School of Library, Information and Media Studies were established.
2004	April	According to the National University Corporation Act (Act No. 112 of 2003), the University of Tsukuba became a National University Corporation.
		IWASAKI Yoichi was inaugurated as President. Inauguration of the second cooperative graduate school system in the Doctoral Program. (Doctoral Program in Materials Science and Engineering, Graduate School of Pure and Applied Sciences)
2005	April	Introduction of the second cooperative graduate school system in the Doctoral Program. (Doctoral Program in Advanced Agricultural Technology and Sciences, Graduate School of Life and Environmental Sciences)
2006	April	Establishment of the first overseas office in the Republic of Tunisia.
2007	April	Establishment of the Schools of Humanities and Culture, the School of Social and International Studies, the School of Human Sciences, the School of Life and Environmental Sciences, the School of Science and Engineering, the School of Informatics, the School of Medicine and Medical Sciences, as a result of the reformation of the undergraduate system.
	September	Opening of the Student Plaza.
2009	April	YAMADA Nobuhiro was inaugurated as President.
2013	April	NAGATA Kyosuke was inaugurated as President.
		Establishment of the Global Commons.
2020	April	Establishment of the Graduate School of Business Sciences, Humanities and Social Sciences, Graduate School of Science and Technology, Graduate School of Comprehensive Human Sciences, as a result of the reformation of the Graduate School. Establishment of the School of Comprehensive Studies
	October	The University was selected as Designated National University.
2021	April	Establishment of the Student Support Center

Organization of the University

Faculties

Faculties have a fundamental responsibility to both education and research related to its academic field. It plays a role to comprehensively promote the development of its expertise and collaboration with other academic fields as planned from a holistic perspective.

- Faculty of Humanities and Social Sciences
- Faculty of Business Sciences
- Faculty of Pure and Applied Sciences
- Faculty of Engineering, Information Systems
- Faculty of Life and Environmental Sciences
- Faculty of Human Sciences
- Faculty of Health and Sport Sciences
- Faculty of Art and Design
- Faculty of Medicine
- Faculty of Library, Information and Media Science

Schools and Colleges

Organized in accordance with their educational purposes, the Schools take inclusive responsibility for undergraduate education. Each Schools consists of multiple Colleges that are academically close. Since the range of their intended fields of study are limited and highly specialized, in the fields of Physical Education and Arts are not organized into Colleges, they provide suitable education for their purposes as “Specialized Schools”.

The Colleges belong to the corresponding Schools, taking primary responsibility for undergraduate education and serving as a base for student class composition.

School of Humanities and Culture	College of Humanities
	College of Comparative Culture
	College of Japanese Language and Culture
School of Social and International Studies	College of Social Sciences
	College of International Studies
School of Human Sciences	College of Education
	College of Psychology
	College of Disability Sciences
School of Life and Environmental Sciences	College of Biological Sciences
	College of Agro-Biological Resource Sciences
	College of Geoscience
School of Science and Engineering	College of Mathematics
	College of Physics
	College of Chemistry
	College of Engineering Sciences
	College of Engineering Systems
	College of Policy and Planning Sciences
	Bachelor's Program in Interdisciplinary Engineering
School of Informatics	College of Information Science
	College of Media Arts, Science and Technology
	College of Knowledge and Library Sciences
School of Medicine and Medical Sciences	School of Medicine
	School of Nursing
	School of Medical Sciences
School of Health and Physical Education, Health and Sport Sciences	
School of Art and Design	

School of Comprehensive Studies

Students who enroll in the University through Comprehensive-Based Selection start their studies at the School of Comprehensive Studies, and choose their majors at the end of their first year based on their grades after enrollment.

In the School of Comprehensive Studies, there are three Study Groups, which consists of classes of 20 students each.

This program encourages students to gain a bird's-eye view of the academic world while defining their own fields of specialization, and develop their own careers.

Graduate Schools

The University of Tsukuba offers Master's Programs, Doctoral Programs and Professional Degree Programs. The Master's Programs are not divided into the conventional specialized fields. They provide a broad-based interdisciplinary education aiming to produce professionals with academic and technical expertise and offering re-education opportunities for the general public. The Doctoral Programs aim to produce highly specialized researchers and research-oriented professionals in their respective fields, offering advanced education for cultivating a high degree of specialization based on extensive knowledge. Further, the Professional Degree Programs emphasize practical training and education. They aim at producing human resources with highly specialized professional abilities.

In Doctoral Programs, there are 3 types of studying; 1) graduate program divided into separate 2-year master's and 3-year doctoral program, 2) Three-years Doctoral Program, 3) Five-year Consecutive Program.

Graduate School	Degree Programs	Program Type
Graduate School of Business Sciences, Humanities and Social Sciences	Degree Programs in Humanities and Social Sciences	Master's & Doctoral Program
	Degree Programs in Business Sciences	
	Law School Program	Professional Degree Program
Graduate School of Science and Technology	MBA Program in International Business	Professional Degree Program
	Degree Programs in Pure and Applied Sciences	Master's & Doctoral Program
	Degree Programs in Systems and Information Engineering	
	Degree Programs in Life and Earth Sciences	
Joint Master's Degree Program in Sustainability and Environmental Sciences	Master's Program	
Graduate School of Comprehensive Human Sciences	Degree Programs in Comprehensive Human Sciences	Master's Program
	Joint Master's Program in International Development and Peace through Sport	Master's & Doctoral Program
	Joint Doctoral Program in Advanced Physical Education and Sports for Higher Education	Master's & Doctoral Program
	International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health	Master's Program

School of Integrative and Global Majors (SIGMA)

In December 2011, SIGMA was established for the purpose of directing and implementing interdisciplinary degree programs (various multidisciplinary education and research programs).

Currently, the SIGMA runs 2 programs; 1. the Bachelor's Program in Global Issues, and 2. the Ph.D. Program in Humanics which was adopted in the WISE Program; Doctoral Program for World-leading Innovative & Smart Education as the most interdisciplinary and cutting-edge degree program where faculty members are mobilized across disciplines, conducting education and research.

Bachelor's Program	Bachelor's Program in Global Issues (BPGI)
Master's & Doctoral Programs	Ph.D. Program in Humanics

Centers

In the University, various centers have been established as an academic research facility in order to conduct the most advanced research, contribute research outcome to the society or provide education and so on to students and employees.

《Advanced Research Centers》

The centers pursue their research in their respective research fields with a goal of becoming international research hubs attracting outstanding talents from the world.

International Institute for Integrative Sleep Medicine
Center for Computational Sciences (CCS)
Life Science Center for Survival Dynamics, Tsukuba Advanced Research Alliance (TARA)
Tsukuba-Plant Innovation Research Center
Shimoda Marine Research Center
Plasma Research Center
Alliance for Research on Mediterranean and North Africa (ARENA)
Center for Cybernics Research
Center for Research in Radiation, Isotopes, and Earth System Sciences (CRIED)
Center for Artificial Intelligence Research
Microbiology Research Center for Sustainability (MiCS)
Advanced Research Initiative for Human High Performance (ARIHHP)
Proton Medical Research Center
Research Center for West Asian Civilization
Tomonaga Center for the History of the Univers
Tsukuba Research Center for Energy Materials Science
Mountain Science Center
Transborder Medical Research Center

《Research Support Centers》

Performs infrastructure development for research activities and provides support for conducting smooth research without delay.

Research Facility Center for Science and Technology
Academic Computing and Communications Center (ACCC)

《Education and Student Support Service Centers》

Handles mainly educational / particular type of work as well as support for students and faculty members.

Center for Education of Global Communication (CEGLOC)
Bureau of Physical Education and Sports
Admission Center
University Health Center

《Research and Development Centers》

The Research and Development Centers are actively pursuing joint research and development of disciplines with high societal demands and establishing an industry-academic-government joint research system with external funds, etc. as the business operation budget to promote research for the common good and encourage creation of innovation.

R&D Center for Precision Medicine (PMC)
R&D Center for Frontiers of MIRAI in Policy and Technology
R&D Center for Sport Innovation
R&D Center for Health Services
R&D Center for Tailor-Made QOL
R&D Center for Working Persons' Psychological Support
R&D Center for Innovative Material Characterization (IMC)
R&D Center for Innovative Drug Discovery (iDD)
R&D Center for Digital Nature
R&D Center for Smart Wellness City Policies
R&D Center for Lifestyle Innovation
R&D Center for Zero CO ₂ Emission with Functional Materials

【University website: Research and Educational Institutions】

<https://www.tsukuba.ac.jp/en/about/organization-institutions-centers/>



I . Student Contact Offices

1 Campus Life and Administration

(1) Offices for Student Services

Department of Student Affairs	Division of Student Welfare (3 rd Floor, Student Plaza)
	Bureau of Human Empowerment (BHE) (2 nd Floor, Student Plaza)
	Division of Student Exchange (1 st Floor, 1A Building)
Department of Educational Promotion	Division of Educational Promotion (2 nd Floor, Administration Center)
	Division of Educational Renovation Support (2 nd Floor, Administration Center)
	Division of Educational Partnership (2 nd Floor, Administration Center)
	Division of Admission (2 nd Floor, Administration Center)

Note: Refer to page 2-4 for each Academic Service Office

(2) Student Plaza (Bldg.1D) & Building 1A

The Student Plaza is found in Building 1D in Area 1, located near the center of the campus designed to offer comprehensive support regarding campus life and job searches. In the building 1A, we also have the Division that supports International Students and those who go to overseas.

The main support services in Student Plaza are as follows:

① Division of Student Welfare / Office of Student Welfare, STUDENT SUPPORT CENTER (Bldg. 1D)

- Consultation and guidance on campus life
- Consultation on financial support
- Student residence halls, welfare facilities, and part-time work
- Extracurricular activities and training facilities
- Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)

② Bureau of Human Empowerment (BHE)(Bldg. 1D)

Bureau of Human Empowerment (BHE) has been established aiming to create a welcoming campus environment regardless of students' background such as gender, nationality, culture differences, ages, or disabilities. We are here to promote or help for the followings.

<Our Support>

- Promoting diversity awareness
- Educational support for students with disabilities
- Career Development Service
- Career Support (job-hunting)
- Career paths for PhD students
- Support for LGBTQ+ students



<https://dac.tsukuba.ac.jp/>

Note: For further details, please refer to the page 28-30

③ Division of Student Exchange / Office of International Exchange Support, STUDENT SUPPORT CENTER (Bldg. 1A)

- Accepting overseas students (MEXT Scholarship students & privately funded international student)
- Supporting international students (consulting service, scholarship, visa, etc.)
- Short-term study abroad programs (accepting & sending)
- International Exchange (chat-event, gathering/social event, etc.)

④ General Consultation Service

If you have any problem in your student life and need a consultant for it, just feel free to come to the room for General Consultation located in each Student Plaza and Kasuga Area. You can talk about any problem related to your student life with the counselors. Depending on the issue, they can also search for the specific kind of support that you may get in your situation.

Note: Refer to page 26 for further details

⑤ T-ACT Promotion Office

The “Tsukuba Action Project (commonly called as “T-ACT”)” lets you participate in any existing projects, or offer support for their own project. If you are interested in volunteer work, some activities outside of the University, or implementing your own project, just stop by the office and make your dream come true.

Note: Refer to the website for further details.

◇ Examples of main initiatives

- Online KABUKI Study Group
- Learning support for children
- Discovering great coffees
- Organizing events open to public

【T-ACT Website】

<https://www.t-act.tsukuba.ac.jp/en/>



(3) Academic Service Offices

In order to provide administrative services that are closely related to your major, the University established several Academic Service Offices for each corresponding field. In most Academic Service Offices, the 2 affairs that are closely linked to campus life; “Undergraduate / Graduate Educational Affairs” and “Student Support” have been established and provide students various administrative services as follows:

<Student Support>

Provides entire services in students' campus life

<Undergraduate Educational Affairs>

Coordinates class-related matters (including Course Registration)

<Graduate Educational Affairs>

Coordinates class-related matters (including Course Registration)

(4) Programs and Corresponding Academic Service Office (etc.) to Schools / Colleges, Graduate Schools, and Programs

Academic Service Office (etc.)	Undergraduate (Schools & Colleges)	Graduate School (Schools & Programs)
<p>Academic Service Office for the Humanities and Social Science Area (3rd Floor, 1A Building)</p> <p>[Student Support] jinsya.gakusei#@un.tsukuba.ac.jp</p> <p>[Educational Affairs] (for Undergraduate) jinsyagunkyomu[@]un.tsukuba.ac.jp (for Graduate) jinsyainkyomu[@]un.tsukuba.ac.jp (International Social Studies) jinsya-g30[@]un.tsukuba.ac.jp</p> <p>*remove “[]” when you send a message.</p>	<p>School of Humanities and Culture College of Humanities</p> <p>School of Social and International Studies College of Social Sciences</p>	<p>Graduate School of Business Sciences, Humanities and Social Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Humanities and Social Sciences Humanities (Subprogram in Philosophy/ Subprogram in History and Anthropology/ Subprogram in Literature/ Subprogram in Linguistics/ Subprogram in Modern Culture Studies/ Subprogram in English Language Education), International Public Policy, International and Advanced Japanese Studies
<p>Academic Service Office for the Business Sciences Area (Bunkyo School Building Tokyo Campus)</p> <p>[Academic Affairs Section] 03-3942-6918</p>		<p>Graduate School of Business Sciences, Humanities and Social Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Business Sciences Law, Business Administration System Management, Advanced Studies of Business Law • Law School Program • MBA Program in International Business <p>Graduate School of Comprehensive Human Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Comprehensive Human Sciences Counseling, Counseling Science, Rehabilitation Science, Sport and Wellness Promotion
<p>Academic Service Office for the Pure and Applied Sciences Area (3rd Floor, 1A Building)</p> <p>[Student Support] suuri-zaigakusei[@]un.tsukuba.ac.jp</p> <p>[Educational Affairs] (for Undergraduate) suuri-madoguchi[@]un.tsukuba.ac.jp (for Graduate) jimu-pas[@]un.tsukuba.ac.jp</p> <p>*remove “[]” when you send a message.</p>	<p>School of Life Environmental Sciences College of Geoscience</p> <p>School of Science and Engineering College of Mathematics College of Physics College of Chemistry</p>	<p>Graduate School of Science and Technology</p> <ul style="list-style-type: none"> • Degree Programs in Pure and Applied Sciences Mathematics, Physics, Chemistry, Engineering Sciences (Subprogram in Applied Physics / Materials Science / Materials Science and Engineering NIMS), Materials Innovation
<p>Academic Service Office for the Systems and Information Engineering Area (2nd Floor, 3A Building)</p> <p>[Student Support] 029-853-4980 sysinfo-gakuseishien[@]un.tsukuba.ac.jp</p> <p>[Educational Affairs] (for Undergraduate) 029-853-4977 sysinfo-sekyomu[@]un.tsukuba.ac.jp (for Graduate) 029-853-4979 sysinfo.kyomu[@]sie.tsukuba.ac.jp</p> <p>*remove “[]” when you send a message.</p>	<p>School of Social and International Studies College of International Studies</p> <p>School of Science and Engineering College of Engineering Sciences College of Engineering Systems College of Policy and Planning Sciences Bachelor’s Program of interdisciplinary Engineering</p> <p>School of Informatics College of Information Science</p>	<p>Graduate School of Science and Technology</p> <ul style="list-style-type: none"> • Degree Programs in Systems and Information Engineering Policy and Planning Sciences, Service Engineering, Risk and Resilience Engineering, Computer Science, Intelligent and Mechanical Interaction Systems, Engineering Mechanics and Energy, Empowerment Informatics

