

TOHOKU UNIVERSITY
GRADUATE SCHOOL OF INFORMATION SCIENCES

STUDENT HANDBOOK

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Study Guide

Graduate School of Information Sciences

1. Departments

The GSIS consists of four departments: Computer and Mathematical Sciences, System Information Sciences, Human-Social Information Sciences and Applied Information Sciences. Students will be affiliated with one of these departments according to their specialized area.

2. Study plans and subject registration forms

(1) Subjects and number of credits required to complete programs

* Master's program

At this level, GSIS subjects are divided into three categories: common fundamental subjects, specialized subjects, and related subjects. Common fundamental subject courses are available for students in all four departments.

Students need at least *30 credits* to complete, of which at least four must be drawn from common fundamental subjects and at least 16 from specialized subjects within the department to which the student is affiliated.

* Doctoral program

Subjects are divided into specialized subjects and related subjects. Students need *10 credits* to complete, at least eight of which must be in specialized subjects.

(2) Internship training

Credits are given for participation in internship (job experience) programs operated by companies particularly over the summer break. Generally, two credits are given for training for at least 10 days. Requirements for earning these credits and other details can be found on the GSIS website.

(3) Registration procedures

GSIS requires students to register their selected subjects online.

If you select a subject outside your own course, please submit a related subject registration form to the Educational Affairs Section by the prescribed date, having first gained the approval of your class instructor and supervisor.

In addition to GSIS subjects, GSIS students may select and complete subjects (specialized subjects) from other Tohoku University graduate schools or faculties. In so doing, however, please check program completion requirements carefully.

Students must observe the registration procedures for subjects in other graduate schools and faculties as stipulated by those schools and faculties.

(4) Subject withdrawal

Where a student needs to withdraw from a subject due to unavoidable circumstances following submission of a subject registration form, a request should be placed with the class instructor and the Educational Affairs Section notified.

In the case of withdrawal from intensive courses, the Educational Affairs Section must be notified by the second day of the course.

(5) Related subject accreditation

Where a student wishes to take a related subject, approval must be gained from the supervisor and class instructor at the beginning of the semester and a subject registration form submitted.

Subjects recognized as related subjects are as follows:

Master's program

- (a) Master's subjects from other departments within the GSIS
- (b) Master's subjects from other schools within the university
- (c) Specialized education subjects in university departments
- (d) Common Graduate School Subjects courses for master's programs
- (e) Other subjects approved by the GSIS Faculty Council

Doctoral program

- (a) Master's subjects from within the GSIS
- (b) Subjects from other graduate schools within the university
- (c) Common Graduate School Subjects courses for both master's and doctoral programs
- (d) Other subjects approved by the GSIS Faculty Council

3. Accreditation/credits for subject completion

(1) Accreditation methods

Grades for completed subjects will be determined based on semester-end examinations, coursework and submitted reports, etc.

Please refer to the syllabus for the grade assessment methods for specific subjects (<https://www.is.tohoku.ac.jp/en/forstudents/syllabus.html>).

Marks are out of 100, with 60 as the pass mark and the credit for the subject granted accordingly.

For some subjects, the result will be given simply as a pass or fail.

Grade	Mark	Evaluation
AA	90~100	Outstanding
A	80~89	Excellent
B	70~79	Good
C	60~69	Pass possible

Grade	Mark	Evaluation
D	59 or below	No pass
Pass	Pass	Pass
Dropped	/	Subject dropped
Accreditation	Accreditation	Accredited as a completed credit

(2) Notification of grades

Grades for each semester will be posted on the Internet following each semester. (Report cards will not be issued.)

(3) Appeals

Where a student is dissatisfied with grades given for completed subjects, etc., they should go through the Educational Affairs Section during the specified appeal period (within one month of the announcement of grades) to appeal to the head of the Education Committee.

4. Completion accreditation

Master's program

(1) Completion requirements

To complete a master's program, the student must be enrolled for two or more years, complete at least *30 credits* and, with the appropriate research guidance, pass a master's thesis screening as well as the final examinations. For those students recognized as having achieved outstanding research performance, the GSIS operates a system whereby the enrolment period can be reduced to a minimum of one year.

(2) Enrolment period

The standard enrolment period for the master's program is two years. However, this can be extended for a maximum of a further two years.

(3) Master's thesis examination

Those students who are expected to satisfy the requirements for completion of the master's program and who wish to have their master's thesis examined must notify the GSIS of the title and submit the thesis by the stipulated date. The Educational Affairs Section will notify students of the various procedures and schedule for completion of the program, so please take careful note of these.

