

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

## **The University of Tokyo Rules for the Undergraduate Research Student Program of the Interfaculty Initiative in Information Studies**

Established on April 1, 2004

Revised on  
March 5, 2007  
February 26, 2009  
June 1, 2011  
November 16, 2011  
March 31, 2015  
March 16, 2016  
November 20, 2018  
February 6, 2019  
January 28, 2020  
September 15, 2020

### **Chapter 1 General Provisions**

#### **Article 1 Purpose**

The purpose of these Rules is to stipulate the necessary matters regarding the curriculum, examinations at, admission to, completion of and other matters of the Undergraduate Research Student Program of the Interfaculty Initiative in Information Studies at the University of Tokyo (hereinafter referred to as the “Program”).

#### **Article 2 Program Duration and Period of Enrollment**

The duration of the Program is two years and the maximum period of enrollment therein is four years.

#### **Article 3 Research Students**

Research students in these Rules shall be persons who enter and take courses in the Program.

#### **Article 4 Academic Year**

The academic year starts on April 1 and ends on March 31 of the following year.

#### **Article 5 Semesters**

1. The academic year is divided into four semesters.
2. Two of the terms in the preceding paragraph will start in April and September respectively, and the start and end date of each semester shall be prescribed separately.

#### **Article 6 Holidays**

The provisions of the University of Tokyo General Rules on Faculties shall apply *mutatis mutandis* to holidays. However, spring, summer and winter holidays shall be determined at the beginning of each academic year.

## **Chapter 2 Admission, Withdrawal, Leave of Absence, Resumption of Study and Disciplinary Action**

### **Article 7 Qualification for Admission**

Any persons who fall under any of the following items may enroll the Program:

- (1) Persons who are enrolled in the second year or higher; or
- (2) Persons who have graduated from a university (except for persons who are enrolled in graduate schools).

### **Article 8 Submission of Application Form**

Any persons who apply for admission to the Program shall pay the examination fee and submit the prescribed application form to the dean of the Interfaculty Program in Information Studies by the designated date.

### **Article 9 Screening**

Applicants for admission shall take an admission examination.

### **Article 10 Readmission**

If any person who has discontinued their studies before graduating from the Program or has been expelled from the Program pursuant to the provisions of Article 14 or Article 18 applies for readmission to the Program, readmission to the Program may be permitted upon completion of the screening process.

### **Article 11 Period for Admission**

The period for admission is 30 days from the beginning of the academic year. However, admission to the Program before the academic year begins may be permitted.

### **Article 12 Admission Procedure**

Any persons who are permitted to be admitted shall pay the admission fee and submit the required documents to the dean of the Interfaculty Initiative in Information Studies by the designated date.

### **Article 13 Withdrawal through Application**

Any research students who intend to withdraw from the Program shall submit a document stating the reason therefor and apply to the dean of the Interfaculty Initiative in Information Studies.

### **Article 14 Expulsion**

The dean of the Interfaculty Initiative in Information Studies may expel any research student who falls under any of the following items, upon discussion by the faculty council:

- (1) The research student has been absent for a long period or is deemed not to be expected to complete the program;
- (2) The research student fails to pay tuition fees even after receiving a demand for payment from the University of Tokyo; or
- (3) The research student is reported missing.

### **Article 15 Leave of Absence**

1. The dean of the Interfaculty Initiative in Information Studies may permit a leave of absence for any research student who falls under any of the following items upon discussion by the faculty council:

- (1) The research student is not able to study in the Program for 2 or more consecutive months due to sickness;
  - (2) The research student needs to take a leave of absence for two months or more to study at an educational or research facility abroad;
  - (3) The research student needs to take a leave of absence for two months or more to carry out research or for a field observation abroad;
  - (4) The research student needs to take a leave of absence for two months or more due to financial reasons; or
  - (5) The research student (who is a foreign research student) needs to take a leave of absence for two months or more in order to temporarily return home due to any unavoidable reason.
2. In addition to the provisions of the preceding paragraph, the dean of the Interfaculty Initiative in Information Studies may, if it acknowledges the existence of a special reason, permit a leave of absence upon discussion by the faculty council.
  3. The dean of the Interfaculty Initiative in Information Studies may order any research student who is deemed inappropriate to study in the Program due to an infectious disease or a psychological disorder to take a leave of absence.

#### **Article 16**

1. The period for leave of absence may not exceed two years in total.
2. The period for leave of absence shall not be included in the period of enrollment.

#### **Article 17 Resumption of Study**

If the reason for taking a leave of absence is resolved during the period of the leave of absence, the research student may return to the Program upon obtaining permission from the dean of the Interfaculty Initiative in Information Studies.

#### **Article 18 Disciplinary Action**

1. If a research student is in violation of any rules of the University of Tokyo or the Interfaculty Initiative in Information Studies or conducts any act against his/her duty, the dean of the Interfaculty Initiative in Information Studies shall take disciplinary action upon discussion by the faculty council.
2. Disciplinary action includes removal or suspension from the Program or reprimand.