I . Student Contact Offices

Academic Service Office (etc.)	Undergraduate (Schools & Colleges)	Graduate School (Schools & Programs)
<p>Academic Service Office for the Life and Environmental Sciences Area (2nd Floor, 2B Building)</p> <p>[Student Support] 029-853-4804</p> <p>[Educational Affairs] (for Undergraduate) 029-853-4803 (for Graduate) 029-853-7808</p>	<p>School of Humanities and Culture College of Comparative Culture College of Japanese Language and Culture</p> <p>School of Life and Environmental Sciences College of Biological Sciences College of Agro-biological Resource Sciences</p>	<p>Graduate School of Science and Technology</p> <ul style="list-style-type: none"> • Degree Programs in Life and Earth Sciences Biology, Agro-Bioresources Science and Technology, Agricultural Sciences, Life and Agricultural Sciences, Bioindustrial Sciences, Geosciences, Environmental Sciences, Environmental Studies, Mountain Studies • Joint Master's Degree Program in Sustainability and Environmental Sciences
<p>Academic Service Office for the Human Sciences Area (2nd Floor, 2A Building)</p> <p>[Student Support] 029-853-8084 ningen-gakusei#@un.tsukuba.ac.jp</p> <p>[Educational Affairs] (for Undergraduate) 029-853-5926 ningen-gkyomu#@un.tsukuba.ac.jp (for Graduate) ningen-dkyomu#@un.tsukuba.ac.jp</p>	<p>School of Human Sciences College of Education College of Psychology College of Disability Sciences</p>	<p>Graduate School of Comprehensive Human Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Comprehensive Human Sciences Education, Psychology, Disability Science
<p>Academic Service Office for the Art and Sport Sciences Area (2nd Floor, 5C Building)</p> <p>[Student Support] 029-853-2731</p> <p>[Educational Affairs] (for Undergraduate) Health & PE; 029-853-2804 Art & Design; 029-853-2793 (for Graduate) 029-853-2575</p>	<p>School of Health and Physical Education, Health and Sport Sciences</p> <p>School of Art & Design</p>	<p>Graduate School of Comprehensive Human Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Comprehensive Human Sciences Neuroscience, Human Care Science, Public Health, Sports Medicine, Physical Education Health and Sport, Sport and Olympic Studies, Coaching Science, Art Design, Heritage Studies • Joint Master's Program in International Development and Peace through Sport • International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health
<p>Academic Service Office for the Medical Sciences Area (2nd Floor, 4A Building)</p> <p>[Student Support] 029-853-2916</p> <p>[Educational Affairs] (for Undergraduate) Medicine; 029-853-3412 Nursing & Medical Science; 029-853-3420 (for Graduate) 029-853-3013</p>	<p>School of Medicine and Medical Sciences School of Medicine School of Nursing School of Medical Sciences</p>	<p>Graduate School of Comprehensive Human Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Comprehensive Human Sciences Medical Sciences (Doctoral program), Nursing Science, Medical Sciences (Master's program), Public Health • International Joint Degree Master's Program in Agro-Biomedical Science in Food and Health

I . Student Contact Offices

Academic Service Office (etc.)	Undergraduate (Schools & Colleges)	Graduate School (Schools & Programs)
<p>Academic Service Office for the Library, Information and Media Sciences Area (2nd Floor, 7B Building)</p> <p>[Student Support] 029-859-1130 tosyoss-gakusei[@]un.tsukuba.ac.jp</p> <p>[Educational Affairs] (for Undergraduate) 029-859-1110 gakumu-k[@]ml.cc.tsukuba.ac.jp (for Graduate) 029-859-1120 tosyoss-daigakuin[@]un.tsukuba.ac.jp</p> <p>*remove “[]” when you send a message.</p>	<p>School of Informatics College of Media Arts, Science and Technology College of Knowledge and Library Sciences</p>	<p>Graduate School of Comprehensive Human Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Comprehensive Human Science Informatics
<p>Program Office for School of Integrative and Global Majors (SIGMA) (2nd Floor, Admission Center)</p> <p>Global Issues bpgi-office[@]un.tsukuba.ac.jp (Laboratory of Advanced Research A703)</p> <p>Human Biology / Humanics (for Undergraduate) 029-853-7076 (for Graduate) 029-853-7081 sigma[@]un.tsukuba.ac.jp</p> <p>Life Science Innovation (for Undergraduate) 029-853-3662 (for Graduate) 029-853-3998 life-innov[@]un.tsukuba.ac.jp</p> <p>*remove “[]” when you send a message.</p>	<p>School of Integrative and Global Majors (SIGMA) Bachelor’s Program in Global Issues</p>	<p>School of Integrative and Global Majors (SIGMA) Humanics</p> <p>Graduate School of Science and Technology</p> <ul style="list-style-type: none"> • Degree Programs in Systems and Information Engineering Life Science Innovation (Bioinformatics) • Degree Programs in Life and Earth Sciences Life Science Innovation (Food Innovation), (Environmental Management), (Biomolecular Engineering) <p>Graduate School of Comprehensive Human Sciences</p> <ul style="list-style-type: none"> • Degree Programs in Comprehensive Human Sciences Human Biology, Life Science Innovation (Disease Mechanism), (Drug Discovery)
<p>Academic Support Center for School of Comprehensive Studies (2nd Floor, 1C Building)</p> <p>[Support Center] 029-853-2529</p>	<p>School of Comprehensive Studies</p>	

2 Changes in Student Status

If you are thinking to apply for change of student status in the cases below (excluding 2. Re-enrollment nor 5. Dismissal and Disciplinary Action), please make sure to consult with your Class Instructor or Academic Advisor beforehand.

(1) Leave of Absence

Note: The written permission will be issued after the request got approved at the corresponding faculty meeting.

If you are unable to attend classes for more than 2 months due to an illness or other particular reasons, you are allowed to take a leave of absence within 1 year upon the approval of the head of your affiliation. The period of absence may be extended by up to 1 year in certain circumstances. However, the total period of the absence during your enrollment period shall not exceed 3 years.

You can obtain a request form for a Leave of Absence at your respective Academic Service Office (etc.) *see the note below.

Document Required : Application for a Leave of Absence (Requires an approval seal of your Class Instructor / Academic Advisor, confirmation seal of tuition payment, and a medical certificate must be attached in the case of sick leave.)

Deadline of Submission : 1 month prior to absence (Depending on the colleges, 2 months in advance)

Place of Submission : Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

Period of Absence : Within 1 year (The period of absence will not be added to the period of enrollment nor to the minimum required them of the study.)

Note: "Academic Service Office (etc.) " includes the following 3 offices; 1) Academic Service Office, 2) Program Office, and 3) Academic Support Center

(2) Re-enrollment

Students returning from a leave of absence upon the expiration of the approved period must submit a Notification for Re-enrollment before the expiration date of the approved date.

If you wish to return from a leave of absence during the approved period, please submit a request form "Application for Re-enrollment" to be approved. In case you have taken a leave of absence due to illness, a medical certificate that proves of your recovery is required.

Document Required : For the expiration of the period of leave of absence → Notification of Re-enrollment Re-enrollment midway through the period of leave of absence → Application for Re-enrollment

Deadline of Submission: 1 month prior to re-enrollment

Place of Submission : Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(3) Study Abroad

Note: The written permission will be issued after the application get approved at the corresponding faculty (or School of Comprehensive Studies) meeting.

You can study abroad remaining enrolled at the University upon approval of the head of your affiliation. Upon the approval of the University, a maximum of 60 credits from study abroad may be added to the graduation requirements. Any credits earned before enrollment, in leave of absence, or from other universities while studying at the University of Tsukuba are also included in this 60-credit limit.

Document Required : Application for Studying Abroad (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission : Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(4) Transfer, and Change of Courses

Note: The written permission will be issued after the application get approved at the corresponding faculty (or School of Comprehensive Studies) meeting.

① Course Change

In case of transferring to a different School or College within the University of Tsukuba, you may be permitted to start from the corresponding year of the course / program upon the selection and the approval. For the application process, please refer to the notice on the bulletin board.

Document Required : Application for Change of School and College (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission : Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

② Transfer

If you wish to enter or transfer to a different university, you must obtain president's permission.

Document Required : Application for Permission to Take Entrance Examinations at Other Universities (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission : Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(5) Withdrawal

Note: The written permission will be issued after the request got approved at the corresponding faculty (or School of Comprehensive) meeting.

If you have to withdraw from the University due to economic or other unavoidable circumstances, a request for withdrawal

must be submitted detailing the reasons.

Document Required : Application for Withdrawal from School (Requires an approval seal of your Class Instructor / Academic Advisor and confirmation seal of tuition payment.)

Place of Submission : Academic Service Office (Educational Affairs) / Program Office / Academic Support Center

(6) Dismissal and Disciplinary Action

In order to maintain a favorable educational and research environment as well as to preserve order in the University, the regulations such as Undergraduate School Rules the National University Corporation Regulations for Student Activities, and other regulations / policies have been established. If a student is found guilty of breach of regulations or policies, corresponding disciplinary measures can be taken.

① Dismissal

Students shall be dismissed from the University under the following circumstances;

- (i) Students who fail to pay tuition fees, even after being demanded to do so by the University.
- (ii) Students who exceed the maximum enrollment duration as stated in the Undergraduate School Rules, Article 4 (maximum duration: 6 years in general, 9 years in the School of Medicine).
- (iii) Students who fail to attain at least 15 credits (or equivalent credits / courses taken in the School of Medicine) each year (*excluding those who have obtained permission from the Dean in advance).
- (iv) Students who exceed the maximum period of leave of absence and are still unable to attend the University as stated in the Undergraduate School Rules; Article 48-1 (3 years of continuous leave of absence) and Article 48-3 (total of 3 years of leave of absence).
- (v) Student who fail to pay admission fee after finally denied the application for admission fee exemption, or approved for a half exemption.

② Disciplinary Action

The University may impose disciplinary measures on a student who breaches the University regulations or who commits acts deviating from the students' responsibilities. In Article 58, the restricted activities that the students must not engage in are specified as follows.

- (i) Obstruct the proper administration of final examination or other examinations.
- (ii) Damage the University' facilities, equipment or environment.
- (iii) Breach the provisions of the University regulations or other rules.
- (iv) Disturb the public order or engage in other deviations from their responsibilities as students.

The Article 60-2 provides the 3 types of disciplinary measures; 1. Disciplinary Expulsion (specified in Article 61), 2. Suspension (specified in Article 62), and 3. Admonishment (specified in Article 63).

● Disciplinary Expulsion

Disciplinary expulsion shall be imposed on a student in any of the following circumstances.

- (i) Students who exhibit bad behavior and are unlikely to improve their behavior.
- (ii) Students who are often absent from the University without justifiable reason(s).
- (iii) Students who disturb the public order or who otherwise demonstrate extreme deviation from their responsibilities as students.

● Suspension Period

Suspension period shall be included in the period of maximum enrollment duration but shall not be included in the school year. However, if the period does not exceed one month, the suspension period may be included in the school years required for graduation.

*Disciplinary measures will be impose after careful investigation and discussion by referring to prior cases.

3 Changes in Personal Information

Please promptly submit the designated notification when your registered name, gender, domicile, emergency contact number, or hometown address has been changed while you are enrolled at the University.

In case of changes in current address, update it in the Contact Details field on TWINS yourself.

Document Required : Notification of Current Address, Notification of Change of Emergency Contact Number, Notification of Change of Name / Domicile

Place of Submission : Academic Service Office (Student Support) / Program Office / Academic Support Center.

Around once a semester, TWINS displays confirmation screen of your current address when you log into your TWINS page. Even though there is no change in your address, please choose "Confirm" button of the message box.

Without the confirmation, you cannot issue certificates using Automatic Certificate Issuing Machine.

II. Campus Life

1 “Campus Life” on the University Website <https://www.tsukuba.ac.jp/en/campuslife/>

“Campus Life” on the University website provides information on major aspects of school life, accommodation, and support programs for international students.



◇Main Contents on “Campus Life”

- Academic Calendar
- University Events
- Campus Web Tools (TWINS, WEB Bulletin Board, manaba, etc.)
- Scholarship & Study Support
- Personal Accident Insurance for Students Pursuing Education and Research(“Gakkensai”)
- Housing
- Campus & Facilities
- Extra Curricular Activities (club & circle)
- Welfare Facilities
- , etc....

2 Issuing Official Documents and Certifications

(1) Student ID Card

Your Student ID Card identifies you as a student of the University of Tsukuba. It provides you access to our university facilities such as the libraries, laboratories, or to on-campus services. Please make sure to carry the card with you at all times. If you are requested to show your Student ID Card to obtain services or to proof your identity in certain places, you must follow their instructions (University Regulations-Article 7).

The following situations are most common places that require a Student ID Card.

- Use of Facilities** : Libraries, Satellite Computer Rooms, Automatic Certificate Issuing Machine Registering
Attendance : Classes, Examinations
Use of Student Discount: Issuing Student Discount Certificate (for travel fare) Purchasing a student commuter pass (for public transportation) University On-campus Transportation System (bus-pass)

Cautionary Notes:

- Do not lend or give your student ID card to another person.
- When there is any change in your personal information printed on your Student ID Card, please promptly notify your respective Academic Service Office (etc.)
- When you lose your student status due to graduation or withdrawal, please immediately return your Student ID Card to your respective Academic Service Office (etc.)

● Period of Validity

Student ID Cards are valid until the end of the required term of study. For those who are going to be enrolled for more than the term embossed on their Student ID Card, please approach the respective Academic Service Office (etc.) at the end of the academic year in order to extend the valid period.

● Re-issuing Student ID Card

Your Student ID Card can be re-issued with the following procedures in case you have lost or damaged the card, or in other circumstances

- ① Pay the issue fee, 1,000 yen at the "Division of Student Welfare (Extracurricular Activities Support)" on the 2nd floor of Building 1A (1A201). After the payment, collect the receipt “IC Card Purchase Certificate for Student ID Card” and the form “Request to Reissue a Student ID Card”
- ② Fill out the application above and submit it with the receipt to the Division of Student Welfare or the Academic Service Office (etc.) (If you are in a hurry, come to the Division of Student Welfare).

