

Tokyo International University

Graduate School Rules

Established on April 1, 1984
Last revised on March 15, 2018

Chapter 1: Purpose

Article 1 (Purpose of the Graduate School)

1. These Rules set forth necessary provisions regarding the Tokyo International University Graduate School (hereinafter “Graduate School”), in accordance with Article 10 of the Tokyo International University Rules.
2. The purposes of the Graduate School shall be to instruct graduate students at an advanced level and to conduct research regarding advanced academic theories and the applications thereof in order that the Graduate School’s faculty and students can master such theories and applications on a deep level, so as to contribute to the welfare of humanity and the development of culture.

Article 1-2 (Intra-School Inspections and Evaluations)

1. In order to increase the level of the Graduate School’s educational and research activities, and to achieve the purposes set forth in the preceding Article, the Graduate School shall at its own initiative inspect and evaluate the state of the Graduate School’s educational and research activities, and shall make public the results of such inspections and evaluations.
2. The inspections and evaluations referred to in the preceding paragraph shall be provided for separately.

Article 2 (Programs)

1. The Graduate School shall establish master’s degree programs and doctoral degree programs.
2. The purpose of a master’s degree program of the Graduate School shall be to impart to the students detailed and profound knowledge from a wide variety of perspectives, and to cultivate each student’s distinctive abilities that will enable the student to carry out research in his/her specialized field of study and to pursue work in a profession that requires high expertise.
3. The purpose of the doctoral degree programs of the Graduate School shall be to cultivate students’ advanced research capabilities and enable them to accumulate ample knowledge that will guarantee each student’s ability to independently carry out research activities in his/her specialized field of study or to pursue work in a highly advanced profession.

Chapter 2: Organization and Purposes of the Schools

Article 3 (Organization)

The Graduate School shall include the following graduate schools (hereinafter generally “school,” so as to be distinguished from “Graduate School”) and programs, and shall provide instruction in the following fields.

<u>School</u>	<u>Program/Course</u>	<u>Field</u>
Graduate School of Business and Commerce	Master’s	Business and Commerce
Graduate School of Business and Commerce	Doctoral	Business and Commerce
Graduate School of Economics	Master’s	Economics
Graduate School of Economics	Doctoral	Economics
Graduate School of International Relations	Master’s	International Relations
Graduate School of Clinical Psychology	Master’s	Clinical Psychology
Graduate School of Clinical Psychology	Doctoral	Clinical Psychology

Article 3-2 (Purposes of the Schools)

1. The purposes of the schools listed in the preceding article for developing their students’ abilities and conducting educational and research activities shall be as follows.
 - a. The Graduate School of Business and Commerce shall foster specialists in commercial science, business administration, and accounting, by cultivating a student’s understanding of his/her area of expertise and providing interdisciplinary research and education.
 - b. The Graduate School of Economics shall foster creative professionals and researchers through their study of economic theories and by developing their ability to conduct empirical analysis.
 - c. The Graduate School of International Relations shall foster specialists who possess comprehensive scientific knowledge, both theoretical and applied, and who have the ability to develop policy in this field.
 - d. The Graduate School of Clinical Psychology shall foster clinical-psychology specialists through their study of the theories and practices of clinical psychology.

Article 4 (Admission Capacity and Total Enrollment)

The Maximum annual admissions of each graduate school of the Graduate School shall be as set forth in the following table.

Graduate School	Field(s)	Annual Admission	Total Enrollment
Graduate School of Business and Commerce Master's Course	Business and Commerce	30	60
Graduate School of Business and Commerce Doctoral Course	Business and Commerce	3	9
Graduate School of Economics Master's Course	Economics	20	40
Graduate School of Economics Doctoral Course	Economics	3	9
Graduate School of International Relations Master's Course	International Relations	20	40
Graduate School of Clinical Psychology Master's Course	Clinical Psychology	25	50
Graduate School of Clinical Psychology Doctoral Course	Clinical Psychology	2	6

Chapter 3: Periods of Study for Degrees, Maximum Periods of Study, Academic Year; Academic Term; School Holidays

Article 5 (Periods of Study for Degrees)

1. The standard period of study for a master's degree program shall be two years, and the standard period of study for a doctoral degree program shall be five years.
2. Doctoral degree programs shall be divided into a Master's Course (hakushi zenki katei: the first two years) and a Doctoral Course (hakushi kouki katei: the last three years), and the former shall be treated as a master's degree program.