(4) Degree conferral and major area

Those students who have completed the master's program will be granted a master's degree. The major noted on the degree will be 'information sciences'.

Doctoral program

(1) Completion requirements

To complete a doctor's program, the student must be enrolled for three or more years, complete at least *10 credits* and, with the appropriate research guidance, pass a doctoral thesis screening as well as the final examinations. For those students recognized as having achieved outstanding research performance, the GSIS operates a system whereby the enrolment period can be reduced to a minimum of one year (where the student has completed the master's program in less than two years, a minimum of three years when combined with this).

(2) Enrolment period

The standard enrolment period for the doctoral program is three years. However, this can be extended for a maximum of a further three years.

(3) Doctoral thesis examination

Those students who are expected to satisfy the requirements for completion of the doctoral program and who wish to have their doctoral thesis examined must notify the GSIS of the title and submit the thesis by the stipulated date. The Educational Affairs Section will notify students of the various procedures and schedule for completion of the program, so please take careful note of these.

(4) Degree conferral and major area

Those students who have completed the doctoral program will be granted a doctoral degree. The major noted on the degree will be 'information sciences' or interdisciplinary studies.

(5) Special cases of degree conferral

Where a student has withdrawn after being enrolled in the doctoral program for three years or more and completing the necessary credits for completion, if that student submits a thesis within one year of withdrawal and passes the thesis examination and final examinations, they will be considered to have completed the program and will be granted a degree. Where this period of time is exceeded, the student has the option of applying for a degree by thesis submission.

GSIS 2022 Calendar

1. Semesters

Semester 1	11 April – 9 August 2022
Semester 2	3 October – 26 December 2022 4 January – 3 February 2023

2. Vacations

Spring vacation	1 April – 8 April 2022
Summer vacation	10 August – 30 September 2022
Winter vacation	27 December 2022 – 3 January 2023
End of term break	6 February – 31 March 2023

3. Events schedule

Tohoku University entrance ceremony	6 April 2022 (AM) Xebio Arena Sendai
GSIS orientation	Not implemented
Foundation Day	22 June 2022
Open campus	27 - 28 July 2022
Graduation ceremony (Sept. graduates)	26 September 2022 (AM) Kawauchi Hagi Hall (tentative)
GSIS graduation ceremony (September graduates)	26 September 2022 (PM) GSIS Medium Lecture Hall
GSIS orientation (October entrants, advances and transfers)	28 September 2022 (PM)
Graduation ceremony (Bachelor's, master's and doctoral degrees)	24 March 2023 (AM) Kamei Arena Sendai (Sendai City Gymnasium)
GSIS graduation ceremony	24 March 2023 (PM)

4. Entrance examination dates

Special selective admission based on recommendation	4 July 2022
Graduate school entrance examinations (Semester 1)	30 August – 1 September 2022
Graduate school entrance examinations (Semester 2)	4 - 5 February 2023[Schedule1] 28 February - 2 March 2023[Schedule2]

Important Notes for Students

1. Contact points and procedures

(1) Office hours for the GSIS Educational Affairs Section are as follows:

- 8:30-17:15 (closed for lunch 12:00-13:00)

The office is closed on
weekends,
public holidays (including public holidays in lieu),
and all university holidays (mid-August),
as well as the end-of-year break (29 December – 3 January).

(2) As all notifications to students will be made via the GSIS website

<https://www.is.tohoku.ac.jp/>

please look regularly at the student educational affairs page in particular

<https://www.is.tohoku.ac.jp/jp/forstudents/information/>

Students should also watch for notices pinned up in their respective buildings (excluding the GSIS Building).

(3) Please be very careful, because if you overlook an important notification and miss deadlines or office hours, it may result in an irrevocable situation.

2. Student ID cards

(1) Students must carry their student ID cards at all times and produce them upon request from, for example, a university staff member or a JR employee.

(2) If you lose your ID card, notify the Educational Affairs Section immediately and carry out the card replacement procedure.

(3) Students who have completed their program, withdrawn or been expelled must return their cards to the Educational Affairs Section immediately.

3. Payment of tuition fees

Tuition fees during your enrolment should be paid to the university through an automatic transfer from a bank account at a designated bank. The necessary procedures are noted in the admission procedures documentation. Please submit the form by the stipulated date.

4. Tuition fee exemptions

The university operates a system whereby students who

- (a) find the payment of tuition fees difficult for economic reasons or due to other unavoidable circumstances and
- (b) who are recognized to have outstanding academic capabilities can apply for selection for tuition fee exemption.

Please refer to the website for application instructions. Students applying under this system are not required to make an automatic payment until it has been determined whether or not the exemption will be granted.