Notes:

1. If you want to change the picture on your Student ID Card, attach the new picture (3 × 2.4 cm, close-up of your full head and upper shoulders with no other objects, nothing in the background, taken within the last 3 months) to the forms.
2. If you find your lost Student ID Card after re-issuing the card, please return the old one to the Division of Student Welfare / your respective Academic Service Office (etc.) at your earliest convenience.

(2) Student Discount Certificate (for travel fare)

Supportable Trip : Curricular / Extracurricular activities, job search, entrance exam, going back to hometown during break or in other occasions, field trips.

Condition of Use: Traveling more than 100km (one-way) on JR lines.

Discount : 20% discount on ticket.

* When your travel matches the condition for Round-Trip Discount (10% off on round trip tickets, if the trip covers more than 600 kilometers one way), the fare can receive another 20% discount.

Period of Validity : The certificate valid for 3 months from the issue date. Validity of purchased ticket period is shown below.

Working Kilometers (one-way)	up to 200	up to 400	up to 600	up to 800	up to 1,000	up to 1,200	up to 1,400	up to 1,600	up to 1,800
Days Valid	2	3	4	5	6	7	8	9	10

The certificate can be issued using Automatic Certificate Issuing Machine. Please note that only Degree Students (Undergraduate / Graduate students) can issue and use the certificate.

(3) Student Commuter Certificate

Most public transportation in Japan offers commuter passes for those who use the transportation regularly. You can purchase a commuter pass showing your Student ID Card or the following commutation certificate; 1) Student Commuter Certificate (筑波大学通学定期乗車券購入証明書) for those who purchase a commuter pass to their main campus, or 2) Student Commuter Pass (通学証明書) for those who commute to other campus or schools in order to participate in trainings or seminars. If you are requested to submit a certificate when purchasing a commuter pass, please apply to your respective Academic Service Office (etc.)

(4) Certificate of Enrollment, Transcript of Academic Record, and Other Documents

Most of the certificates for regular students can be issued by the Automatic Certificate Issuing Machine (証明書自動発行機). The operating hours may differ depending on the location where the machine is installed, so caution is advised. In case of non-regular students (Non-degree Research Student, Credited Auditor, Exchange Student), their certificates or transcripts are issued upon request at the respective Academic Service Office (etc.)

◇ Locations & Documents available from the machines

Locations (Operating Hours: Weekdays, 9:00 to 17:00)	Certificates
Academic Service Offices Student Plaza 2F (Weekdays, 9:00 to 21:00) University Hall Bldg. C-2 nd Floor, 9P210 Shimoda Marine Research Center Sugadaira Montane Research Center	<ul style="list-style-type: none"> • Student Discount Certificate (for travel fare) • Transcript • Certificate of Enrollment • Certificate of Academic Record and Expected Completion • Certificate of Expected Completion • Health Examination Certificate (also can be issued at the University Health Center) • Certificate of Japanese Government (Monbukagakusho) Scholarship Student • Certificate of Receipt of a Scholarship

Notes:

1. When the Health Examination Certificate is not available from the machine, please request it at the University Health Center.
2. Operating Hours in Tokyo Campus: Monday, 10:00 to 18:00 / Tuesday to Friday, 10:00 to 21:00 / Saturday, 10:00 to 20:00 (The operating days and hours are subject to change depending on the occasion)

(5) Issue of Other Certificates

For the other certificates, please fill out a request form and submit it to the corresponding offices / counters below.

Type of Certificates / Documents	Corresponding Offices / Counter	Remarks
Expected Acquired Credits for Teacher's License(教員免許状取得見込証明書)	Academic Service Office (etc.) (Undergraduate Educational Affairs)	
Academic Record and Graduation (Completion)	Division of Educational Promotion (Academic Affairs Group)	For the request after graduation or leaving the University
Academic Record and Enrollment Completion		
Transcript of Credits (for Teacher's License)		For Teaching License Application

3 Student Meetings, Posting / Distributing on Campus

Leading a student life, you may wish to distribute postings or documents to inform people of meetings such as seminars, recitals, discussions or other extracurricular activities. In such cases, the students can put up announcements or distribute flyers in accordance with the procedures and the regulations described in P.34; University of Tsukuba, National University Corporation Regulations on Student Activities. Please note that in these regulations, “Meeting” includes group gathering (including demonstrations), surveys and events.

The corresponding forms are placed in the Academic Service Offices (etc.) / the Division of Student Welfare.

Please note that university may ban to hold a Student Meeting in case the persons responsible or the participants violated the regulations or failed following the university staff instructions.

(1) Document Required and Submission

Request for a Meeting → Form for “Request to Organize a Student Gathering”

Request for Posting / Distributing → Form for “Request for Posting / Distributing Documents”

When distributing documents or fliers, both forms above will be required.

When submitting a request, an approval signature of corresponding faculty members (see below) are required.

Extracurricular Activities : Supervisor’s signature

Class Activities : Signature of the lecture-in-charge

Others(ex. volunteer works): Signature of a faculty member of college/school that the applicant belongs.

Place of Submission : Academic Service Office (etc.) of the person responsible belongs.

Deadline of Submission : 5 working days prior to the meeting date (*holidays excluded)

Start Accepting Applications : 1 month prior to the date of the event

Notes:

1. The submission place for Campus-wide organizations (such as Student Representative Conference, The Executive Committee of School Festival, Sports Day Student Committee, representative meetings for extracurricular activities) is Division of Student Welfare (Student Support).
2. When holding meetings on campus that will make money through donation or sales, attach a revenue and expenditure estimate to the application. The balance sheet should be submitted after the meeting.

(2) Meeting Place

The person responsible for the meeting must confirm the availability of the place with the office in charge (see below). Please note that some large classrooms equipped with learning devices are not available.

◇ Offices in Charge of Facilities

Offices / Divisions	Corresponding Facilities
Academic Service Office for the...	
Humanities and Social Sciences Area	Bldg. 1B, Bldg. 1C, Bldg. 1H
Pure and Applied Sciences Area	Bldg. 1E, Cafeteria in Area1 (Bldg. 1A, 1 st floor), Soup Factory (Bldg. 1A, 2 nd floor)
Systems and Information Engineering Area	Bldg. 3A, Bldg. 3B, Bldg. 3K, Bldg. 3L, Cafeteria in Area 3
Life and Environmental Sciences Area	Bldg. 2C, Bldg. 2D, Cafeteria in Area 2 (Bldg. 2B, 1 st floor)
Human Sciences Area	Bldg. 2A
Art and Sport Sciences Area	Bldg. 5C, Dining of the Art and Physical Education
Medical Sciences Area	Bldg. 4A, Bldg. 4B, Dining of the Medical Sciences
Library, Information and Media Studies Area	Bldg. 7A, Cafeteria in Kasuga Area
University Hall Office	University Hall, University Hall Square
Division of Student Welfare (Welfare & Housing)	Student Residence Halls (Including the Global Village Community Station)
Division of Student Welfare (Student Support)	(in front of) Matsumi Pond, Outdoor Space in Area 1 (Bldg. 1C -2 nd floor), Area2&3 Square (space between Area 2 and Area 3), Outdoor Square of the Art and Sport Sciences (Bldg. 5C -2 nd floor), Central Courtyard in Medical Sciences Area (Bldg. 4A- 2 nd floor), Central Courtyard in Kasuga Area

(3) Posting / Distributing on Campus

Notices or posters must be displayed on the designated bulletin boards. As well as posting on bulletin board you can distribute notices or flyers only at designated and approved places. Please note the name of the Student Organization, or the name and affiliation of the persons responsible (if it is not for Student Organization activities) must be specified for both posting and distributing.

Maximum Poster / Notice Size : 80 cm × 110 cm

Display Period : Up to 1 month from the following the date of the permission.
(Any outdated notices must be removed by the person responsible.)

◇ Bulletin Board Locations



Area 1
Bldg. 1C, 2nd Floor



Area 2
Bldg. 2B, 2nd Floor



Area 3
Bldg. 3A, 2nd Floor



Physical Education Area
Bldg. 5C, 2nd Floor



Medical Area
Bldg. 4A, 2nd Floor



Kasuga Area
Bldg. 7B, 1st Floor



Hirasuna Community
Center, 1st Floor



Oikoshi Community
Center, 2nd Floor



Global Village, 1st Floor



Ichinoya Community
Center, 1st Floor



Residence Halls in Kasuga
Bldg. 1, 1st Floor



Residence Halls in Kasuga
Bldg. 2, 1st Floor

(4) Setting Up Signboards and Megaphone Loudspeakers

If you wish to set up signboards or use megaphone loudspeaker, get the corresponding form and apply at Division of Student Welfare. When you apply, the name of the persons responsible must be mentioned on the form.

● Permission of Setting Up Signboard

Document Required: Application to Set Up a Large Display (*must be submitted 5 days (excluding holidays) prior to the setting).

Display Period : Up to 1 week including the days of the event.

● Use of Megaphone Loudspeaker

Document Required: Request for Use of Megaphones (*must be submitted 5 days prior to the usage).

Note: Please consult the usage date, time and place to staff / faculty members.

The University curbs any political or religious activities of specific group / organizations, grounded in the fundamental principles that we never allow specific political activities with a political purpose on campus.

4 On-campus Transportation

(1) Bicycle / Motorcycle Registration

Many students of the University use bicycles or motorcycles to move around campus. In order to solve the issues of bike parking space or blocked passages by bikes, the bicycle / motorcycle registration system has been installed. The IC tag will be issued for registrant. Please attach the tag a clearly visible place on your bicycle / motorcycle.

*For those who submit their application through the admission process, their IC tag will be provided in their program orientation. Please do not apply multiple times by mistake.

Document Required : Application for Bike Registration (You can get the form at the submission place below)

Place of Submission : - Division of Student Welfare (Student Support)

- Academic Service Office / Program Office / Academic Support Center

Registration Fee : 2,000 yen per bicycle / motorcycle

● When replacing Bicycle / Motorcycle

When you change your bicycle / motorcycle, another registration is required. Please note that you cannot re-stick the IC tag of your previous bicycle / motorcycle to the new one.

● When Your Bicycle / Motorcycle got stolen

We can re-issue your IC tag upon your request. Please submit a Theft Report and “再交付願い (sai-kofu-negai; request for reissue)” to your respective the Academic Service Office (etc.)

(2) Parking on Campus

If you have no choice but commuting by car, you can apply for an on-campus parking. Because of the limited number of parking spaces, the University has set the area prohibited to commute by car. Excluding special occasions, the students living in those areas are not allowed to commute to campus by a car.

● The Area Prohibited to Commute by Car

- Areas within 2 kilometers from the locations of the students' Academic Service Office / Program Office / Academic Support Center
- Areas of Student Residence Halls (*excluding special occasions such as disabilities)

● How to Apply

① Collect the application form at your respective Academic Service Office / the Academic Service Office (etc.)

② Submit the application attached with the all required documents to the office above.

③ After receiving the parking permit, you can use the designated parking.

Note: For further details, please refer to the notice and instruction displayed at the Academic Service Office (etc.)

Parking Fee

Gated Parking : 10,800 yen for a year (900 yen / month)

Non-gated Parking : 4,800 yen for a year (400 yen / month)

Illegal parking on-campus is subject to wheel lock or towing.

Parked cars blocking emergency vehicle traffic and causing a serious traffic disturbance **will be towed**. A driver who accumulates 7 or more penalty points will receive a warning, and further offences will result in **wheel locks**.

Please refer to the following website for parking violations and penalty points at Tsukuba Campus.

【University of Tsukuba, Road Safety Office】*Only available in Japanese

<https://www.t-anzen.org/>



(3) On-campus Transportation System (On-campus Loop-line Bus)

The University has introduced a campus transportation system convenient to the commute and mobility on campus. Please refer to the usage guide in Maruzen Bookstores and the Student Support Center website for details on how to use and precautions.

Annual Bus Pass : 19,000 yen per year *Prices may be changed.

Covered Section : "Tsukuba Daigaku Junkan" Route (UT circulation route)

[Note1] The route between "Tsukuba Center" and the bus stops on Campus

[Note2] The annual pass covers only the route-bus "Tsukuba Daigaku Junkan (筑波大学循環;UT circulation route)".

You will be required to pay the uncovered bus fare if you take other buses which travel on campus.

ex. Tsukuba Daigaku Byoin(筑波大学病院; UT Hospital),



▲ **【Usage Guide】**
Note: Updated every academic year.

● **How to Get & Use**

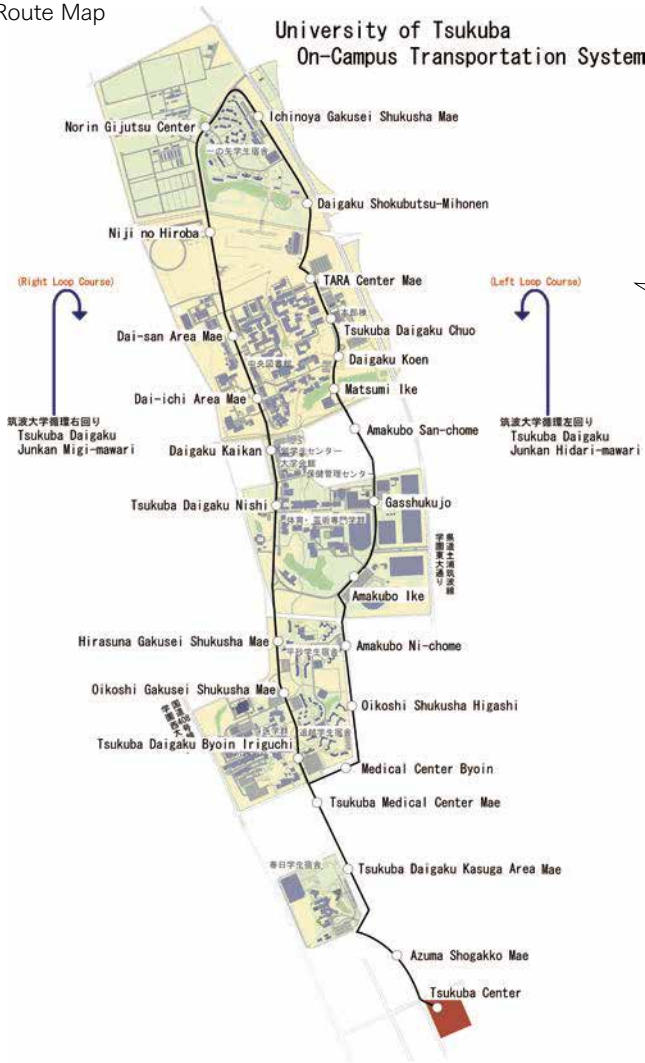
Purchase the pass at any Maruzen bookstores on campus, and stick it on your Student ID Card.

Check Your Bus Pass Validity

- The bus pass will be valid till the end of the academic year. If you wish to use in the following year, please purchase the pass at the bookstores. If you no longer use the buss pass, please remove the pass sticker from your Student ID Card after the pass expiration date.
- No matter it is on purpose or not, using the expired pass is considered as fare evasion and must pay a fine calculated as below.

