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2018

Study Guide

**Master's Program,
Graduate School of Fine Arts,
Tokyo University of the Arts**

***This English-language version of the Study Guide is solely for reference purpose only. Please note that students must follow the program table and procedures indicated in the original Japanese-language version of the brochure.**

Class Timetable

Period	Ueno Campus	Toride Campus
I	9 to 10:30 a.m.	9:30 to 11 a.m.
II	10:40 a.m. to 12:10 p.m.	11:10 a.m. to 12:40 p.m.
III	1 to 2:30 p.m.	1:30 to 3 p.m.
IV	2:40 to 4:10 p.m.	3:10 to 4:40 p.m.
V	4:20 to 5:50 p.m.	4:50 to 6:20 p.m.

(VI) (6 to 7:30 p.m.)

Note: Period VI at the Ueno Campus is a special period set aside for instances when time for courses, such as special courses or intensive lectures, is not available within the first five periods.

Note: This study guide is for new students admitted to the Graduate School of Fine Arts (Master's Program) in 2018, and provides information about required credits and course information. Students should make a study plan based on this guide and retain it until completion unless changes are announced. Since the information listed in this guide may be different depending on the admission year, please only refer to the study guide from your admission year.

Whenever there is a change, such as in curriculum or credits, the change will be posted.

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I. Graduate School of Fine Arts (Master's Program) Study Rules

Joining a Studio

1. Each student shall join one of the studios at the Graduate School and receive supervision from his/her advisor.
 - (1) The types of studios are shown in the List of Graduate School Studios and Advisors (Appendix 1).
 - (2) To join a studio, the student must obtain permission by submitting a notification of studio and courses by the designated deadline to the teaching staff member in charge of research (advisor) at the beginning of every school year.

Study Registration

2. Each student shall receive supervision from the advisor of the studio he/she joins in the beginning of every school year, decide on a research assignment and courses to be taken in accordance with the List of Education Programs (Appendix 2), and register them via the school affairs system.
 - (1) The student shall register by the designated deadline. (If it is difficult to register by the deadline due to unavoidable circumstances, the student shall report it to the School Affairs Section in advance.)
 - (2) Only registered courses are accredited.
 - (3) In principle, the courses already accredited may not be retaken.
 - (4) In principle, changes, additions and cancellations of the registration are permitted after the deadline.
 - (5) If double registration occurs (two or more courses registered for the same class period) is made, registration for both courses shall be canceled.
3. If a student needs to do research at a studio other than his/her studio, the student shall obtain permits from the teaching staff member in charge at that studio and the advisor of his/her studio.

Requirements for Program Completion

4. A student must be enrolled in the graduate school for two years or longer, acquire the required number of credits for his/her department (as shown in the List of Education Programs), and pass a review of his/her master's thesis or master's production.

A master's degree of fine arts, artistic expression or cultural property shall be granted to any student who has completed a graduate school course.

Master's Thesis, Etc.

- (1) A person who has been enrolled for one year or longer and who is likely to acquire thirty credits or more by the end of the second year is eligible to submit a master's thesis or master's production.
- (2) A person who wishes to submit a master's thesis or master's production shall submit the topic to the director of his/her graduate school by the middle of October (see the school calendar) of the second year.
- (3) The master's thesis or master's production shall be submitted within the designated period.
- (4) The type of work to be submitted depends on the student's department. Please refer to the following:

Painting }
 Sculpture } Master's production
 Crafts }
 Design }

Architecture } Master's production or master's thesis
 Conservation }

Aesthetics and Art History (all research fields except Art and education) } Master's thesis
 Conservation (Conservation Science and Systematic Conservation) }

Aesthetics and Art History (Art and education) Master's production and master's thesis

Intermedia Art Master's production and master's thesis, or master's thesis with a reference work

Global Art Practice ... Master's production and master's thesis, or master's thesis with a reference work

(5) The final test shall be written or oral, and focus on the thesis or production.

Graduate School of Fine Arts Project Exercise

5. Among the projects hosted by more than one department, projects that the Graduate School of Fine Arts accepts as a class shall be called a Graduate School of Fine Arts Project Exercise.

- (1) The above project exercise is not a requirement for program completion. If study periods overlap, the required course shall precede the project exercise.
- (2) The project exercise shall take the form of an intensive lecture.
- (3) A student can take only one project exercise within the program period.

Study Method

6. Students must acquire the required number of credits as described on the list of education programs (Appendix 2) from the courses (required and elective courses) set up for their affiliated course/department.