5. Deferred and monthly payment of tuition fees

The university may allow deferred payment for students who have difficulty paying their tuition fees by the due date due to economic reasons, and monthly payment for students who cannot make a lump-sum payment. Refer to the website for application instructions.

6. Temporary absence, readmittance, withdrawal, etc.

Applications for changes in enrolment status (temporary absence, readmittance, withdrawal, etc.) should be submitted to the Educational Affairs Section by the 15th of the month prior to the change sought.

Please also note the following

- (1) You must consult with and receive permission from your supervisor. (This is also required if you wish to extend your period of absence.)
- (2) During your period of absence, you must submit a progress report to the Educational Affairs Section.
- (3) When your period of absence is over, please submit a readmittance notification to the Educational Affairs Section. Students seeking readmittance before the end of their period of absence should submit a readmittance request.

7. Current address and personal circumstances

Whenever there is a change in the particulars of your student registration, please notify the Educational Affairs Section as soon as possible.

8. Certificates required while at university

- (1) Where academic transcripts and other certificates are required, please submit the stipulated form to the Educational Affairs Section.
- (2) Registration certificates, graduation letter/expected completion certificates (only available during the final year of study), medical checkup reports and student passenger fare reduction cards (JR student discount cards) are available from automatic certificate issuance machines.
- (3) Automatic certificate issuance machines are located as follows.

Campus	Machine Location	Facility
Kawauchi-Kita Campus	Education and Student Support Center (2 machines)	Student Services Division, Scholarship Section
Kawauchi-Minami Campus	Multidisciplinary Research Building (International Humanities) Common space	Kawauchi Campus Administration Center, Property Management and Procurement Section

Aobayama-Kita Campus	Faculty of Science/Graduate School of Science Admin. Building Entrance Lobby	Faculty of Science/Graduate School of Science Student Support Section
Aobayama-Higashi Campus	School of Engineering/ Graduate School of Engineering Center Hall 1F	School of Engineering/ Graduate School of Engineering Student Support Section
Aobayama-Shin Campus	Faculty of Agriculture/ Multidisciplinary Research Laboratory for Agricultural Science 1F Entrance Hall	Faculty of Agriculture/ Graduate School of Agricultural Science Academic Affairs Section
Seiryō Campus	Seiryō Hall 1F Entrance Hall	School of Medicine/Graduate School of Medicine Educational Affairs Division
Katahira Campus	Extended Education & Research Building 1F Entrance Hall	Professional Graduate School Administration Office

* Students can use any machine, regardless of the location of their particular department/faculty.

9. Certificates required after graduation/completion

Where a certificate is required after graduation/completion, please note the following particulars, and send them together with a self-addressed and stamped envelope to the Educational Affairs Section.

- * Department, program, and date of completion
- * Name and date of birth
- * Type of certificate and number of copies required
- * Necessary information and certificate destination

Note 1: Where a certificate is required in English, please provide the above information in English.

Note 2: Only five copies can be issued at one time.

The official formats can be downloaded from the GSIS website.

10. Student passenger fare reduction cards (student discount cards)

- (1) As these cards are a special benefit which Japan Rail extends to students to facilitate their studies, please use your card in compliance with the regulations and avoid inappropriate behaviour.
- (2) Student discount cards are issued by the automatic certificate issuance machines.
Only two cards will be issued at a time.
- (3) Each card lasts for three months from the date of issue, with a limit of 20 issued in one year.

11. Scholarship offers and conferrals, etc.

Scholarships will be posted on the website as they become available, so please check regularly.

12. Procedures for interviews between the GSIS Dean and GSIS students

GSIS students wishing to have an interview with the GSIS Dean should observe the following procedures.

Submit the prescribed form to the Educational Affairs Section in principle three days before the desired interview date and get the Dean's approval.

The Dean will meet with a maximum of 16 students at a time, and the interview must be no longer than one hour.

According to the nature of the interview sought, a limited number of professors or other staff may also attend.

13. Health and hygiene

(1) Regular medical checkups

A regular medical checkup is held for all students once a year in April - May. To detect and prevent illnesses in their early stages and to protect your health, please make sure that you attend this.

The medical checkup reports required in applying for jobs and scholarships, etc., will be issued based on the results of the regular medical checkup. Where a student has not attended the checkup, a report cannot be issued.

(2) Student Health Care Center

As noted below, in addition to the Student Health Care Center, there are various health care rooms set up around the campus to ensure that students have ready access to medical treatment from medical specialists (university doctors).