Penalty Fare = 280 yen (one way, maximum amount) × 2 (for both way) × 2 (penalty rate) × the number of days from the expiration (April 1st)

Route Map



Please refer to the following link for the timetable and fares of the loop line.

【Kanto Railway Bus: Route, Time table, and Fare Guide】

*Only available in Japanese

<http://kantetsu.jorudan.biz>



The bus pass sticker can be reissued at Division of Student Welfare in case the sticker got damaged or partially ripped.

*If the actual sticker is lost, etc., it cannot be reissued.

● **Contact**
Division of General Affairs
TEL: 029-853-2025

5 Tuition and Financial Support

(1) Tuition Fee Payment

Tuition Fees and Deadlines

	Tuition	Payment Deadlines
1 st Semester	267,900 yen	At the end of May: Date of account transfer is May 27 (if this falls on a national holiday or a weekend, it will be withdrawn the next business day)
2 nd Semester	267,900 yen	At the end of November: Date of account transfer is November 27 (if this falls on a national holiday or a weekend, it will be withdrawn the next business day)

Notes:

1. Tuition fees are subject to change. In case a fee gets revised during your enrollment, the new fee shall be applied as of the revised date.
2. If you have set up a Direct Debit for tuition payment, please ensure to deposit the money into your bank account.

① How to Pay Your Tuition Fees

Payment Method: Direct Debit (Excluding under special circumstances, such as Leave of Absence)

How to register an account: Register at the "Account Transfer Service" at the time of admission procedure.

*If you wish to change your registered account, please contact the Treasurer (Revenue), Division of Financial Management.

Notes:

1. If there is a special reason such as a leave of absence, and you do not wish to make a bank transfer, please make the payment using the "Payment Slip" provided separately by the university.
2. If you need a certificate of receipt, please check the university website and apply.

② Paying in Lump Sum

You can also choose to pay your fees in full (both 1st and 2nd semester) at once. When you print the account activities in your passbook, the letters "ツクバダイ" (Tsukuba-dai; University of Tsukuba) will appear for the payment, instead of mentioning 1st and 2nd semester.

Treasury Section (Revenue Desk), Division of Financial Management TEL: 029-853-2161

● Inquiries about Tuition Payment

Treasury Section (Revenue Desk), Division of Financial Management

E-mail: suitou.syunyuu@un.tsukuba.ac.jp

(2) Financial Support

From April 2020, the Ministry of Education, Culture, Sports, Science and Technology (MEXT) launched a new learning support system for undergraduate students; 高等教育の修学支援新制度 (new learning support system for higher education). With its support system, the recipients can receive grant-type scholarships and tuition reduction. The students in a household on welfare assistance* (ex. tax-exemption) are subject to this support. *In case of International Students, on top of their household receiving some welfare assistance, those who stay under the status of residence of "Permanent Resident", "Special Permanent Resident," "Long-Term Resident," "Dependents," or "Spouse of Japanese" are subject to this support.

① Tuition Waivers and Scholarships

Full or partial exemption of the tuition fees for each 1st and 2nd semester may be awarded to those who need financial aid (In case of the MA / PhD students, the recipient of the waiver must be 1; those who need financial aid and 2; those who have good academic performance.).

Those who are planning to use the above support, please apply for its grant-type scholarship first. The recipients of the scholarship are subject to the tuition waiver as well. Those who are not eligible for the scholarship may be exempted their tuition by the University.

Other than the exemption, tuition deferment or monthly installments option are also available. Including the scholarship "Tsukuba Scholarship" that the University of Tsukuba offers, you can also find many scholarships offered by Japan Student Services Organization (JASSO), local authorities, and private foundations (many of private foundation's scholarships are grant-type scholarship).

【University website: Financial Support】 *Only available in Japanese
<https://www.tsukuba.ac.jp/campuslife/support-scholarship/>



② Student Emergency Funds

The University provides emergency loans to students in need of sudden expenses (such as unexpected accidents, delayed remittance, sickness, etc.).

- Loan Limit : 30,000 yen per person (*interest-free)
 Payment Deadline : Within 1 month (in principle) after the billing
 Payback Method : Single Lump-Sum Payment

● How to Apply

If you wish to receive the loan, you must apply at the Division of Student Welfare (Financial Support) upon the permission of the guarantor. Please note that only staff / faculty members (should be a faculty member, in principle) can be the guarantor of the loan.

6 Student Insurance

The brochures are distributed at Division of Student Welfare.

(1) Personal Accident Insurance for Students Pursuing Education and Research (“Gakkensai”)

The insurance, known as Gakkensai, regardless of whether it is in or out of the country, it covers the students’ bodily injuries caused by disaster / accidents during regular curriculum, school events, extracurricular activities, commuting times (exclusive to rational routes and means), and while being on campus (excluding Student Residence Halls). The University requires all students to join this insurance in order to provide secured campus life.

Range of Coverage	Death benefits	Physical disability benefits	Medical benefits	Additional hospitalization benefits
Regular curriculum / school events	20 million yen	1,200,000 – 30 million yen	for 1 day / longer treatment 3,000 – 300,000 yen	4,000 yen per day (Up to 180 days)
while being in campus facilities other than the time of regular curriculum or school events.	10 million yen	600,000 – 15 million yen	for 1 day / longer treatment 6,000 – 300,000 yen	
Extracurricular activities on campus / off campus (*exclusive to the activities notified to the University in advance)			for 1 day / longer treatment 30,000 – 300,000 yen	
Commuting time / Traveling between university facilities			for 1 day / longer treatment 6,000 – 300,000 yen	

Notes:

- In the case of injury, give notice to your respective Academic Service Office (etc.) as soon as possible and send the accident report to the office managing the insurance by mail.
- For further details, please contact your respective Academic Service Office (etc.) or Division of Student Welfare.

(2) Liability Insurance Coupled with “Gakkensai” (“Futai-baiseki”)

The insurance covers the injuries to a third party or property damage occurred during regular curriculum, school events, extracurricular activities such as volunteer work, and the commuting time for those activities. This insurance is voluntary, and you can apply at your respective Academic Service Office (etc.) or Division of Student Welfare.

Course & Range of Coverage	Course A	Course B	Course C
	Liability Insurance for Students Pursuing Education and Research (known as Gakken-bai)	Liability Insurance for Internships, Professional Qualification Activities, etc. (known as Intern-bai)	Liability Insurance for Medical Students Pursuing Study and Research (known as Igaku-bai)
	Accidents occurred during regular curriculum, school events, and the commuting time for those activities. *This course covers the activities above on top of the coverage of Course B	Accidents occurred during certain activities such as internships, work experience at care home, practical training at school, and the commuting time for those activities. *Excluding practical training in medical / pharmaceutical field. *Limited to those recognized as regular curriculum, school events, and extracurricular activities (see Note).	Accidents occurred during medical training related to the school / college in medical fields and the commuting time for those activities. *This course covers the activities above on top of the coverage of Course A and B
Coverage Option			
Maximum Coverage	Up to 100 million yen per accident for both bodily injury and property damage (*zerodeductible) coverage of Course B		
Insurance Fee (for 1 year)	340 yen	210 yen	500 yen

Note: The extracurricular activities covered in Course B are limited to the activities conducted by the approved student organizations implementing internships or volunteer works. Any other accidents occurred in club activities, other than those mentioned above, are not covered with this insurance.

(3) Comprehensive Insurance for Students Lives Coupled with “Gakkensai” (“Futai-gakuso”)

This insurance provides 24-hour coverage for injury, illness, and compensation for accidents occurred in your student life. You can add this optional insurance on the basic insurance plan, Gakkensai, to add more options to your coverage.

Coverage	Students who live with family (those who live alone are also eligible)			Students who are living alone		
	A	B	C	D	E	F
Personal Liability	Limit per accident In Japan : Limited to 300 million yen Overseas: Limited to 100 million yen					
Death and Residual Disability (Injury)	1 million yen					
Inpatient and Outpatient (Injury)	Copayment *Provides coverage of out-of-pocket expenses at medical institutions					
Inpatient and Outpatient (Illness)						
Travel Expenses for Caregiver / Rescuer	1 million yen					
Living Expense (Injury of parents / guardian)	1 million yen	1 million yen	N/A	1 million yen	1 million yen	N/A
Academic Expenses (Injury of parents / guardian)	500,000 yen	500,000 yen		500,000 yen	500,000 yen	
Academic Expenses (Illness of parents / guardian)	500,000 yen	N/A		500,000 yen	N/A	
Damaged / Stolen Property for Living	N/A	N/A	N/A	500,000 yen	500,000 yen	500,000 yen
Tenant’s Liability	N/A	N/A	N/A	5 million yen	5 million yen	5 million yen

(4) Comprehensive Insurance for Students Lives Coupled with “Gakkensai” for International Student (“Inbound futai-gakuso”)

This insurance provides support for international students living in Japan. This insurance is optional, and you can join it on a monthly basis.

	Type A	Type B	Type C	Type D
Team of Insurance	More than 4 months		1 month to 3 month	
Personal Liability	Limit per accident In Japan : Limited to 100 million yen Overseas: Limited to 100 million yen			
Death and Residual Disability (Injury)	1 million yen			
Medical Expense (Injury)	Copayment *Provides coverage of out-of-pocket expenses at medical institutions		N/A	
Medical Expense (Illness)				
Travel Expenses for Caregiver / Rescuer	3 million yen			
Fixed Amount of Coverage for Injury	N/A		Inpatient: 5,000 yen/day Outpatient: 3,000 yen/day	
Damaged /Stolen Property for Living	500,000 yen	N/A	500,000 yen	N/A
Tenant’s Liability	5 million yen	N/A	5 million yen	N/A

(5) Sports Safety Insurance

In order to let people take part in sports or cultural activities at ease, Sports Safety Association (General / Public Interest) established the insurance for sports and other physical activities in collaboration with insurance companies.

Any amateur groups with more than 4 members, performing activities in the fields such as sport, culture, recreation or volunteering can join this insurance. Injury accidents occurred during group activities, the commuting time, or property damage can be covered with this insurance.

◇For further details about the insurances for students, please contact the followings. (*Only available in Japanese)

Gakkensai (Futai-gakuso)	TEL: 0120-811-806 URL: https://www.web-tac.co.jp/service/univ/	
Gakkensai for International Students (Inbound Futai-gakuso)	Insurance Claim: insclaim.futaigakuso@tmnj.jp General Introduction: futaigakuso.inbound@tmnf.jp	
Public Interest Incorporated Association, Sporty Safety Association	TEL: 03-5510-0022 URL: https://www.sportsanzen.org/hoken/	

7 Study Abroad Support

Studying abroad would be a beneficial experience giving you the chance to cultivate international sensibility, or to acquire a habit to see things from different angles. With the objective of supporting the students' growth, the University provides various programs (systems) to help the students to deal with the challenges of studying abroad. Other than supporting to go overseas, we also hold many on-campus activities that allows students to experience “cross-cultural” and “international exchange.”

(1) Providing Information on Studying Abroad

When considering studying abroad, please first refer to the study abroad information provided by the Office of International Exchange Support of the Student Support Center (SSC) on its website. Information on open call for study abroad and short-term training at partner universities is posted on the website. The SSC's Office of International Exchange Support also holds international exchange events and study abroad-related events on campus.

Webpage of Office of International Exchange Support (on CCS website)

<https://ssc.sec.tsukuba.ac.jp/ies-top>



Note: If you are planning to go abroad, please check regularly the SSC website for the latest travel information.

(2) Student Commons

The Student Commons, located on the 2nd floor of Building 1A, is open from 10:00 to 17:00 on weekdays and is used as an exchange space for Japanese and international students to have international exchange on a daily basis, and to hold international exchange events. In addition, it provides information and individual consultation regarding study abroad, and can also be used as a study space and rest area for students.

<https://ssc.sec.tsukuba.ac.jp/ies-top/go-abroad-top/student-commons>



(3) Information Magazine for Studying Abroad; “Go Abroad!”

It is a collection of useful information for study abroad as a University of Tsukuba student. Please use the “My Study Abroad Planner” and course planning chart to gather your thoughts about studying abroad. Available for download at the SSC's International Exchange Support Office website. (Printed copies are available in the Student Commons.)

<https://ssc.sec.tsukuba.ac.jp/ies-top/go-abroad-top/guide-go-abroad>



(4) University of Tsukuba Study Abroad Support Programs

Having enough budget is very important for studying abroad. In order to support student's overseas experience, the University of Tsukuba has launched a unique program known as “HABATAKE!.”

The University also started providing support for those who wish to participate in international online programs / events. Due to the COVID-19 circumstances, many students are having problems to study overseas or participating in activities. We hope this new support helps students to with their cross-boarder experience.

Other than the University's original supports, you can also access some external supports. For the information of external supports, please check regularly the bulletin board on TWINS (check the section of the “Notice about Student Support”).

Program	Partner University Exchange Students Support Program	Campus in Campus (CiC) Support Program	Overseas Study Tour Support Program (MUSHA-SHUGYO)	Overseas Academic Conference Participation Support Program	Overseas Language Training and Academic Activity Support Program	Student Support for International Online Exchange Program
Support Allowance (Grant-type)	Monthly Allowance Up to 80,000 yen	Monthly Allowance Up to 80,000 yen * CiC short-program; Up to 150,000 yen	Up to 200,000 yen	Up to 150,000 yen	Up to 100,000 yen	30,000 / 1-registration

<https://ssc.sec.tsukuba.ac.jp/ies-top/go-abroad-top/scholarship-4-ga>

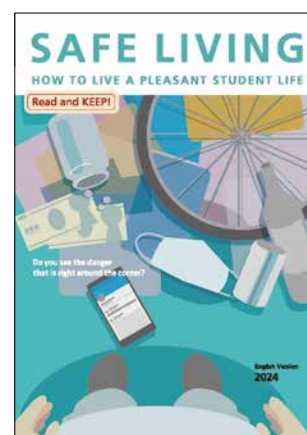


(5) Overseas Students Safety Management

Recently, whether it is to study abroad or for a training program, the chances to stay abroad for a short or long period of time have increased. Due to this, there are many chances of getting involved in emergency situation such as sustaining significant injuries, accidents, crimes, diseases, and disasters. You might not be able to avoid danger if you live with the same level of awareness as when living in Japan. First, be conscious of the risks of “being overseas” and always strive for both safety and health management. Please refer to the following website and Safe Living for details.

【University website: Overseas Student Safety Management】

<https://www.tsukuba.ac.jp/en/about/risk-safety/>



8 Harassment

The University has been applying the following basic standards when dealing with cases of harassment.

- Never allow to violate the dignity of persons making them feel uncomfortable to study or work on campus.
- In case a harassment case is reported, the University shall deal with it fairly and appropriately.
- After clarifying the facts, the University shall deal with the matter in a strict manner.
- Aiming for a harassment-free campus, the University promotes many activities to increase awareness of harassment.