Students can also acquire up to four credits from elective courses set up in undergraduate studies with the approval of their advisor.

Scoring and Grade Evaluation

7. Master's programs within TUA's graduate schools shall adopt the following scoring and grade evaluation:

- (1) To be eligible for scoring and grade evaluation, a student must attend two-thirds or more of the sessions per course (both lecture courses and practical courses).
- (2) A designated number of credits shall be granted to a student when the student passes the examinations held at the semester-end or year-end. The examinations shall also include the submission of a report, assignment or production, class performance, etc.
- (3) Participation in TUA-hosted projects and the like may be taken into consideration—determined by the affiliated department and teaching staff of the project—for evaluation of practical course performance.

(4) Criteria for Scoring and Grade Evaluation

As (秀)	A (優)	B (良)	C (可)	D (不可)
95 to 100	80 to 94	60 to 79	50 to 59	49 or less

- (5) The master's thesis or the like shall be assessed by the chief reviewer and deputy reviewers, who shall determine the grade of students pursuant to the table shown above.
- (6) The school register (student grade record and grade certificate) shall have a notation system of five grades (As to D [秀 to 不可 in Japanese]).
- (7) If a student cannot be evaluated due to poor attendance, his/her grade for the class will be given as "disqualified."

Appendix 1: List of Graduate School Studios and Advisors

- Note:** ○ Indicates teaching staff members scheduled to retire on March 31, 2019.
 △ Indicates teaching staff members scheduled to retire on March 31, 2020.
 ◆ Indicates teaching staff members scheduled to become an advisor of the Department of Sculpture from fiscal year 2019.

(Concurrent TUA Posts) indicates the faculty member also oversees another studio in the Graduate School of Fine Arts.

(Internal and External Posts) indicates a researcher in the Tokyo National Research Institute for Cultural Properties, Independent Administrative Institution National Institutes for Cultural Heritage who is also on the teaching staff at TUA.

(As of April 1, 2018)

Department	Research field	Studio	Faculty advisor	
Painting	Japanese Painting	Japanese Painting Studio 1	UEDA, Kazuho	Professor
			EBI, Yo	Associate professor
		Japanese Painting Studio 2	SAITO, Norihiko	Professor
			MIYAKITA, Chiori	Associate professor
		Japanese Painting Studio 3 (Including classics)	△ TEZUKA, Yuji	Professor
			YOSHIMURA, Seiji	Professor
	Oil Painting	Oil Painting Studio 1	KOBAYASHI, Masato	Professor
		Oil Painting Studio 2	KOYAMA, Hotaro	Professor
		Oil Painting Studio 3	O JUN	Professor
		Oil Painting Studio 4	SUGITO, Hiroshi	Associate professor
		Oil Painting Studio 5	△ HOSHINA, Toyomi	Professor
		Oil Painting Studio 6	△ SAKATA, Tetsuya	Professor
	Printmaking	Printmaking Studio 1	SCHNEIDER, Michael, W.	Associate professor
		Printmaking Studio 2	MIIDA, Seiichiro	Associate professor
	Mural Painting	Mural Painting Studio 1	NAKAMURA, Masato	Professor
		Mural Painting Studio 2 (Mosaic, fresco, stained glass)	KUDO, Haruya	Professor
	Oil Painting Technique and Material	Oil Painting Technique and Material Studio 1	SAITO, Meo	Associate professor
Oil Painting Technique and Material Studio 2		AKIMOTO, Takayuki	Professor	
Sculpture	Sculpture	Sculpture Studio 1	OTAKE, Rieko	Associate professor
		Sculpture Studio 2	HAYASHI, Takeshi	Professor
		Sculpture Studio 3		
		Sculpture Studio 4	○ FUKAI, Takashi	Professor
		Sculpture Studio 5	HARA, Shinichi	Professor
		Sculpture Studio 6	△ KITAGO, Satoru	Professor
		Sculpture Studio 7	MORI, Jun'ichi	Associate professor