Name	Days open (Full-time nurse)	Health consultations with specialists	
		Speciality	Consultation and treatment days
Health Care Center (Kawauchi Kita Campus) Tel: 022-795-7829	Mon-Fri (AM/PM)	Internal Surgical Dental Mental health	Mon-Fri (AM/PM) Mon-Fri (PM), Wed (AM) Closed Tue/Fri (AM/PM) (appointment required)
Katahira Health Care Office Tel: 022-217-5022		Closed	
Medical and Dental School Health Care Office (Seiryō-machi) Tel: 022-717-8192			
Engineering Dept. Health Care Office (Aobayama) Tel: 022-795-3667			
Agricultural Dept Health Care Office (Aobayama) Tel: 022-757-4036			

(3) Other medical institutions

In addition to the Student Health Care Center, there is also the Tohoku University Hospital. Where necessary, the Center or a Health Care Office will issue a letter of introduction. However, because the Tohoku University Hospital is designated as a 'advanced treatment hospital', there will be a charge for the initial visit.

Always bring your health insurance card to medical appointments.

14. Medical care in the case of research-related accidents

Where a student requires medical treatment due to a research-related accident (an accident that occurs during regular curricular activities), treatment can be received at the Tohoku University Hospital at the expense of the University (requires a research accident treatment certificate from the GSIS Dean).

The certificate application form is available at the Educational Affairs Section, so in case of an accident, please contact the Educational Affairs Section as soon as possible.

15. Disaster and accident insurance for students (Gakkensai)

‘Gakkensai’ is an accident compensation system covering cases where a student is injured not only through unforeseen disasters and accidents occurring in the course of regular curricular activities, but also those occurring during extracurricular activities or while commuting to or from university. Please make sure that you subscribe.

For details, please refer to the Educational Affairs Section or the Welfare Section within the Student Services Division, Education and Student Support Department.

16. Comprehensive Insurance for Students Lives Coupled with PAS For International Students. (“Inbound futai-gakuso”)

“Inbound futai-gakuso” is a personal accident insurance that covers cases whereby a personal liability, Injury (death, residual disability), illness, rescuer expenses etc., for student. We offer broad support for your student life.

For details, please refer to the Educational Affairs Section or the Welfare Section.

17. Use of the Aobayama Sports Facilities

The gymnasium and grounds can be used for sports and recreation by students and staff from departments on the Aobayama campus.

If you wish to use the facilities, you must submit a designated application form to the Student Support Section, Educational Affairs Division of the School of Engineering within three days before use to receive permission.

Where you receive permission to use the gymnasium and grounds, please comply with the “Guidelines for Gymnasium Use” and “Guidelines for Grounds Use”.

18. Guidelines on computer network safety and ethics

These rules must be observed by students using the computer network at Tohoku University, so please read them carefully. They are available on the Tohoku University website at

<http://www.bureau.tohoku.ac.jp/i-synergy/security/data/policy/guideline-e.pdf>

19. Use of the car park

Regarding the use of the parking lot for GSIS students, please follow the instructions given by our department.

20. Tohoku University Komeikai

Tohoku University Komeikai is a social group made up of students and teachers from the School of Engineering and GSIS, etc., which aims to promote friendship among its members and improve campus life.

As an organization conducting various types of projects, Komeikai comprises two parts, an administration division and a sports division. One example of a Komeikai project is the Athletic Meet organized by the sports division, which is well-known all over the university.

Komeikai is a place where new members too can utilize and build on tradition while also adding fresh plans. Komeikai hopes that full advantage will be taken of the organization to help students enjoy a rich and fulfilling campus life.

Student Counseling

I. GSIS teachers are always ready to listen to students. They should be approached as follows.

Where necessary, students can be put in touch with other liaison points, service institutions and specialists.

All matters will be kept strictly confidential, so please don't hesitate to contact us.

How GSIS students can receive counseling

1. Directly consult with GSIS counselors.
2. Make contact by phone, mail or e-mail.

Student counselors

- Name: Professor Masaaki Harada
Tel: 022-795-4700
E-mail: mharada@tohoku.ac.jp

- Name Professor Xiao Zhou
Tel 022-795-7166
E-mail: zhou@tohoku.ac.jp

- Name Professor Tatsuhito Kono
Tel 022-795-7495
E-mail: kono@plan.civil.tohoku.ac.jp

- Name Associate Professor Yuichi Wada
Tel: 022-795-4539
E-mail: yuwada@cog.is.tohoku.ac.jp

- Name Associate Professor Jinhee Chun
Tel: 022-795-4739
E-mail: jinhee@dais.is.tohoku.ac.jp