If you feel you are being harassed, consult at / with Harassment Counseling Center or a harassment advisor. The center and counselors strictly protect the confidentiality of information shared during sessions. We will protect your privacy, so please feel free to contact us.

【STOP HARASSMENT】

Towards a harassment-free campus

<https://www.tsukuba.ac.jp/en/campuslife/anti-harassment/>



III. Welfare and Support

1 Part-time Job

(1) Off-campus Part-time Jobs

Jobs targeting the students are available on the website “Arbeit (part-time job) Information Network for Students in the University of Tsukuba (*Operated by Nasic Co./ Ltd.) ”. Once you create an account for the website, you will be able to search the jobs posted there.

For further details regarding the service, please refer to the the web page below.

【University website: Part-time Job】

<https://www.tsukuba.ac.jp/en/campuslife/activity-part-time-jobs/>



(2) University of Tsukuba Student Job Bank

This job bank system, consisting of both “Subcontracting” and “Short-Term Employment” has been stated to nurture the autonomy and independence of students. By registering in the website of student job bank, you can receive notices related to recruitment.

①Subcontracting

The University outsources a part of university operation to students who want to start a business by themselves in the future. The students can work as a subcontractor of the University, however, you need to fulfill the conditions for the entry. For further details, please check the website.

②Short-Term Employment

Some departments or offices in the University hire students with employment contracts within a period of time (on a short-term basis). The working shift will be determined after consulting the staff of the departments / offices, so it helps students balance their part-time job and study. (Including TA: Teaching Assistant, the total working time of this on-campus paid work shall be up to 20 hours per week.)

The students with this contract will get paid on the 17th of the following month when they engaged in work (it varies if the 17th is a national holidays).

	Subcontracting	Short-term Employment
Receiving work instructions	No	Yes
Fixed working time & place	No	Yes
Replace workers	Non-replaceable	Replaceable
Basis of the remuneration	Results	Working Hours
Withholding Tax Slip (Gensen Choshu Hyou)	Non-Issuable	Issuable
Necessary Expenses	Borne by the Subcontractor	Borne by the University



【Student Job Bank】*Only available in Japanese

<https://ut-jinzai-bank.tsukuba.ac.jp/>



2 Welfare Facilities

The University has welfare facilities such as cafeterias, coffee shops, bookstores, etc. Information on their business hours, schedule of food trucks, or notices can be found on the website below.

【University of Tsukuba Welfare Facility Information Website】*Only available in Japanese

<https://kosei.sec.tsukuba.ac.jp/>



3 Student Residence Halls and Off-campus Housing

The University of Tsukuba has established student residence halls with the aim of providing students with a favorable environment made for studying and allowing them to experience independent student life.

In addition to standard single-type student residence halls, there are shared house-type student residence halls (Global Village) that emphasizes international exchange, student residence halls that accommodates short-term international students (short-term study abroad and Short Stay house), and student residence halls for families.

Details of student housing, application period, apartments, etc. are posted on the university's main website, so please check it.

【University Website: On/Off-campus Housing】

<https://www.tsukuba.ac.jp/en/campuslife/support-healthlife/accommodation/>



(1) On-campus Housing Consultation

If you want to consult on availability of student residence halls, please contact the following:

● Contact

Division of Student Welfare (Welfare and Student Residence Halls)
TEL: 029-853-2265 E-mail: gakuseisyukusya@un.tsukuba.ac.jp

(2) Residence Hall Parking

If you want to use the student residence hall area parking, you need to get a parking permission. Please apply as stated below.

①How to Apply

The application form and written oath are distributed in the Division of Student Welfare and residence hall offices. Furthermore, the Student ID Card and valid driving license will be checked when submitting the application so present them in the counter.

Documents Required: 1) Application Form, 2) Written Oath, 3) A copy of Vehicle Inspection Certificate, 4) A copy of Private Automobile Insurance, 5) Payment receipt of parking fee

Place of Submission : Division of Student Welfare (Welfare and Student Residence Halls)

②Issue of Parking Permits

Parking permits will be issued on a first come first served basis. Those who have a parking permit can only use the designated parking space. Due to the limitation of parking spaces, not all applications may be approved. (In case of family room, only one car per family may be registered.)

Note: Those who do not have a "parking permit" are not allowed to bring a car.



(3) Off-campus Housing

There are a considerable number and variety of apartments, or condominium buildings near the campus.

Average monthly rent is around 35,000 yen to 50,000 yen for an apartment with a 6-tatami mat room (9.18㎡) with kitchen, bath, and toilet.

The University cannot offer you any particular rooms, however, there are so many housing agencies within walking distance of campus. You can find the room that suit you best if you tell your needs to those agencies.

IV. Extracurricular Activities

1 Student Organizations

Around 250 Student Organizations, divided into “Extracurricular Activity Groups” and “Student Groups” has been registered at the University and do their activities very lively.

In order to discuss their issues or share opinions with the University, the Extracurricular Activity Groups have organized 3 Circle Rengokai (Circle Association); Cultural Circle Federation, Athletic Department, and Artistic Circle Union. Controlling each organization by the associations, Extracurricular Activity Group are given priority in the use of on-campus facilities or in the other things.

To be registered as an Extracurricular Activity Group, it requires getting the approval of the President through a screening based on standards in each association.

2 Equipment and Facilities

(1) Equipment Loans for Extracurricular Activities

The following equipment is loaned out for extracurricular activities.

The equipment is for all students.

There may be compensation required for loss or damage to equipment that is caused intentionally or negligently.

Where to Apply: Division of Student Welfare (Extracurricular Activities Support)

Reservation : Extracurricular Activity Groups → Available from 2 months prior to the usage
Student Groups → Available from 1 month prior to the usage
Individuals → Available from 2 weeks prior to the usage

Equipment

Spotlight	Speaker system	Projection screen with stand
Mini spotlight	Speaker with an built-in amplifier	Video camera
Par light	Audio Mixer	Tripod stand
Lighting set	Audio Junction Box	Drum-type extension cord
Strobe lighting set	Microphone	Mobile stage
Color filter wheel for spotlight	Floor sheet	Ladder
Spotlight stand	Microphone stand (type: straight stand / desktop)	Foldable tent
Footlight	Wireless amplifier (with microphone)	Event tent
Voltage Converter	CD/radio/cassette player	Camping tent (for summer)
Pin spotlight	Handheld microphone (loudspeaker)	Carpet
Stage lighting	Transceiver	Gilded folding screen
Mirror ball	LCD projector	University Flag
Black-out curtain		Skiing gear (skis, boots, poles) *for winter only

(2) Use of Sport and Physical Education Facilities

Students can use university’s sport and physical education facilities for extracurricular activities and recreation. You can check the following website for the facilities use. However, please keep in mind that the facilities cannot be used by individuals.

【University of Tsukuba, Sports and Physical Education Center】 *Only available in Japanese
https://www.sapec.tsukuba.ac.jp/?page_id=417



(3) Student Club Houses and Other Facilities

The University has 5 facilities for extracurricular activities: the Student Club Houses for cultural activities, the Student Club Houses for sports activities, Building for Extracurricular Activities, Riding Grounds, and Toda Boat Storage. As a rule, the Student Club Houses must be shared among extracurricular activity groups.

IV. Extracurricular Activities

3 Starting a New Student Organization

When you plan to establish a new group (a group for extracurricular activities), please apply after careful consideration of activity plans, continuity of the new group, or joining similar groups.

All the required documents related to the establishment are in the Division of Student Welfare (Extracurricular Activities Support).

4 Notification of Off-campus Activities / Events

When student organizations have sports matches, training, training camps or recitals, a form, 学生団体学外行事届 (notification of off-campus activities / events of student organizations) should be submitted to the Division of Student Welfare.

This notification is important in keeping track of off-campus activities, and the prior notification is required to claim the "Personal Accident Insurance for Students Pursuing Education and Research" on the occurrence of accidents. Failure to submit this notification will result in the denial of coverage even if the accident happened during extracurricular activities.

Document Required : Notification of Off-campus Activities / Events

Deadline of submission : 1 week prior to the date of the event.

Place of submission : Division of Student Welfare (Student Support)

◇ List of Other Forms for Student Organizations

Items	Counter
Request for Continuation of Student Organization Student Organization Activity Report Request for Change in Student Organization from that Originally Requested Notice of Dissolution of Student Organization Request for Permission to Join Off-Campus Organization	Student Plaza, 3 rd Floor Division of Student Welfare (Extracurricular Activities Support)

● Inquiries about Extracurricular Activities

Division of Student Welfare (Extracurricular Activities Support) TEL: 029-853-2248

5 University of Tsukuba Shihokai Fund

The Shihokai fund provides 3 student-support services consisting of "extracurricular activities support service", "student life support service", and "public relations service". And all the donation received from guardians are used for this service.

(1) Extracurricular Activities Support Service

With the donated money from supporters, the Shihokai provides various financial supports to the activities of Student Organizations, including about 140 extracurricular activity groups registered to the 3 big union (Cultural Circle Federation, Athletic Department, and Artistic Circle Union), and Zendaikai; the Student Representative Conference.

The form for requesting fund is in the Division of Student Welfare (Extracurricular Activities Support).

Activity Grant	Assists in the daily activities of the Extracurricular Activity Groups
Grant for Conventions / Events	Assists the Extracurricular Activity Groups in their international exchange or interaction with locals Coverage: Travel fee for overseas expeditions (including the Olympics or World Championships) and cost of large-scale performance or anniversary projects
University Events Grant	Assists in the official on-campus events organized by the Student Organization Coverage: University Festival, Sports Day, Freshers Fair, etc.
Grant for other occasions	Grant for Group Loans, Special Supplies of Mementos, Accounting Interviews / Management Consultations

IV. Extracurricular Activities

(2) Student Life Support Service

①Emergency Loans

Due to accidents or disasters, when students happen to lack in living fund, free-interest loans can be provided to temporarily cover the costs. This loan has been used for life expense, supplemental funds for schooling and studying abroad, temporary funds before receiving scholarship, etc.

②Life Consultations

Life consultation is provided for various issues or difficulties to have arisen in campus life. Furthermore, the consultation corresponds with the General Consultation Service and Counseling and Psychological Services as needed.

③Print Support

In the Division of Student Welfare (Extracurricular Activities Support) located on the 2nd floor of Building 1A (1A201), print services such as hi-speed print, photocopy / print out or simple bookbinding are available at discounted price.

④Other activities

Providing IC cards for re-issuing Student ID Cards

(3) Public Relations Activities

“Shiho-no-Kaze (紫峰の風)”: Editing, publishing, delivering, and promotional activities.

The Public Relation Journal “Shiho-no-Kaze (紫峰の風)” provides information about our campus or activities report to the donators. The articles on the journals are planned and reported by the students belonging to Student Public Relation.

● Contact

Division of Student Welfare, Student Support (Shihokai Desk)

TEL: 029-853-5886

(2nd Floor, 1A Building)

<https://futureship.sec.tsukuba.ac.jp/shihokai/> (*Only available in Japanese)



6 Training Facilities

The following facilities are available to students for their extracurricular activities or other occasions such as holding a seminar.

(1) Kambara Hall

Location : Tsukuba Campus (in front of Tsukuba Daigaku Nishi bus stop)

Capacity : Approximately 70 people

Facilities : Zen rooms, study rooms, Japanese-style rooms, lecturer rooms

Application Process : Submit the designated request form to the Division of Student Welfare (Extracurricular Activities Support) at least 10 days prior to the date of use. *Please note that groups using this facility on a regular basis must submit applications in advance for the coming month by the 20th of the previous month.

Further Details : <https://www.tsukuba.ac.jp/en/campuslife/welfare-organization/kambara/>



IV. Extracurricular Activities

(2) Yamanaka Training Center “Lake Lodge Yamanaka”

Location : 479 Hirano, Yamanakako-mura, Minamitsuru-gun, Yamanashi-ken, 401-0502
Accessible Line&Bus: <Bus: Chuo Expressway> Shinjuku → Bugakuso Mae (7-minute walk to the center)
<JR Chuo Line> Fujisan Station (Bus bound for Hirano) → Keio Sanso Mae (5-minute walk to the center)
Capacity : 72 people
Facilities : Seminar Room A (up to 90 people), Seminar Room B (up to 45 people), and Sports Field
*Wireless Internet access is available.
Equipment : Projectors, screen, and piano
Further Details : <https://www.tsukuba.ac.jp/en/campuslife/welfare-organization/s-yamanaka/>



The training center “Lake Lodge Yamanaka” is equipped with a campsite and provides you new styles of seminars or training camps. On top of the big events, you can also use these compact facilities to have small meetings, or gatherings.

Why don't you have a meeting with other members surrounding a bonfire? We are here to help you making your plan happen. Just feel free to consult with us!



(3) Tateyama Training Center “Nami Kaze Tateyama”

Location : 2861 Hojo, Tateyama-shi, Chiba-ken, 294-0045
Accessible Line&Bus: <JR Uchibo Line> 3-minute walk from Tateyama Station (Hojo Beach, Tateyama)
<Bus: Boso Nanohana Goh> Tokyo → Tateyama Station (3-minute walk to the center)
Capacity : 53 people
Facilities : Seminar Room (with a capacity of 75 persons)
*Wireless Internet access is available.
Further Details : <https://www.tsukuba.ac.jp/en/campuslife/welfare-organization/s-tateyama/>



Nami Kaze Tateyama is our conveniently located center with great access to the station (within 3 minutes!) and the bus stop for highway buses. The center located on the tip of the Boso Peninsula gives you access to the beach, marine sports, or unique training camp. You can have discussion between the members while watching the sun set at beach!

Other than the seminar room, the facilities or the fields along the center are available for sport events or activities. If you wish to use those facilities, just feel free to ask!



● Inquiries about the above facilities

Division of Student Welfare (Student Support) TEL: 029-853-2250

V. University Health Center

The health center provides first-aid assistance and psychiatric and health consultation services for students. In order to receive the services, it is required to show your Student ID Card.

You may be introduced to medical institutions as needed, and you may need your health insurance card in that case. If you live apart from your family and doesn't have the insurance card, prepare the “遠隔地被扶養者証 (Insurance Card / Certificate for Separately Living Dependent)” in advance.

1 Health Check-up

Periodic health examinations for students are held once a year, every April. Please check the Web Bulletin Board or University Health Center website for details including the schedule. Some colleges of the School of Medical Sciences and students who perform teaching practice and care-experience can have periodic health examinations in February beforehand. Note: Health Examination Certificates cannot be issued if you have not taken the periodic health examination.

2 First-Aid Assistance and Psychiatric Consultation

The University Health Center has for 3 departments of diagnosis & treatment of internal medicine, orthopedics, and psychiatry. A part of consultation fee is covered so students can get medical consultation about at half price of private medical institutions.