Department	Research field	Studio	Faculty advisor
Crafts	Metal Carving	Studio 1	MAEDA, Hiroтоми Associate professor
		Studio 2	IWATA, Hiroki Associate professor
	Metal Hammering	Studio 1	SHINOHARA, Ikuo Professor
		Studio 2	MARUYAMA, Tomomi Associate professor
	Metal Casting	Studio 1	AKANUMA, Kiyoshi Professor
		Studio 2	TANIOKA, Yasunori Associate professor
	Urushi (Japanese lacquer) Art (Urushi work and woodwork)	Studio 1 (Urushi works)	OGURA, Norihiko Professor
		Studio 2 (Urushi works)	AOKI, Kodo Associate professor
		Studio 3 (Woodworks)	SONOBE, Hidenori Lecturer
	Ceramics (Porcelain, Ceramics and glass art)	Studio 1 (Porcelain)	TOYOFUKU, Makoto Professor
		Studio 2 (Ceramics)	MIKAMI, Ryo Associate professor
		Studio 3 (Glass art)	(Concurrent TUA Posts) FUJIMURA, Nobuyuki Professor
	Textile Arts	Studio 1	HASHIMOTO, Keiya Associate professor
		Studio 2	UEHARA, Toshimaru Professor
Design	Design	Product Design Studio	NAGAHAMA, Masahiko Professor
		Product Direction Studio	YAMAZAKI, Nobuyoshi Associate professor
		Space Design Studio	HASHIMOTO, Kazuyuki Professor
		Space Direction Studio	SUZUKI, Taro Associate professor
		Environmental Design Studio	KIYOMIZU, Yasuhiro Professor
		Visual Communication Studio	MATSUSHITA, Kei Professor
		Moving and Still Image Studio	YANAI, Michihiko Associate professor
		Painting and Decoration Studio	OSHIMOTO, Kazutoshi Associate professor
		Interaction Design Studio	○ SUNAGA, Takeshi Professor
		Planning and Theory Studio	FUJISAKI, Keiichiro Professor
Architecture	Architectural Design	Architectural Design Studio 1	FUJIMURA, Ryuji Associate professor
		Architectural Design Studio 2	NAKAYAMA, Hideyuki Associate professor
		Architectural Design Studio 3	○ Tom Heneghan Professor
	Environmental Design	Environmental Design Studio 1	○ KITAGAWARA, Atsushi Professor
		Environmental Design Studio 2	YOKOMIZO, Makoto Professor
	Structural Design	Structural Design Studio 1	KANADA, Mitsuhiro Associate professor
	Architectural Theory	Architectural Theory Studio 1	MITSUMI, Wataru Professor
		Architectural Theory Studio 2	NOGUCHI, Masao Professor

Department	Research field	Studio	Faculty advisor	
Aesthetics and Art History	Aesthetics	Aesthetics 1	HAYASHI, Takayuki Associate professor	
		Aesthetics 2	KAWASE, Tomoyuki Associate professor	
	Japanese and Asian Art History	Japanese and Asian Art History 1	(Concurrent TUA Posts) KATAYAMA, Mabi	Professor
		Japanese and Asian Art History 2	SUGA, Miho	Associate professor
		Japanese and Asian Art History 3	SATO, Doshin	Professor
		Japanese and Asian Art History 4	MATSUDA, Seiichiro	Professor
	Western Art History	Western Art History 1	TANABE, Mikinosuke	Professor
		Western Art History 2	SATO, Naoki	Associate professor
		Western Art History 3	KOSHIKAWA, Michiaki	Professor
	History of Crafts	History of Crafts	KATAYAMA, Mabi	Professor
	Art and Education	Art and Education Studio 1		
		Art and Education Studio 2	○ HONGO, Hiroshi	Professor
		Art and Education Studio 3	KIZU, Fumiya	Professor
Artistic Anatomy	Artistic Anatomy Studio	FUSE, Hideto	Associate professor	
Intermedia Art	Intermedia Art	Intermedia Art Studio	ITO, Toshiharu	Professor
			SUZUKI, Risaku	Professor
			HIBINO, Katsuhiko	Professor
			HASEBE, Hiroshi	Professor
			FURUKAWA, Kiyoshi	Professor
			HACHIYA, Kazuhiko	Associate professor
			SATO, Tokihiro	Professor
			◆ ODANI, Motohiko	Associate professor
			OZAWA, Tsuyoshi	Professor
Conservation	Conservation	Japanese Painting Studio 1	ARAI, Kei	Professor
		Japanese Painting Studio 2	KUNISHI, Hanako	Associate professor
		Oil Painting Studio	○ KIJIMA, Takayasu	Professor
			(Concurrent TUA Posts) KUDO, Haruya	Professor
		Sculpture Studio	YABUUCHI, Satoshi	Professor
			○ (Concurrent TUA Posts) FUKAI, Takashi	Professor
		Crafts Studio	KITANO, Mariko	Associate professor
			(Concurrent TUA Posts) OGURA, Norihiko	Professor
			(Concurrent TUA Posts) TOYOFUKU, Makoto	Professor
		Building and Districts Studio	NAGAO, Mitsuru	Professor
(Concurrent TUA Posts) MITSUI, Wataru	Professor			