### **Chapter 3 Curriculum, Method of Completion and Completion of Program**

#### **Article 19 Curriculum**

The curriculum of the Program shall be as prescribed in the Appended Table.

#### **Article 20 Courses and Number of Credits**

Research students must attain 24 credits or more as prescribed separately.

#### **Article 21 Course Registration**

Research students must apply to the dean of the Interfaculty Initiative in Information Studies for the courses they intend to take by the designated date at the beginning of each semester.

#### **Article 22**

Research students who fail to register for the courses in the preceding Article may not take the examination for such course.

### **Article 23 Final Examinations for Courses**

1. Research students shall take final examinations for the courses they take.
2. The examinations in the preceding paragraph shall be assessed as A, B, C or F, where a C or higher is considered a pass. Research students who pass the examination shall be given the designated credits.
3. Examinations under paragraph 1 shall be taken at the end of each semester.
4. Research students who had a leave of absence may not take any examination under paragraph 1 in the semester in which the leave of absence falls.

### **Article 24 Completion of Program**

Research students who have been enrolled in the Program for a designated period, completed the required courses and obtained the required credits shall be deemed to have completed the Program and conferred a certificate of program completion.

## **Chapter 4 Examination, Admission and Tuition Fees**

### **Article 25 Payment of Tuition Fees**

1. Research students shall pay half of the annual tuition fee by the designated date for each semester, dividing the academic year into the first semester (April 1 through September 30) and the second semester (October 1 through March 31 of the following year).
2. Tuition fees that have already been paid shall not be returned; provided, however, that if any person who has paid the tuition fees pursuant to the preceding paragraph is refused admission to the Program by March 31 of the academic year preceding to the admission year, the amount equivalent to the tuition fees for the first semester of the admission year shall be returned upon application by that person.

### **Article 26 Amount of Examination, Admission and Tuition Fees**

The amount of the examination fee under Article 8, the admission fee under Article 12 and tuition fees under the preceding Article shall be prescribed separately.

### **Article 27 Tuition Fees for Returned Students**

The amount of tuition fees to be collected from any person who returns to the Program during the first or second semester is one-twelfth of the annual tuition fees multiplied by the number of remaining months between the month of return and the end of the semester. This amount shall be collected in the month when the person returns to the Program.

### **Article 28 Tuition Fees for Withdrawn or Suspended Students**

1. If any research student withdraws from the Program or is expelled pursuant to the provisions of Article 14 or Article 18 during the first or second semester, the tuition fees of the student for that semester shall not be returned.
2. If any research student is suspended from the Program, the tuition fees of the student for the period of suspension shall not be returned.

### **Article 29 Tuition Fees for Students on Leave of Absence**

Any research student who takes or is ordered to take a leave of absence from the Program shall be exempt from payment of the tuition fees for the period of absence.

### **Article 30 Non-Collection of Examination, Admission and Tuition Fees**

No examination, admission or tuition fees under these Rules shall be collected from students of the University of Tokyo.

## **Chapter 5 Supplementary Rules**

### **Article 31**

Any matters necessary for enforcement of these Rules shall be determined by the faculty council upon deliberation.

### **Supplementary Provisions**

1. These Rules shall come into force on April 1, 2004.
2. The University of Tokyo Rules for the Institute of Socio-information and Communication Studies (established on October 11, 1949) (hereinafter referred to as the “Former Rules”) shall be abolished.
3. Persons who intend to enter the Program on the date of enforcement of these Rules (hereinafter referred to as the “enforcement date”) shall be admitted course to applicability of qualifications for application for admission set out in Article 7 of these Rules regardless of the provisions of the Former Rules.
4. Persons who are already research students of the Institute of Socio-information and Communication Studies at the University of Tokyo at the time of enforcement of these Rules shall become research students of the Program of the Interfaculty Initiative in Information Studies at the University of Tokyo as of the enforcement date unless otherwise prescribed.
5. In addition to the preceding two paragraphs, the transitional measures required for the establishment and abolishment hereof shall be separately prescribed by the dean of the Interfaculty Initiative in Information Studies and the dean of the Institute of Socio-information and Communication Studies.

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2007.

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2009.

### **Supplementary Provisions**

1. These Rules shall come into force on April 1, 2012.
2. The provisions before revision shall apply to persons who entered Undergraduate Research Student Program of the Interfaculty Initiative in Information Studies on or before March 31, 2012, and continuously stay in.

### **Supplementary Provisions**

These Rules shall come into force on June 1, 2009.

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2015.

### **Supplementary Provisions**

These Rules shall come into force on April 1, 2016.

**Supplementary Provisions**

These Rules shall come into force on November 20, 2018.

**Supplementary Provisions**

These Rules shall come into force on April 1, 2019.

**Supplementary Provisions**

These Rules shall come into force on January 28, 2020.

However, the revised provisions in the Appended Table will come into force on April 1, 2020.

**Supplementary Provisions**

These Rules shall come into force on September 15, 2020.