Sample Fees of Common Services

Cold (Acute upper respiratory inflammation); 800 yen, sprain; 1,300 yen, and psychiatric examination; 2,000 yen

【University Health Center】

<https://www.tsukuba.ac.jp/en/campuslife/support-healthsupport/health-center/>



(1) First-Aid Assistance (Internal Medicine & Orthopedics)

This is an emergency medical examination (only primary treatment is available) at the time of injury or illness and requires no appointment in principle. You must be examined in order to receive medication. Medication cannot be prescribed without prior examination.

Hours of Operation : Weekdays 9:15 - 11:40 / 13:30 - 15:00 (For details, see p. 25)

Note : The orthopedic medical consultation is available on a first-come, first served basis. (First 15 people)

(2) Psychiatric Consultation (Psychiatry)

Psychology specialists provide consultations and treatments intended for mental health including depression, swings, lowering of motivation, difficulty sleeping, and lack of appetite. The flow of consultation is as stated below.

Appointment (Psychiatry, 1st Floor)

Consultation Hours : Weekday
9:00-12:15 / 13:15-17:00

TEL : 029-853-2411

Urgent appointments can be considered as much as possible, so please feel free to speak.

On the day of consultation

Please come to the reception of University Health Center with your Student ID Card

The confidentiality of the medical examination will be honored. Please visit the Center at ease

(3) Sick Note and Medical Certificate

If you need sick notes or certificates, please refer to the website of University Health Center

① Health Examination Certificates

Health certificates are issued to all students who have taken the periodic health examination. Automatic certificate issuing machines can also issue your health certificates.

② Doctor's Notes for Health Checkup Result

If you need a medical checkup result in particular format or the results with some specific contents, a doctor's note (certificate) can be issued. (*Fee-based service)

③ Sick Notes

A sick note or certificate is issued in accordance with your medical condition. (*Fee-based service)

④ Certificates of Visit

A certificate of visit (with the format of University Health Center) can be issued to those who visited the University Health

Center for health-care or consultations.

(4) Hours of Operation

		Internal Medicine	Orthopedics	Psychiatry
Hours		9:15 - 11:40 13:30 - 15:00	9:15 - 11:40 13:30 - 15:00	Reservation-Only
Mon	AM	○	○	○
	PM	○		○
Tue	AM	○	○	○
	PM			○
Wed	AM	○		○
	PM	○		○
Thu	AM	○	○	○
	PM			○
Fri	AM	○		○
	PM	○		○

(5) Consultation Fees and Other Charges

Service		Internal Medicine	Orthopedics	Psychiatry
Consultation Fee		500 yen	500 yen	1,000 yen
Medical Examination Fee		300 yen	300 yen	1,000 yen
Test Fee	a. X-ray	500 yen	500 yen	500 yen
	b. Other Tests (blood, urine, ECG test)	500 yen	500 yen	500 yen
	c. Psychometric Testing	N/A	N/A	1,000 yen
	d. Psychometric Testing (simple test)	N/A	N/A	500 yen
Treatment Fee	a. Doctor Treatment	500 yen	500 yen	500 yen
Document Preparation Fee	a. Letter of Introduction	1,000 yen	1,000 yen	1,000 yen
	b. Sick Note (following the consultation at center)	1,000 yen	1,000 yen	1,000 yen
	c. Specialty Certificate	2,000 yen	2,000 yen	2,000 yen
	d. X-ray Copy	500 yen	500 yen	500 yen
	e. Copy of Test Result	500 yen	500 yen	500 yen
	f. Others	1,000 yen	1,000 yen	1,000 yen

● Notes of Charges and Services

① Medical Examination in Response to the Health Checkup

Medical examination and re-inspection in response to the periodic health examination is free of charge (*first consultation only). However, a medication fee will be charged if medication prescription is needed on that day.

② Consultation in 1 Department

- Multiple tests (ex. blood, urine, ECG tests *excluding x-ray and psychometric testing) cost 500 yen.
- If you have x-ray tests as well as the other tests for blood, urine, and ECG, you will be charged 1,000 yen in total (500 yen for the x-ray test + 500 yen for other test fees = 1,000 yen).
- A couple of x-rays cost the same as 1 x-ray photo.

③ Consultation in Multiple Departments

- Consultation Fee: Total amount of consultation fees in each department (ex. 500 yen of internal medicine fee + 1,000 yen of psychiatry fee = 1,500 yen)
- Medication Fee : Total amount of medication fees in each department

- Test Fee: Total amount of test fees in each department
- Treatment Fee: Total amount of treatment fees in each department

④ Others

- Health certificates based on the periodic health examination in Japanese and English are both free of charge (for both students and faculty members).
- Certificates of visit and the instructions to SPEC; Sport Performance and Clinic Lab. are free of charge.
- Health consultations with nurses are free of charge.
- Lending of equipment including crutches is free of charge.
- Consultations for guardians or Class Instructor / Academic Advisor of the students is free of charge. (Mainly psychiatry)
- Specialty certificates include all certificates (ex. psychology certificates submitted to governmental organization) other than the certificates with fixed-forms (ex. sick-leave certificate for pneumonia).

VI. Counseling and Psychological Services

The Counseling and Psychological Services and General Consultation Service will help you to find a solution for any problems and worries. If you feel things go wrong, please feel free to use the services. These services are free of charge.

1 General Consultation Service (for any consultation)

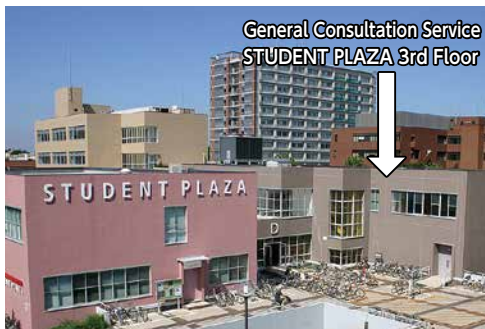
The General Consultation Service is open to all students, their guardians, faculty members, and staff for any consultation they may wish to make. No reservation is needed. If you want to talk, just stop by our offices. Telephone consultation is also available. Depending on the consultation content, we will help you to explore the support programs available.

	Student Plaza	Kasuga Area
Reception Hours	Weekdays 9:30 - 12:00 & 13:30 - 16:00	Weekdays, either in Morning / Afternoon 9:30 - 12:00 or 13:30 - 16:00
	Opening hours may be subject to change. For further details, please go to the URL in the right section.	
Place	Student Plaza 3F, Bldg.1D (North side)	Student Interview Room Bldg. 7B, Room 215
TEL	029-853-8430	029-859-1207

【URL / Link】
***Only available in Japanese**
<https://soudan.sec.tsukuba.ac.jp/sogosodan>



*The opening hours and the service usage are subject to change as needed in response to changes. Please periodically check for updated information on the above website.



General Consultation Service



Counseling and Psychological Services



2 Counseling and Psychological Services

Counseling and Psychological Services offers individual, face-to-face counseling sessions with specialized counselors. The counseling service provides any support for your worries or issues regarding your study, class, part-time job, relationship issues with friends or family, harassment, etc. Please do not hesitate to consult us, we can work together and find the best way to solve your issues.

Place	University Hall, Bldg. B, Room 411 (4F)
Opening Hours	Weekdays (AM) 9:00 - 12:15 (PM) 13:15 - 17:00
Consultation Request	A prior appointment is required for the counseling session. Please ask for an appointment at the reception or on the phone. In case of any emergencies, same-day appointments are available. Call for appointment: 029-853-2415 *Telephone / Online consultation is also available.

【URL / Link】
***Only available in Japanese**
<https://soudan.sec.tsukuba.ac.jp/gakusou>



*The opening hours and the service usage are subject to change as needed in response to changes. Please periodically check for updated information on the above website.

<International Student Consulting Room> (University Hall Bldg. C, 9P204)

Other than the above service, the University provides a consulting service targeting international students.

(*Languages Available: Japanese, English, Chinese) For further details, please go to the following URL; <https://www.tsukuba.ac.jp/en/campuslife/support-international/counseling/index.html>

● Encounter Seminar Camp (2 days / 1 night)

Have you ever thought about things such as “I want to know myself, or plan my future deeply”, “I want to have heart-to-heart talk to share my own mind with others”, or “I want to build new interpersonal relationships”? If so, Encounter Seminar Camp gives you the chance to encounter with yourself. We are welcoming those people who want to do things such as: changing their life, meeting people outside their major courses, sharing their mind or thoughts with others, or knowing others’ ideas / opinions. For further information including the schedule, please see the website of Counseling and Psychological Services.

Note : The propriety of holding the event will be decided according to the social situation. Please periodically check for updated information on the University's website.



● Campus Life Seminar

We often hold various seminars that enhance students’ life. These are conducted by the Counseling and Psychological Services or together with the peer supporters.

Note : The propriety of holding the event will be decided according to the social situation. Please periodically check for updated information on the University's website.



3 Peer Support

Aiming to provide wide mutual support among the students, various Peer Support Activities carried out by the supporters are waiting for you. Please feel free to use the services. If you are interested in supporting others, you can join the peer-support activities. The University also provides a class of Multidisciplinary Subject or the courses relating to the Peer Support.



Peer Support Consultation Box (Called as Tsubuyaki-Post) @ the Central Library, 2nd Floor.

Please feel free to write any kind of tweet as if you were talking to a friend. All of our peer supporters will write a reply. Tweets and replies are posted on the board as shown in the picture, so please stop by and take a look when you visit the Central Library.

On-line “Tsubuyaki Post” (X, formerly Twitter)

The online service of “Tsubuyaki Post” has started using an anonymous questioning service "Marshmallow" since AY2020! If you have any concerns, doubts, questions, ideas, or comments, please feel free to post here. We, Peer Supporter, will write you back!

● Further information about Peer Support

University of Tsukuba, Peer Support Team
X, formerly Twitter: @happysukuba (The information about Peer Support is provided on X.)



VII. Career Support

In order to develop students' career path, Bureau of Human Empowerment (BHE) help students to widen their outlook through the step of self-assessment in the career support programs; classes, events, provision of information, or private consultations.

We also provide different types of support depending on the students' path (working for private company, public service, etc.) or the target (PhD Students, International Students, etc.). Please take advantage of these opportunities to expand your career paths.

1 Support Services at Bureau of Human Empowerment (BHE)

(1) Classes

- For Undergraduate Programs "Collaborative Online with Other universities Learning"
- For Graduate School "Career Paths for PhDs"

*Auditing is Available (to Undergraduate Students)

(2) Event

- Career Events for 1st & 2nd year Students
- Internship Guidance
- Career Guidance (Job-Hunting)
- Business Research/ Job Fair
- OB•OG Career Café (Alumni MeetUp & Career Advice)
- Guidance for Public Service Career
- Career development courses for International Students
- Career Event for PhD, etc.



Introduction to Career Planning
(for PhD students)



Lecture on career education

(3) Private Career Consultation

In order to support your career development, future path or job-hunting, the University offers individual consultations.

This consultation service is open to all students, and the staff having wide experience will give you advice on your career paths, preparation for exams / interviews, etc.

Appointment Request : Online Appointment System
Session Timeout : Up to 45 minutes / session

https://syushoku.sec.tsukuba.ac.jp/career/?page_id=301



(4) Provision of Information

Website - BHE Career Support Team

<https://syushoku.sec.tsukuba.ac.jp/career/>

- Latest News
- Event News
- Job-Hunting Tips
- Career-Development Tips
- Career Support for PhDs
- Career Support Information for International Students
- Consultation Appointment
- Job Openings
- Internship Opportunities
- Alumni Directory
- Job Offer Report (Notice) , etc.



Teams (BHE Career Support Team Information Dissemination)

The Career Development Office posts job information from companies, local governments, and schools on a daily basis, as well as information useful for job hunting by year of graduation and career aspirations. Please use the URL or QR code below to join the team and use it for your job hunting.

<https://onl.sc/hrxD4tU>



X, formerly Twitter

Our two Twitter accounts provide useful information for each targets.



@TsukubALLcareer
UT-Div.of BHE Career Support Team
(Career Paths & job-Hunting)
Information for ALL Students



@UTsukuba_career
UT-Div.of BHE Career Support Team
(Career Paths for PhD)
Information for PhD Students



Job Search Resources

- Internship Opportunities
- Job Fair Info (Company Information Seminar)
- Books & Journals

- Tips for Job Application (entry sheet; ES)
- Tips for Job Interview
- Quarterly Report
- Preparation for SPI
- Self-Assessment
- Industry Landscape
- Job-Search Tips, etc.



2 Career Plan & Course Progress

In order to provide career support fulfilling student's needs and to cooperate the MEXT, please give us your favor to fill-out our surveys. Your experience will be very helpful to support all students, as well as for the MEXT statistical analysis.

You can answer / submit the surveys on the website of BHE Career Support Team (*User log-in is required). The individual information collected from the survey will not be used or disclosed for purposes other than the one stated above.

<How to Log-in>

Please enter the user ID and the password.

User ID : Student ID Number (9 digits)

Password: Unified Authentication System Password (the same password used on your TWINS)

(1) Survey on Career Plans

Target Students: All students *Please answer this survey when you enter the university.

Please answer your career plans (going to MA / Ph.D. course, getting a job, etc.) with this survey. Once you register the plan on BHE Career Support Team website, you will be able to access to various functions and services on the website.

(2) Survey on Course Progress

Target Students: Final year students

Those who are in their final year (in both Undergraduate and Graduate) are required to inform about their course progress as indicated in the steps below. Also, we'd very appreciate if you could take your time to submits the additional reports that applies to your case (STEP2; job offer, teacher requirement / civil service examination). Your submissions will help other / junior students' job-hunting.

STEP 1

Answer the survey
"Course Progress"

STEP 2

Please submit the reports that applies to you;

- Job offers
- Teacher requirement exam
- Civil service exam

Please share your valuable experiences.
That will be very helpful to the junior students!

● Inquiries about career support

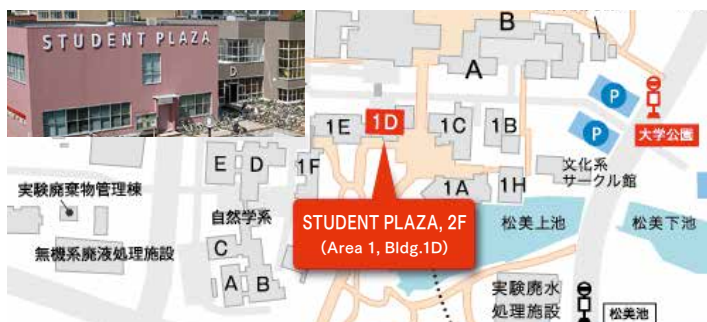
Bureau of Human Empowerment (BHE)

E-mail: bhe-career-student@un.tsukuba.ac.jp

TEL: 029-853-8444

Weekday 9:00 to 12:15, 13:15-17:00

Place: Bldg.1D "STUDENT PLAZA"(2nd Floor),
Area 1



VIII. Support Services for Students with Disabilities and LGBTQ+ Students

1 Support for Students with Disabilities

At our university, the Bureau of Human Empowerment (BHE) plays a central role in providing educational support to students with disabilities in collaboration with various educational organizations and student support organizations. If you have any difficulties or need assistance with your studies, please contact BHE.