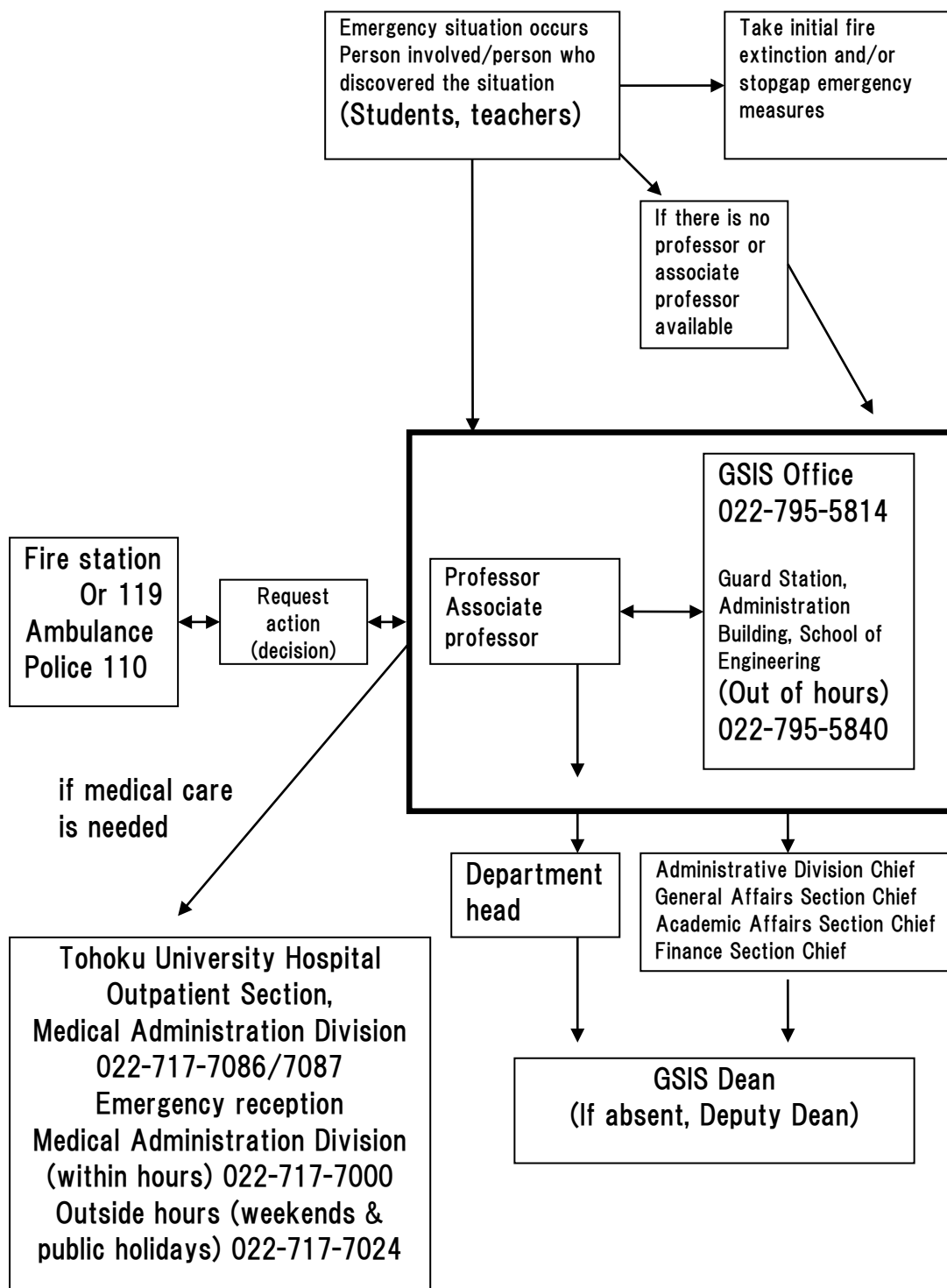
II. The University Counseling Center, Tohoku University (<http://www.ccds.ihe.tohoku.ac.jp/>) is open to all students seeking counseling on matters related to student life. The center can be contacted as follows:

How to contact the University Counseling Center, Tohoku University

1. Visit the center directly.
 2. Contact the center by phone or e-mail.
- Tel: 022-795-7833
E-mail: gakuso@ihe.tohoku.ac.jp

Emergency Contact Procedures in Case of Fires and Accidents

Early-stage fires that can be extinguished and non-life-threatening accidents



If there is an actual or potential threat to life or limb, please directly notify the police (external line 0-110).

If you decide that a fire is beyond extinguishing, or that an accident is life-threatening, please ring the fire station (external line 0-119) or the university hospital directly.