Article 5-2 (Deleted)**Article 6 (Maximum Periods of Study)**

The maximum period of study for a master's degree program or for the Master's Course of a doctoral degree program cannot exceed four years, and the maximum period of study for the Doctoral Course of a doctoral degree program cannot exceed six years. However, a student's period of permitted absence from classes as provided

for in Article 32 shall not be included in calculating any of the above maximum periods of study.

Article 7 (Academic Year)

1. The academic year shall start on April 1 and shall end on March 31 of the next year.
2. Students may be admitted to and complete a Graduate School program in accordance with the breaks between academic terms as set forth in the following Article, even in the middle of an academic year as set forth in the preceding paragraph.

Article 8 (Semesters)

An academic year shall be divided into the “spring semester” and the “fall semester.” The timing of the starting and ending of each semester shall be determined based on the calendar for the corresponding academic year. However, the University’s president (hereinafter “president”) may change the timing of the start and end of semesters.

Article 9 (School Holidays)

1. The Graduate School’s holidays, — days on which the Graduate School will be closed — shall be as set forth below. However, the Graduate School may offer classes or give examinations even on Graduate School holidays.
 - a. Sundays
 - b. Public holidays provided for by the National Holidays Law
 - c. Anniversary of the founding of the University: October 23
 - d. Summer vacation: August 1 — August 31
 - e. Winter vacation: December 25— March 31
2. Days on which the Graduate School shall be temporarily closed, and other changes of the University’s schedule shall be determined on a case-by-case basis.

Chapter 4: Course Subjects, Credits, and Methods of Taking Classes

Article 10 (Education of Students in Schools)

1. Education of students in the individual graduate schools shall be achieved by conducting classes and tutoring students, including guiding students in preparing a degree thesis (hereinafter “research guidance”).
2. Each graduate school may adopt special educational methods as it deems necessary, such as conducting evening classes or providing research guidance in the evening or at other specified times or for other specified periods.

Article 11 (Course Subjects)

The course subjects offered, and the respective credits thereof, at each graduate school shall be provided for in Table 1 appended hereto.

Article 12 (Calculation of Course Credits)

The provisions of Article 14(1)(i) and Article 14(1)(ii) of the Tokyo International University Rules shall apply mutatis mutandis to the methods of calculating the credits for a graduate school's courses.

Article 13 (Taking Courses)

1. In selecting courses, a student shall receive guidance from his/her academic adviser, and shall submit to the specific school in which he/she is enrolled notice of the courses that he/she intends to take.

2. A student shall take courses pursuant to the Rules regarding Study at the Graduate School.

Article 14 (Taking Courses of Other Schools or Universities)

1. If a specific school of the Graduate School deems that for educational or research purposes it is necessary for its student(s) to study a subject or subjects offered by another school of the Graduate School or by a graduate school of another university, and if the class subject(s) is/are recognized by the University's specific graduate school in which the student is already enrolled, other than the course subjects provided for in Table 1 appended hereto, the graduate school may allow its student(s) to take one or more appropriate courses offered by such other graduate school(s).

2. The number of credits acquired in accordance with the preceding paragraph shall be deemed to be credits earned toward completing course requirements of the University's specific graduate school in which the student has been enrolled, up to a maximum of 10 credits.

3. The provisions of Paragraph 1 and Paragraph 2 of this article shall apply mutatis mutandis to any course that a student takes at a foreign graduate school or that is offered by a foreign graduate school and is taken as a correspondence course by the student in Japan.

