

* 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.

Regulations for Research Students of Tokyo University of Foreign Studies

(April 27, 1977
Established:)

Amended	April 1, 1994	April 1, 2000
	April 1, 2002	September 20, 2002
December 28, 2004: Regulation No. 248		March 31, 2009: Regulation No. 61
March 29, 2011: Regulation No. 10		March 27, 2012: Regulation No. 8
April 8, 2014: Regulation No. 37		March 24, 2015: Regulation No. 47
March 19, 2019: Regulation No. 40		

Article 1 Purpose

These Regulations provide for necessary matters relating to research students in accordance with Article 48, paragraph 2 of the University Regulations of Tokyo University of Foreign Studies (established on April 1, 1977; hereinafter referred to as the “University Regulations”) and Article 41, paragraph 2 of the Graduate School Regulations of Tokyo University of Foreign Studies Graduate School (established on April 30, 1992; hereinafter referred to as the “Graduate School Regulations”).

Article 2 Admission Date

The admission of research students shall be at the beginning of the Spring or Fall Quarter. However, this shall not apply in exceptional circumstances as determined by the President.

Article 3 Admission Requirements

1 Persons eligible to be admitted as research students at the School of Language and Culture Studies, School of International and Area Studies, and School of Japan Studies (hereinafter referred to as the “Undergraduate School(s)”) of the Tokyo University of Foreign Studies (hereinafter referred to as the “University”) shall be as follows:

- (1) Those who have graduated from a university
- (2) Those who possess a bachelor's degree pursuant to the provisions of Article 104, paragraph 4 of the School Education Act
- (3) Those who have completed a sixteen (16) year educational program in a country other than Japan
- (4) Those who have completed a sixteen (16) year educational curriculum overseas by taking a correspondence course in Japan run by a school outside Japan
- (5) Those who have completed in Japan a course at an educational institution which is recognized as having university curriculum of a country other than Japan (limited to those deemed to have completed a sixteen (16) year educational curriculum under the school education system of that country) according to the school education system of such country and which is separately

designated by the Minister of Education, Culture, Sports, Science and Technology

- (6) Those who have completed a specialized curriculum at a vocational school (limited to curriculums which are at least four (4) years in length and that meet other standards established by the Minister of Education, Culture, Sports, Science and Technology) as separately designated by the Minister of Education, Culture, Sports, Science and Technology after a date specified by such Minister
 - (7) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology
 - (8) Those who have enrolled in a university for three (3) years or more; or who have completed a fifteen (15) year educational program in a country other than Japan; or who, by taking a correspondence course in Japan run by a school of a country other than Japan, have completed a fifteen (15) year educational program of that country; or who have completed in Japan a course at an educational institution which is recognized as having university curriculum of a country other than Japan (limited to those deemed to have completed a fifteen (15) year educational curriculum under the school education system of that country) according to the school education system of such country and which is separately designated by the Minister of Education, Culture, Sports, Science and Technology; and who have been recognized by the University as having earned the prescribed credits with exceptional grades
 - (9) Those who are at least twenty-two (22) years of age and deemed by the University as possessing at least the equivalent academic ability of university graduates following an individual admissions screening process
- 2 Notwithstanding the provisions of Item 3 of the preceding paragraph, a person who has completed university education in a country where the number of years of schooling up to completion of university education is less than sixteen (16) years may be admitted as a research student of the Undergraduate School.
- 3 Persons eligible to be admitted as research students in the Master's Program at the Graduate School of Global Studies shall be as follows:
- (1) Those who possess a master's degree or a professional degree
 - (2) Those who possess the equivalent of a master's degree or professional degree from an educational institute overseas
 - (3) Those who enrolled in a correspondence course in Japan run by a school outside Japan and have received the equivalent of a master's degree or professional degree
 - (4) Those who have completed a course at an educational institution in the foreign educational system that has a graduate course in Japan with separate designation by the Minister of Education, Culture, Sports, Science and Technology and have received the equivalent of a master's degree or professional degree
 - (5) Those who have completed a course at the United Nations University (hereinafter referred to as "UNU") established pursuant to the resolution of the General Assembly of the United Nations on December 1, 1972 as set forth in Article 1, paragraph 2 of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the

Headquarters of the United Nations University” (Law No. 72 of 1976) and have received the equivalent of a master’s degree

- (6) Those who have been designated by the Minister of Education, Culture, Sports, Science and Technology
- (7) Those who are at least twenty-four (24) years of age and deemed by the Graduate School as possessing at least the equivalent academic ability of master’s degree or professional degree holders following an individual admissions screening process

Article 4 Application for Admission

Any person applying for admission as a research student shall submit to the President an application form along with the prescribed examination fee and required documents.

Article 5 Selection of Successful Applicants

The selection of applicants for admission under the preceding article shall be made by the President upon deliberation by the Undergraduate School or Graduate School Faculty Council.

Article 6 Admission Procedures and Approval

- 1 Individuals seeking permission to enroll in the Graduate School based on the results of the selection process stated in the preceding article shall submit necessary documents and pay the admission fee by the prescribed due date.
- 2 The President shall approve the enrollment of individuals completing the admission procedures stipulated in the preceding paragraph.

Article 7 Research Period

The research period shall be within the academic year of admission. However, any person who wishes to continue his/her research may extend the research period to a maximum of two (2) years in total with the permission of the President.

Article 8 Academic Supervisor, etc.

- 1 The Dean of the Undergraduate School or the Dean of the Graduate School of Global Studies shall designate an academic supervisor according to the research theme.
- 2 In addition to receiving guidance from the academic supervisor on the research theme, the research students may attend classes related to such research with the approval of their respective academic supervisors and the class instructors.

Article 9 Completion of Research

- 1 Any research student shall submit a research report to the Dean of the Undergraduate School or the Dean of the Graduate School of Global Studies through his/her academic supervisors within one (1) month before the end of the research period.
- 2 The Dean of the Undergraduate School or the Dean of the Graduate School of Global Studies may issue a certificate of completion to any person who has completed the research upon his/her request.

Article 10 Tuition Fees, Admission Fee, and Examination Fee

- 1 The amount of the tuition fees, admission fee, and examination fee for research students shall be prescribed separately.

- 2 Six (6) months worth of tuition fees shall be paid in lump sum, and the due date for payment shall be the end of April for the six (6) months worth for the first half of the year (i.e., April 1 through September 30) and the end of October for the six (6) months worth for the second half of the year (i.e., October 1 through March 31). If the research period is less than six (6) months, the due date for payment shall be the last day of the initial month of such research period and the amount equivalent to the full amount of the tuition for such research period shall be paid. If the last day falls on Saturday, Sunday, or holiday, the due date for payment shall be the day before such day.
- 3 Any person who fails to pay the tuition fees by the due date for payment set forth in the preceding paragraph and fails to pay the tuition fees even though a demand therefor is made shall be expelled on the last day of the month in which the due date for payment falls.
- 4 Tuition fees, admission fee, and examination fee that have already been paid shall not be refunded.

Article 11 Rules to be Applied Mutatis Mutandis

In addition to the provisions of these Regulations, the University Regulations and the Graduate School Regulations, etc. shall apply mutatis mutandis to necessary matters relating to research students.

Article 12 Miscellaneous Provisions

Any matters not set forth in these Regulations concerning research students shall be prescribed separately.