【Accessibility Website】

<https://dac.tsukuba.ac.jp/shien/en/>



● Common Support Measures

① Guidance for Disabled Students (for new students)

The guidance for new students with disabilities, which is supported by 1) the faculty and staff members in the department the students belong to, 2) the centers relating to Common Foundation Subjects, and 3) the staff specializing in support for students with disabilities, is held every year at the time of entrance to the University.

② Consideration Request / Learning Support

The document “配慮依頼文書 (consideration request document)” is issued after an individual interview in order to provide study support for the students with disabilities. Support is also available for lending assistive devices, campus mobility (including Welfare-Taxi), and learning support by peer tutors.

③ Peer Tutoring

Peer tutors are assigned to students with disabilities as needed. Peer tutors are widely recruited from the general student body, and many students participate in this activity every year. We offer the free-choice elective (purpose-built subject) “Skills in Support for Students with Disabilities and also train peer tutors. The university provides compensation for peer tutoring activities pursuant to provisions, and those who wish to work as peer tutors for a certain period of time are issued a certificate of activity to support students with disabilities in the name of the university president.

④ Assessment

In order to maximize the students' learning ability through the step of knowing themselves, the University provides individual psycho-educational assessment. Anyone can access the assessment regardless of whether they have any disabilities or not.

⑤ Career Support

For those who seek advice for work-style, the University offers career-support programs and the opportunities to meet up with the alumni who have similar backgrounds. Also, collaborating with the team of career support, we provides individual career support for those with disabilities.

● Support Desk

【Reception Hours】 Weekdays 8:30 - 12:15 / 13:15 - 17:15

【Request Consultation】 Prior Appointment

【T E L】 029-853-4584

【E - m a i l】 shougai-shien@un.tsukuba.ac.jp

【Location】 Bldg.1D "STUDENT PLAZA" (2nd Floor), Area 1

2 Support for LGBTQ+ Students

The University has formulated the basic concept and guidelines of the University with regard to sexual minorities and made preparations. Along the way, the University has individually supported the students who are transgender or have gender dysphoria in their concerns such as; changes in name, health examination, practical training at schools, and career support. For further information, please go to the URL below. If you have any concern about your sexuality, feel free to contact us!

【BHE Gender Support Team Website】

<https://diversity.tsukuba.ac.jp/>



● Support Desk

【Reception Hours】 Weekdays 8:30 - 12:15 / 13:15 - 17:15 (About 60 minutes per consultation)

【Request Consultation】 Prior Appointment

【T E L】 029-853-8504

【E - m a i l】 diversity-au@un.tsukuba.ac.jp

【Location】 Bldg.1D "STUDENT PLAZA" (2nd Floor), Area 1

IX. Libraries

The University of Tsukuba has 5 libraries: the Central Library, the Art and Physical Education Library, the Medical Library, the Library on Library and Information Science, and the Otsuka Library. Our libraries hold about 2.74 million books in total. Please bring your Student ID Card with you when using the libraries.

Opening hours and services are subject to change. Please check out the website of the library(<https://www.tulips.tsukuba.ac.jp/lib/en>).

1 Library Hours

The library's hours of operation in AY 2024 are as follows.

Note: The time inside brackets “()” refers the available time to check out books

Tsukuba Campus		Regular Opening Hours	Opening Hours during Spring, Summer and Winter recess
Central Library	Weekdays	8:30 – 22:00 (9:00 – 21:30)	9:00 – 20:00(9:00 – 19:30)
	Saturdays, Sundays, and Holidays	9:00 – 20:00 (9:00 – 19:30)	9:00 – 18:00(9:00 – 17:30)
Art Physical Education Library Library on Library and Information Science	Weekdays	8:30 – 22:00 (9:00 – 21:30)	9:00 – 17:00 (9:00 – 16:45)
	Saturdays, Sundays, and Holidays	10:00 – 18:00 (10:00 – 17:30)	Close
Medical Library	Weekdays	8:30 – 22:00 (9:00 – 21:30)	9:00 – 20:00 (9:00 – 19:30)
	Saturdays, Sundays, and Holidays	9:00 – 22:00 (9:00 – 21:30)	Note: Library hours in Feb. & Sep. are the same as the regular hours.

Tokyo Campus	Mondays	Tuesdays to Fridays	Saturdays	Sundays	Holidays
Otsuka Library	10:30 – 18:30	10:00 – 21:10	10:00 – 19:50	10:00 – 18:00	Closed

2 Services and Facilities

(1) Reference Service

Consultation services are offered on material searches and how to use the library. Please feel free to consult with the Reference Desk and staff. The inquiry forms on the website is also available.

(2) Inter-Library Loan

Based on cooperation between libraries to share the material, the Inter-Library Loans service allows users to request items that aren't available in our library's collection (paid service). A letter of introduction to visit other libraries is also available.

(3) Photocopying Library Material

Photocopying of library materials is allowed only within the copyright act. Fill in the “Photocopy Application Form” placed beside the photocopy machine, and put it in the reception box when you copy the material.

(4) Volunteer Counter

At the Volunteer Counter in the Central Library, volunteers help you in the library. The volunteer staff can take you to the bookshelves to find the book you search, or they can offer a library tour in Japanese or English. Besides, they offer support for those who need help in reading or copying, and for international users. Please feel free to ask them.

(5) Seminar Rooms and Study Cubicles

Seminar rooms are available for group study and some are equipped with AV facilities. Other than the seminar rooms, graduate students can use Study Cubicles; small room for studying on their own, using library materials. (Study Cubicles are not installed in the following libraries; The Library on Library and Information Science, and Otsuka Library)

*Prior reservation via My Library on the library website is required.

(6) Workspace for Blind and Visually-impaired Users

The work spaces are available if you need an aid for reading because of visual impairments. If necessary, you can request the reading service by Library Volunteers at the Central Library with prior request.

(7) Using PCs: Zengaku (campus-wide) Computer System

Each library has satellite PCs and printers linked to the Zengaku (campus-wide) computer system. You will need an account issued by Academic Computing & Communication Center (ACCC) to use the PCs.

(8) Learning Commons

In order to provide learning support to the students, the cubicles “Learning Commons” are installed in each of the University of Tsukuba Libraries. Each Learning Commons has unique characteristics.

① Central Library: Learning Square

The Learning Square on the second floor of the Central Library provides several types of support with extensive facilities such as: PCs, books of academic skills, gallery, or exhibition space for research results, several support counters. This space is also used for many events or workshops (ex. Writing Support Seminar, Origami Workshop for International Students, etc.) are also held.

● Student Support Desk

The Learning Advisers, the graduate students of the University, support your studies (2 p.m. - 7 p.m. on weekdays, during semesters) ! Need some advice about or have a question about learning? Ask them and find the answer you want!

② Art and Physical Education Library: Eureka!

On top of the support for group study or meetings, this new style of learning space “Eureka!” gives you access to the art of various projects of the Art and Physical Education such as; an art work using a wall surface of more than 10 meters in width, Olympic related exhibitions, etc.

③ Medical Library: Learning Commons Complex - branch

In the Medical Library, the ideal place for those who prefer quiet places, learning spaces are divided in 5 areas. Each area has a unique function; ex. the space that is able to change the layout of the desks, edible space, etc.

④ Library on Library and Information Science: Kasuga Learning Commons (KLC)

In order to assist your personal / group study, the talk-able working space “Kasuga Learning Commons” supplies presentation rooms, communication space, and relaxation space.

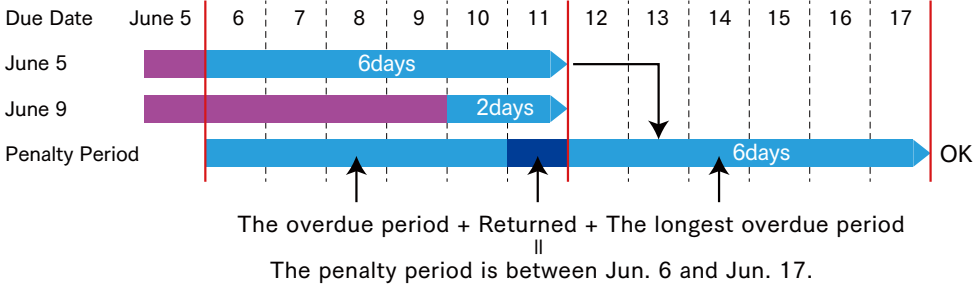
● Tutor Desk

The tutors respond to inquiries related to learning at the PC (Zengaku Computer System) corner.



3 Lending Services

Maximum Items	Up to 10 books for undergraduate students / up to 20 books for graduate students. *Journals and books labeled “参考 (Reference)”, “禁帯出 (In-library Use Only)”, “本学関係資料 (University of Tsukuba Publication)”, “教科書 (Textbook)”, “授業関連 (Course Reserved Book)” cannot be checked out.
Loan Period	3 weeks loan period, 3 times renewable
Borrowing Books and Renewal	You can check out and renew books with the self-checkout machine or at the main counter. Your Student ID Card is required in both cases. Renewing your loan period is also available on the library website “My Library” *Materials that have been reserved by other users cannot be renewed.
Reserving Books on Loan	Up to 5 items can be reserved through the OPAC search results
Request for Internal Delivery	This service allows you to order books you want to read from the University of Tsukuba libraries to the library where you want to receive them. You can do this from My Library on the library website.
E-mail Service	After you reserve / request a book, you will receive an Email to your registered Email address to inform you when the book is available. *Registering address for e-mail service on “My Library” is necessary.

Retuning Books	<p>The borrowed books must be returned before the due date.</p> <ul style="list-style-type: none"> • The books can be returned to any of the university libraries. • When the library is closed, the books can be returned to the book-drop. <p>*Books with attached materials (DVDs, etc.) must be returned to the library counters in order to prevent damage.</p>
Overdue Penalties	<p>If you do not return books and they become overdue, you will be suspended from borrowing, renewals, reservations, and request for internal delivery.</p> <p>The overdue penalty period is the same period as the longest overdue period AND until the overdue materials are returned. The penalty period starts from the next day after all overdue materials have been returned.</p> <p>Example: In case the due dates of books on loan are Jun. 5 and Jun. 9, and you returned them in Jun. 11,</p>  <p>The overdue period + Returned + The longest overdue period The penalty period is between Jun. 6 and Jun. 17.</p>

4 University of Tsukuba Library Website (Tulips)

The library website provides access to Library Catalog (OPAC) as well as various academic information resources such as e-journals and databases.

What you can do with Tulips

- On "My Library"
 - Renewal of loan period, reservation, and requests for book internal delivery
 - Request for the article copies / materials in other organizations
 - Reservation of study cubicles, seminar rooms
 - Request for the Letter of Introduction
- To access on/off-campus collection of academic resources, full-text articles, or references. (some remote access is also possible)
- To create and manage a database of personal reference documents (RefWorks)
- Research Consultation (Inquiry Form , Email Support)
- To access "Tsukuba Repository", a database containing academic content, academic papers, Doctoral dissertations, research reports, etc.



Reference Management®
 You can manage your references efficiently with RefWorks.

【University of Tsukuba Library (Tulips)】
<https://www.tulips.tsukuba.ac.jp/lib/en/>



X. The Regulations

The University has a range of policies, regulations and guidelines that relate to students in changing student status such as leave of absence, attaining their degree, tuition waiver, or campus life. For further details on those regulations, please check on the official website of the University of Tsukuba as needed. Some regulations or guidelines are not mentioned on the website, however, you can confirm them at your respective Academic Service Office (etc.) or Division of Student Welfare.

In order to lead a life of student here, at University of Tsukuba, following 2 regulations are often referred. All students shall read and understand those regulations once.

Note: This English translation is for reference purposes only, and not an official definitive translation of the original Japanese texts. In the event a difference arises regarding the meaning herein, the original Student's Guide “学生便覧 (gakusei-binran)” shall prevail as the official authoritative version.

【Code of University of Tsukuba Regulations】*Only available in Japanese

University of Tsukuba Website (Japanese ver.) > 大学案内(ABOUT) > 情報公開(Information Disclosure) > 国立大学法人筑波大学規則集 (Code of University Regulations)



University of Tsukuba, National University Corporation Regulations on Student Activities

Corporation Regulations No. 57 of September 29, 2005

Table of Contents

- Chapter 1 General Provision (Article 1)
- Chapter 2 Student Organization (Article 2 to Article 8)
- Chapter 3 Meetings (Article 9 to Article 13)
- Chapter 4 Postings (Article 14 to Article 18)
- Chapter 5 Points to Note (Article 19)
- Chapter 6 Supplements (Article 20) Supplementary Provisions

Chapter 1 General Provision

(Purpose)

Article 1: These rules shall provide for necessary matters concerning campus life based on the previously defined Article 57 of the University of Tsukuba Undergraduate School Regulations (Corporation Regulations No. 10 of 2004; hereinafter referred to as “Undergraduate School Regulations” in Paragraph 1 of Article 8 and Article 11) and Article 63 of the University of Tsukuba Graduate School Regulations (Corporation Regulation No. 11 of 2004; hereinafter referred to as “Graduate School Regulations” in Paragraph 1 of Article 8 and Article 11).

Chapter 2 Student Organizations

(Establishment of Student Organizations)

Article 2: In order for students to establish a student organization (meaning a “group to engage in extracurricular activities”; the same applies hereinafter) within the University of Tsukuba (hereinafter called as “on campus”), a “Request for Forming a Student

Organization” specified separately shall be submitted to the President and obtain his / her permission.

Article 2-2: When establishing the student organization of the preceding paragraph, the advisory teacher shall be established from among university teachers (excluding research associates or assistants).

(Validity Period of the Permission)

Article 3: The validity of the period of the permission under the provisions of paragraph 1 of the preceding article shall end on the final day of the academic year that contains the date the said student organization obtained the permission.

Article 3-2: In order for the student organization to continue the said student organization to remain in such a position even after the validity of the permission, a “Request for Continuation of Student Organization” specified separately shall be submitted to the President and obtain his / her permission either on or before the date prescribed.

Article 3-3: With regard to the period of validity of the permission of the preceding paragraph, the previously defined paragraph 1 is applied mutatis mutandis.

(Submission of Activity Reports)

Article 4: Student organization shall submit a report, 学生団体事業報告書 (student organization activity report) specified separately, to the President by the last day of each academic year.

(Permission for a Change in Organization / Notice of Dissolution) Article 5: In order for a student organization to change the application for student organization registration including the purpose of the said student organization, a “Request for Change in Student Organization from that Originally Requested” specified separately shall be submitted to the President and obtain his / her permission.