4. If a student admitted for a subsequent semester intends to take one or more year-long courses offered by another school of the Graduate School, the student must, in principle, take the course(s) starting in April of the next year, when courses begin.

Article 15 (Taking of Courses Offered by Undergraduate Schools)

1. If a graduate school deems that for educational or research purposes it is necessary for its student(s) to study a subject or subjects offered by an undergraduate school of the University, the graduate school may allow its student(s) to take one or more appropriate courses offered by such an undergraduate school.

2. Credits for undergraduate school courses that a student earns in accordance with the preceding paragraph may not be credits earned toward completing course requirements of the graduate school in which the student is enrolled.

3. The tuition for courses taken at an undergraduate school of the University shall be the amount specified by the Rules regarding Specially Registered Non-Degree

Students, which allows exemptions from tuition for up to eight credits. Also, exemption from payment of the registration fee may be allowed.

Article 16 (Approval of Credits Acquired before Admission to the Graduate School)

1. If a specific school of the Graduate School deems it to be effective for achieving its educational and research purposes, it may deem that the credits for courses that a student took at another graduate school (including credits earned as a specially registered non-degree student) before the student was admitted to the Graduate School are to be applied at that specific school of the Graduate School, up to a maximum of 10 credits.

2. The number of credits deemed to be acquired at a school of the Graduate School in accordance with the preceding paragraph may not exceed 10 credits, including the credits earned to meet requirements for the completion of the courses of the specific school, in accordance with Paragraph 2 and Paragraph 3 of Article 14.

Article 17 (Deleted)

Chapter 5: Approval of Completion of Courses

Article 18 (Examinations)

1. Examinations shall be taken for courses taken. The examinations may be written, oral, or evaluations of reports concerning a student's research.

2. A person who cannot take an examination due to illness or other unavoidable grounds may be given a make-up examination at his/her request.

3. Assessment of academic achievement in a course shall be made according to the following eleven grades: A (96 points–100 points), A- (92 points–95 points), B+ (88 points–91 points), B (84 points–87 points), B- (80 points–83 points), C+ (76 points–79 points), C (72 points–75 points), C- (68 points–71 points), D+ (64 points–67 points), D (60 points–63 points), and F (59 points or less). A–D shall be passing grades, and credit(s) for a course shall be given to a student who has been received a passing grade. A student whose course grade is an F shall receive no credit for the course.

Article 19 (Completion of Program)

1. In order for a student to complete a master's degree program or the Master's Course of a doctoral degree program in the Graduate School, the student must (a) have been enrolled in the program for two years or longer; (b) have received research guidance as necessary; (c) have acquired the required credits as provided for in Table 2 appended hereto; and (d) have passed a master's thesis examination and final examination.

2. Regarding the enrollment period referred to in the preceding paragraph, enrollment of one year or longer in the Graduate School will be enough for a person who has a

remarkable achievement. The president shall separately set forth provisions regarding the reduction of the required enrollment period.

3. In order for a student to complete a Doctoral Course of a doctoral degree program in the Graduate School the student must (a) have been enrolled in the program for three years or longer; (b) have received research guidance as necessary; (c) have acquired the required credits as provided for in Table 2 appended hereto; and (d) have passed an initial doctoral-dissertation examination and a final examination thereof. However, regarding the enrollment period, enrollment of three years or longer in the Graduate School, including the period of enrollment in a master’s degree program, Master’s Course of a doctoral degree program, or professional-degree program, will be enough for a person who has a remarkable research achievement(s).

4. Notwithstanding the last sentence of the preceding paragraph, regarding the requirements for admission to the Graduate School doctoral program in accordance with Paragraph 2 of Article 25 , one year or longer of enrollment in the Graduate School will be enough for a person who has remarkable research achievements and who had been admitted to the Graduate School after having been deemed to have academic ability equivalent to or more than that of a person who has a master’s degree or a professional degree.

Article 20 (Final Examinations)

A final examination, mainly in relation to a degree thesis, shall be a written or oral examination.

Chapter 6: Degrees

Article 21 (Conferring of Degrees)

The president shall confer a degree on a person who is deemed by the Admission and Student Affairs Committee to satisfy the requirements of Article 19.

Article 22 (Types of Degrees)

The degrees conferred by the Graduate School shall be as follows.

<u>School</u>	<u>Type of Program</u>	<u>Field(s) of Study</u>	<u>Degree</u>
Graduate School of Business and Commerce	Master’s	Business and Commerce	Master’s in Business and Commerce
Graduate School of Business and Commerce	Doctoral	Business and Commerce	Doctorate in Business and Commerce
Graduate School of Economics	Master’s	Economics	Master’s in Economics
Graduate School of Economics	Doctoral	Economics	Doctorate in Economics

Graduate School of International Relations	Master's	International Relations	Master's in International Relations
Graduate School of Clinical Psychology	Master's	Clinical Psychology	Master's in Psychology
Graduate School of Clinical Psychology	Doctoral	Clinical Psychology	Doctorate in Psychology

Article 23 (Degree Thesis)

1. Submission of, initial examination of, and final examination of a thesis for a master's degree or a dissertation for a doctorate degree shall proceed pursuant to the Tokyo International University Rules regarding Degrees provided for separately.
2. In accordance with the provisions of Paragraph 2 of Article 19 and the provisions of the Tokyo International University Rules regarding Degrees, a person who has been enrolled for one year or longer in a program of the Graduate School and who has been deemed to have completed the program must submit a master's thesis by the date specified by the applicable school, and must pass an initial thesis examination and a final examination by the school's examining committee.

Chapter 7: Admissions, Transfers, and Other Matters relating to Enrollment

Article 24 (Deleted)

Article 25 (Qualifications for Admission)

1. To be admitted to the Graduate School's master's degree program or a Master's Course of the doctoral degree program, an applicant must be a person who:
 - 1) has a bachelor's degree; or
 - 2) has completed 16 years of school outside of Japan; or
 - 3) while in Japan has completed 16 years of correspondence classes given by a school outside of Japan; or
 - 4) has completed, on or after the date specified by the minister of education, culture, sports, science and technology, specialized vocational-school courses that satisfy the standards set by that minister; or
 - 5) has been approved for admission by the minister of education, culture, sports, science and technology; or
 - 6) has been enrolled at a university for three years or longer or who has completed 15 years of schooling outside of Japan, and whom the Graduate School deems has completed that schooling with an outstanding record; or
 - 7) has been deemed by the Graduate School, after screening of that person's qualifications for admission, as having academic ability equivalent to or more than that of a university graduate, and is 22 years of age or older.
2. To be admitted to a Doctoral Course of the doctoral degree program of the Graduate

School, an applicant must be a person who:

- 1) has a master's degree or a professional degree; or
- 2) has received, outside of Japan, a degree equivalent to a master's degree or a professional degree; or
- 3) has received, after taking correspondence classes offered by a foreign school and conducted by correspondence education in Japan, a degree equivalent to a master's degree or a professional degree; or
- 4) has been approved for admission by the minister of education, culture, sports, science and technology; or
- 5) has been deemed by the Graduate School, after screening of that person's qualifications for admission, as having academic ability equivalent to or more than that of a person having a master's degree or a professional degree, and is 24 years of age or older

Article 26 (Application for Admission)

An applicant for admission must submit, not later than the date(s) specified, the application documents required, along with an examination fee, both as provided for in Table 3 appended hereto.

Article 27 (Admission Examination)

1. To be admitted, an applicant shall take an admission examination, and the required admission documents that he/she has submitted will be reviewed.
2. The president shall approve the admission of an applicant who has passed the admission examination and has satisfactorily completed the required application procedures.

Article 28 (Admission Procedures)

A person who is admitted must promptly submit the prescribed documents.

Article 29 (Admission for Mid-Program Entry)

The Graduate School may admit for mid-program entry a person from another graduate school, but only after evaluating the person's qualifications, and only if, in terms of total enrollment, the University can afford to admit the person.