(Article 5-2: In order for student groups to dissolve, a “Notice of Dissolution of Student Organization” specified separately shall be submitted to the President.

(Participation in Off-campus Organizations)

Article 6: In order for student groups to participate in organizations outside the University of Tsukuba (hereinafter referred to as “off-campus organization” in this article and Article 2 of the Supplementary Provisions), obtaining prior consent from the faculty member in charge, a “Request for Permission to Join Off-Campus Organization” specified separately shall be submitted together with the constitution of the said off-campus organization, to the President and obtain his / her permission.

(Restriction on Activities of Student Organizations)

Article 7: Student organizations shall not engage in political activities in favor of or against any specific political party, or religious activities in favor of any specific religion on campus.

(Suspension of Activities or Dissolution Order of the Student Organization)

Article 8: The President may suspend activities or order the dissolution of the said student organization if the student group falls under any of the following items.

- (i) When activities that violates the Undergraduate School Regulations, Graduate School Regulations, or other previously defined corporation regulations are engaged.
- (ii) When an operation of a student organization was not facilitated including when an accident was caused during the activity of the student organization.
- (iii) When members of a student organization were involved in a deplorable event that is closely related to activities of the said student organization.
- (iv) When activities of the student organization were not engaged over the long term or when the report, 学生団体事業報告書 (student organization activity report), was not submitted.

Chapter 3 Meetings

(Holding of Meetings)

Article 9: In order for students or student organizations to hold on-campus meetings (including mass processions and mass demonstrations; the same applies hereinafter), the person responsible shall be designated in advance and a “Request to Organize a Student Gathering” specified separately shall be submitted to the President

and obtain his / her permission.

(Restrictions on Meetings)

Article 10: Students or student organizations cannot hold on-campus meetings for the purpose of a activities pertaining to any specific political party or religious group.

(Prohibition of Meetings or Dissolution Order)

Article 11: The President may prohibit the holding of the said meeting or may order the dissolution of the meeting if the person responsible or a participant at the meeting violates the Undergraduate School Regulations, Graduate School Regulations, or other previously defined corporation regulations, or fails to follow instructions of the University staff.

(Fund Raising, Sales, etc.)

Article 12: With regard to acts for which students or student organizations have received money including on-campus fund raising, sales, etc. (meaning simply as “fund raising, sales” in Article 19 and Article 2 of the Supplementary Provisions), the previously defined preceding 3 articles shall be applied mutatis mutandis.

(Use of Megaphone Loudspeakers)

Article 13: In order for students or student organizations to use megaphone loudspeakers on campus, the person responsible shall be designated in advance and a “Request for Use of Megaphones” specified separately shall be submitted to the President and obtain his / her permission.

Article 13-2: With regard to the use of megaphone loudspeakers, the previously defined Article 10 is applied mutatis mutandis.

Article 13-3: In the event that the President acknowledges that the use of megaphone loudspeakers violates the previously defined preceding 2 paragraphs, he / she may prohibit the use of said loudspeakers.

Chapter 4 Posting / Distributing

(Posting)

Article 14: In order for students or student organizations to post notices, posters, standing signboards or drawings (hereinafter referred to as “written notice” on campus), the person responsible (meaning a “person responsible for postings” in following paragraph and Paragraph 6) shall be designated in advance and a “Request for Posting / Distributing Documents” specified separately shall be submitted to the President and obtain his / her permission.

Article 14-2: When the person who want to post is a member of the student organization, the name of the said student organization shall be clearly indicated on the written notice. In case the person doesn't belong to any student organization, the name of the person responsible for the posting and his / her affiliation (Undergraduate School-College / Graduate School - Degree Program) shall be clearly indicated.

Article 14-3: The President shall put the seal of approval for posting on the written notice that was granted permission for posting.

Article 14-4: The written notice shall be posted on the bulletin board for students specified separately; provided, however, that this provision shall not apply to a those granted special permission by the President (including standing signboards).

Article 14-5: The posting period in the bulletin boards for students shall be within 1 month from the day immediately following the day on which the permission was granted by the President in Paragraph 1; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

Article 14-6: The written notice on which the posting period has elapsed shall be immediately removed by the person responsible for posting.

(Size of Written Notice)

Article 15: The size of written notice shall be not more than 80 cm × 110 cm; provided, however, that this provision shall not apply to those granted special permission by the President (including standing signboards).

(Restrictions on Postings)

Article 16: Students or student organizations may not post documents for the purpose of activities pertaining to any specific political party / religious group, or for the purpose of injuring the reputation of others on-campus.

(Removal of Posted Notices)

Article 17: Notices posted in violation of the previously defined preceding 3 articles shall be removed.

(Distribution)

Article 18: In order for students or student organizations to distribute notices, books, and other articles on campus (including distribution by the method of placing them at a specific place; the same applies in the following article and Paragraph 2 of the Supplementary Provisions), the previously defined Paragraph 1, Paragraph 2, Paragraph 5, and Paragraph 6 of Article 14 and Article 16 shall be applied mutatis mutandis.

Article 18-2: In the event that the President acknowledges that an act of students or student organizations violates the provisions of the preceding paragraph, he / she may prohibit the said act.

Chapter 5 Points to Note

(Points to Note)

Article 19: Beyond what is provided for in the preceding 2 chapters, in order for students or student organizations to hold meetings, implement fund raising, sales, use megaphone loudspeakers, post / distribute notices, books, or other articles on campus, careful attention shall be paid so that the instructions of the University staff shall be followed and so as not to affect or damage the

facilities and environment of education and research in the University of Tsukuba.

Chapter 6 Supplements

(Miscellaneous Provision)

Article 20: Beyond what is provided for in these corporation regulations, necessary matters concerning activities of students shall be specified separately.

Supplementary Provisions

1. These Corporation Regulations shall come into effect as of September 29, 2005.

2. With regard to students or student organizations who were granted permission to establish a student organization, join off-campus organizations, hold meetings, implement fund raising, sales, use megaphone loudspeakers, post / distribute notices, books, or other articles in the trial of these corporation regulations, they shall be deemed to have been granted permission pursuant to the provisions of these Corporation Regulations.

Supplementary Provisions (Corporation Regulations No. 24 of March 19, 2007)

These Corporation Regulations shall come into effect as of April 1, 2007.

Supplementary Provisions (Corporation Regulations No.42 of December 26, 2019)

1. These Corporation Regulations shall come into effect as of April 1, 2020.

2. The reorganization of the Graduate Schools (Corporation Regulations on the Organizational Structure of Departments and Programs No.15 of 2019) shall be applied to a student who was admitted in or after AY2020. For those who were admitted in or before AY2019, the former division system shall be applied. In the matter of the Article14-2 of the Corporation Regulations on Student Activities, the above rules shall be applied.

Request and Report Forms for Student Organizations

September 20, 2005
President Ruling(Original Japanese Ver.)

(Purpose)

1. The Request for Continuation of Student Organization and other forms in the Corporation Regulations Concerning the Activities of Students of the University of Tsukuba (Corporation Regulations No. 57 of 2005) shall be determined as listed below.

Form Title	Form No.
1. REQUEST FOR NEW STUDENT ORGANIZATION	Appended Form 1
2. REQUEST FOR CONTINUATION	Appended Form 2
3. ACTIVITY REPORT	Appended Form 3 & Appended Form 4
4. REQUEST FOR REGISTRATION / RECORDS CHANGE	Appended Form 5
5. NOTIFICATION OF DISSOLUTION	Appended Form 6
6. REQUEST FOR PERMISSION TO JOIN EXTERNAL ORGANIZATION	Appended Form 7
7. REQUEST FOR APPROVAL OF GATHERING / MEETING / EVENT	Appended Form 8
8. REQUEST FOR MEGAPHONE USE	Appended Form 9
9. REQUEST FOR POSTING / DISTRIBUTING DOCUMENTS	Appended Form 10

(Personal Information)

2. Personal information acquired through the appended forms shall not be used for a purpose other than the student support services of the University of Tsukuba.

additional or supplemental note (April 30, 2019)

These Corporation Regulations shall come into effect as of May 1, 2019.

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第1号

年 月 日

学生団体設立願

筑波大学長 殿

代表責任者

所 属

年次

氏 名

住 所

電 話

()

下記により学生団体を設立したいので、許可願います。

記

団 体 の 名 称	
団 体 の 目 的	
事 業 の 概 要	
加 入 者 数	人 〔学群生： 人、大学院生： 人、研究生等： 人〕
副 責 任 者 (2人以上)	(所属) (年次) (氏名)
事 務 所 所 在 地	
部・会費徴収の有無	<input type="checkbox"/> 有 (有の場合は、その額 年間 円) <input type="checkbox"/> 無
備 考	

顧 問 教 員	所属 職名 氏名
---------	-------------

- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
2 構成員名簿を添付すること。
3 該当する□にレ印を記入すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第2号

年 月 日

学 生 団 体 継 続 願

筑波大学長 殿

代表責任者

所 属

年次

氏 名

住 所

電 話

()

下記により学生団体の設立を更新したいので、許可願います。

記

団 体 の 名 称	
団 体 の 目 的	
事 業 の 概 要	
加 入 者 数	人 〔 学群生： 人、 大学院生： 人、 研究生等： 人 〕
副 責 任 者 (2人以上)	(所属) (年次) (氏名)
事 務 所 所 在 地	
部・会費徴収の有無	<input type="checkbox"/> 有 (有の場合は、その額 年間 円) <input type="checkbox"/> 無
備 考	(大学から連絡する際の窓口担当者の氏名・電話番号を記入すること。)

顧 問 教 員	所属 職名 氏名
---------	-------------

- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
2 構成員名簿を添付すること。
3 該当する□にレ印を記入すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第3号

年 月 日

年度学生団体事業報告書（文化系・芸術系）

筑波大学長 殿

団 体 名
代表責任者
所 属
氏 名
住 所
電 話 ()
年次

下記のとおり事業報告書を提出します。

記

年月日	行事等名称	主 催 者 名	場 所	参加学生数 (観客数)	備 考

顧 問 教 員	所属 氏名	職名
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- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
2 活動成果、今後の課題等については、報告書を添付すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第4号

年 月 日

年度学生団体事業報告書（体育系）

筑波大学長 殿

団 体 名

代表責任者

所 属

年次

氏 名

住 所

電 話

()

下記のとおり事業報告書を提出します。

記

年月日	競技(合宿)名称	主催者名	場 所	参加者数	成 績	備 考

顧 問 教 員	所属 氏名	職名
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- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
2 活動成果、今後の課題等については、報告書を添付すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第5号

年 月 日

学生団体設立願記載事項等変更願

筑波大学長 殿

団 体 名

代表責任者

所 属

年次

氏 名

住 所

電 話

()

下記のとおり変更したいので、許可願います。

記

変 更 事 項	1
	2
	3
	4
	5
	6
変 更 事 由	
備 考	

顧 問 教 員	所属	職名
	氏名	

(注) 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第6号

年 月 日

学 生 団 体 解 散 届

筑波大学長 殿

団 体 名
代表責任者
所 属 年次
氏 名
住 所
電 話 ()

下記のとおり学生団体を解散しますので、お届けします。

記

団 体 の 名 称	
解 散 理 由	
事 務 所 所 在 地	
借 用 物 品 の 返 還	
備 考	

顧 問 教 員	所 属 職 名
	氏 名

(注) 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第7号

年 月 日

学 外 団 体 加 入 願

筑波大学長 殿

団 体 名
代表責任者
所 属
氏 名
住 所
電 話 ()
年次

下記のとおり、学外団体に加入したいので、許可願います。

記

団 体 の 名 称		
加 入 し よ う と す る 学 外 団 体	名 称	
	事業所所在地	
	目 的	
	組 織	
	事業の概略	
加 入 費 及 び 登 録 費 の 有 無	<input type="checkbox"/> 有 (有の場合は、その額 年間 円) <input type="checkbox"/> 無	
備 考		

顧 問 教 員	所属 氏名	職名
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- (注) 1 代表責任者及び顧問教員の氏名は、必ず本人が自署すること。
2 当該学外団体の規約を添付すること。
3 該当する□にレ印を記入すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第8号

年 月 日

学 生 集 会 （ 催 ） 願

筑波大学長 殿

団 体 名
代表責任者
所 属
氏 名
住 所
電 話 ()
年次

下記により学生集会（催）を開催したいので、許可願います。

記

集 会 の 名 称			
集 会 の 目 的			
参 加 者 数	合計 人		
責 任 者	(所属)	(年次)	(氏名)
集 会 場 所		管理部局の承認	印
集 会 日 時	月 日 (曜日)	時から	時まで
	月 日 (曜日)	時から	時まで
学外共催者又は後援者の有無及びその名称	<input type="checkbox"/> 有 (名称) <input type="checkbox"/> 無		
学外参加者の有無及び範囲	<input type="checkbox"/> 有 (範囲) <input type="checkbox"/> 無		
その他必要な事項			

顧問教員又は指導者（教員）	所属 氏名	職名
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- (注) 1 願い出の時期は、開催予定日の5日前（休日は期間に算入しない。）までとする。
2 代表責任者、顧問教員又は指導者（教員）の氏名は、必ず本人が自署すること。
3 該当する□にレ印を記入すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第9号

年 月 日

拡声器使用願

筑波大学長 殿

団 体 名

代表責任者

所 属

年次

氏 名

住 所

電 話

()

下記により拡声器を使用したいので、許可願います。

記

使 用 日 時	年 月 日 (曜日) 時から 時まで
内 容	
使 用 場 所	
使 用 者 氏 名	
備 考	

顧 問 教 員 又 は 指 導 者 (教 員)	所 属 職 名 氏 名
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- (注) 1 願い出の時期は、使用予定日の5日前(休日は期間に算入しない。)までとする。
2 代表責任者、顧問教員又は指導者(教員)の氏名は、必ず本人が自署すること。

*The form in this page is for reference purposes only and cannot be used for application.

別記様式第10号

年 月 日

文書等掲示・配布願

筑波大学長 殿

団 体 名
代表責任者
所 属
氏 名
住 所
電 話 ()
年次

下記により文書等を 掲 示 配 布 したいので、許可願います。

記

掲 示 ・ 配 布 期 間	年 月 日 ~ 年 月 日
内 容	
掲 示 ・ 配 布 場 所	
掲 示 ・ 配 布 枚 数	枚
掲 示 ・ 配 布 者 数	外 名
備 考	
文 書 等 掲 示 及 び 配 布 の 条 件	掲 示 ・ 配 布 期 間 終 了 後 は、掲 示 ・ 配 布 責 任 者 が 直 ち に 撤 去 し ま す。

顧 問 教 員 又 は 指 導 者 (教 員)	所 属 氏 名	職 名
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- (注) 1 願い出の時期は、掲示又は配布予定の5日前(休日は期間に算入しない。)までとする。
2 代表責任者、顧問教員又は指導者(教員)の氏名は、必ず本人が自署すること。
3 該当する口にレ印を記入すること。