Article 30 (Transfer to Another Graduate School)

A student must obtain prior permission of the Graduate School to transfer to a graduate school of another university.

Article 31 (Study Abroad)

1. A student may study at a foreign university while enrolled in the Graduate School if such study is approved by the president.
2. Conditions regarding studying abroad as referred to in the preceding paragraph shall be provided for separately.

Article 32 (Permitted Absence from University Classes; Returning to Classes)

1. The Graduate School, upon request by a student, may permit the student to be absent from University classes due to illness or any other unavoidable cause(s). However, the period of permitted absence shall be limited to the current academic year.
2. A one-year-extension of a permitted absence may be given only to a person who has obtained permission to extend his/her absence.
3. A person who has been granted a permitted absence must obtain permission to attend classes again.
4. A person who is absent from university classes with permission must pay his/her school fees while absent. However, conditions regarding the reduction of, or exemption to pay, school fees shall be provided for separately.

Article 33 (Withdrawal from the School)

1. A student who intends to withdraw from the Graduate School must in advance request permission to do so and must submit reasons for the request.
2. If a student who has withdrawn from the Graduate School in accordance with the preceding paragraph requests readmission, the Graduate School may permit his/her readmission.

Article 34 (Removal from List of Registered Students)

1. A student to whom any one or more of the following applies shall be removed from the Graduate School's list of registered students.
 - 1) He/she, without a valid reason, fails to pay required school fee(s) by the specified date(s); or
 - 2) He/she does not return to classes after expiration of a specified period of permitted absence; or
 - 3) His/her enrollment period has exceeded the maximum period allowed; or
 - 4) He/she does not respond to repeated communications, summonses, or the like from the Graduate School, or who becomes missing; or
 - 5) He/she fails to follow other procedures specified by the Graduate School.
2. In principle, a person who has been removed from the list of the Graduate School's registered students in accordance with the provisions of the preceding paragraph may not be readmitted.
3. The procedures for the reinstatement of students who have been removed from the list of the Graduate School's registered students shall be provided separately.

Article 35 (Specially Registered Non-Degree Students)

1. The Graduate School may admit as a specially registered non-degree student a person who is not seeking admission as a regular student but who wants to acquire course credits in a school of the Graduate School, after examining his/her academic abilities to ensure that they are satisfactory and would not hinder the research activities

or the guidance of regular students.

2. Necessary matters regarding specially registered non-degree students shall be provided for separately.

Article 36 (Non-Degree Research Students)

1. The Graduate School may admit as a specially registered non-degree research student a person — after examining his/her research abilities to ensure that they are satisfactory and would not hinder the research activities, or the guidance, of regular students — who (a) is not seeking admission as a regular student but who wants to conduct research in a school of the Graduate School on a specified topic for a fixed period of time, pursuant to permission or instruction from a graduate school of another university, a company, a public organization, or the like, and (b) will receive guidance from an academic advisor of the Graduate School.

2. Necessary matters regarding non-degree research students shall be provided for separately.

Article 37 (Deleted)

Chapter 8: Fees, etc.

Article 38 (Fees Due Upon Admission to the Graduate School)

1. A person who is admitted to the Graduate School must pay by the prescribed due date(s) an entrance fee and other University fees and charges as provided for separately in Table 3 appended hereto.

2. If a person who has completed admission procedures gives notice by the prescribed date that he/she has decided not to enroll in the Graduate School, the Graduate School shall refund to the person the University fees and charges paid by that person, except for the entrance fee paid.

Article 38-2 (School Expenses)

1. The University's and Graduate School's fees and other charges incurred by a student enrolled at the Graduate School must be paid by the prescribed date(s).

2. If a student notifies the Graduate School, by the prescribed date, of his/her planned absence from classes or that he/she is withdrawing from the Graduate School, the Graduate School shall return the money paid by the student, in accordance with the conditions provided for separately.

Article 39 (Reduction and Exemption of Fees)

Conditions regarding the reduction, or exemption from payment, of fees payable to the University or the Graduate School shall be provided for separately.

Article 40 (Course Fees)

1. Specially registered non-degree students, including research students, must pay by

the prescribed date the total of the course fees and other charges provided for separately.

2. Course fees paid by a student may not be refunded for any reason.

Chapter 9: Rewards and Punishments

Article 41 (Commendations)

A person who is deemed as a model for other students because of his/her outstanding personal character and academic achievements may be commended by the president after discussion of the student at the Executive Meeting.

Article 42 (Disciplinary Action)

1. If a student violates any law or ordinance, Graduate School regulation, or other rule, the president shall take disciplinary action against the student after discussion of the violation at the Executive Meeting based on the Admission and Student Affairs Committee's opinions affirming such disciplinary action.

2. Said disciplinary action shall be a reprimand, suspension from the Graduate School, or expulsion from the Graduate School.

3. Any disciplinary action to be taken against a student and the necessary procedures therefor shall be, respectively, in accordance with "The Criteria for the Disciplinary Actions to be Taken against Students of Tokyo International University" and "The Rules for the Procedures regarding Disciplinary Actions to be taken against Students of Tokyo International University", both of which are to be provided for separately.

Article 43 (Expulsion from the Graduate School)

1. A student who does any of the following shall be expelled from the Graduate School:

- 1) He/she misbehaves, and such misbehavior is likely to continue; or
- 2) His/her scholarly achievement is poor and is not likely to improve; or
- 3) He/she, without any justifiable reason, does not regularly attend classes; or
- 4) He/she fails in his/her responsibilities as a student, such as by disrupting discipline and order in the school.

2. A person who is expelled in accordance with the preceding paragraph shall not be readmitted.

Chapter 10: Scholarships

Article 44 (Scholarships)

1. The University may grant scholarships to persons whose academic performance is excellent.

2. Conditions regarding the granting of scholarships shall be provided for separately.

Chapter 11: Faculty Members and the Organization Thereof

Article 45 (Faculty Members)

1. Each of the respective schools of the Graduate School shall be headed by a dean.
2. The University's professors, associate professors, full-time lecturers, and assistant professors shall be assigned to teach in the Graduate School, which may also have visiting professors, and part-time lecturers. These shall be provided for separately.

Article 46 (School Committees)

1. Each school of the Graduate School shall establish school committees.
2. The organization and operation of the school committees shall be provided for separately.

Article 47 (Faculty Meetings)

The Graduate School shall establish a joint faculty meeting by function with the University to provide the President with opinions regarding the following matters related to education and research.

- (1) Matters concerning admission of students, graduation, and completion of programs
- (2) Matters concerning the conferral of degrees
- (3) Other important matters concerning education and research which the President has designated as requiring a request for opinions at faculty meetings.

Article 48 (Deleted)

Chapter 12: Clerical Work

Article 49 (Clerical Work)

The organization of the Graduate School's clerical work shall be provided for separately.

Chapter 13: Revision or Abolition Procedures

Article 50 (Revision or Abolition)

The revision or abolition of these rules shall be effected by the Chancellor and Chair of the Board of Trustees of the University Foundation after discussion thereof by the Board of Trustees of the University Foundation. However, modification(s) of matters that require the approval of the Minister of Education, Culture, Sports, Science and Technology shall be subject to such approval.

Chapter 14 : Miscellaneous

Article 51 (Application of Tokyo International University Rules)

Matters that are not specifically provided for herein shall be handled pursuant to the Tokyo International University Rules.

Supplementary Provisions:

These Rules as revised shall be effective and enforced as of April 1, 2015.

1. These Rules as revised shall be effective and enforced as of April 1, 2016.
2. Students enrolled as of the day on which these revised Rules enter into force shall be subject to the existing provisions then in effect, notwithstanding the provisions of these Rules as revised.

Supplementary Provisions:

These Rules as revised shall be effective and enforced as of April 1, 2018.

Note: Supplementary tables 1 through 3 are not included in this English version.