Department	Research field	Studio	Faculty advisor	
Conservation	Conservation Science	Analytical Science Studio	INABA, Masamitsu Professor	
		Materials Science Studio 1	KIRINO, Fumiyoshi Professor	
		Materials Science Studio 2	TSUKADA, Masahiko Associate professor	
	Preventive Conservation (Joint administration with the Tokyo National Research Institute for Cultural Properties)	Environmental Conservation Studio	(Internal and External Posts) INUZUKA, Masahide	Professor
			(Internal and External Posts) YOSHIDA, Naoto	Professor
			(Internal and External Posts) SATO, Yoshinori	Associate professor
		Restoration Materials Studio	(Internal and External Posts) HAYAKAWA, Yasuhiro	Professor
			(Internal and External Posts) KUCHITSU, Nobuaki	Professor
			(Internal and External Posts) HAYAKAWA, Noriko	Associate professor
Global Art Practice	Global Art Practice	Global Art Practice Studio	FUJIWARA, Nobuyuki Professor	
			◆ OMAKI, Shinji Professor	
			IMAMURA, Yusaku Professor	
			SHINODA, Taro Associate professor	
			ARAKI, Natsumi Associate professor	
			LEE, Mina Associate professor	
			MOURI, Yuko Lecturer	

Appendix 2: List of Education Programs

Department of Painting

Japanese Painting

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Japanese Painting 1	8				30	30
	Study of Japanese Painting 2		8				
	Study of Japanese Painting 3			7			
	Study of Japanese Painting 4				7		
Other	Project Workshop		1				

Oil Painting

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Painting I (First sem.)	8				32	32
	Study of Painting I (Second sem.)		8				
	Study of Painting II (First sem.)			8			
	Study of Painting II (Second sem.)				8		
Other	Project Workshop		1				

Printmaking

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Printmaking I (First sem.)	8				32	32
	Study of Printmaking I (Second sem.)		8				
	Study of Printmaking II (First sem.)			8			
	Study of Printmaking II (Second sem.)				8		
Other	Project Workshop		1				

Mural Painting

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Mural Painting I (First sem.)	8				32	32
	Study of Mural Painting I (Second sem.)		8				
	Study of Mural Painting II (First sem.)			8			
	Study of Mural Painting II (Second sem.)				8		
Other	Internship		1		1		
	Project Workshop			1			

Notes:

1. The Mural Painting program is further subdivided into mosaics, frescoes, stained glass and other materials.
2. The credits acquired in an internship are not included in the number of credits for program completion.

Oil Painting Techniques and Materials

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Painting I (First sem.)	5				22	34
	Study of Painting I (Second sem.)		5				
	Study of Painting II (First sem.)			6			
	Study of Painting II (Second sem.)				6	6	
	Study of Painting Technique I (First sem.)	2					
	Study of Painting Technique I (Second sem.)		2				
	Study of Painting Technique II (First sem.)			1		6	
	Study of Painting Technique II (Second sem.)				1		
	Study of Painting Materials and Experiment I - I	2					
	Study of Painting Materials and Experiment I - II		1			6	
Study of Painting Materials and Experiment II - I			2				
Study of Painting Materials and Experiment II - II				1			
Other	Project Workshop			1			

Department of Sculpture

Sculpture

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Studio: Graduate Study of Sculpture I	8				30	30
	Studio: Graduate Study of Sculpture II		7				
	Studio: Graduate Study of Sculpture III			8			
	Studio: Graduate Study of Sculpture IV				7		
Other	Project Workshop			1			

Department of Crafts

Metal Carving

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Metal Carving Technique I	6				24	30
	Study of Metal Carving Technique II		6				
	Study of Metal Carving Technique III			6			
	Study of Metal Carving Technique IV				6		
	Method of Metal Carving I	1				4	
	Method of Metal Carving II		1				
	Method of Metal Carving III			1			
	Method of Metal Carving IV				1		
	Method of Precision Casting I	2				2	
Other	Project Workshop			1			

Metal Hammering

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Metal Hammering Technique I	6				24	30
	Study of Metal Hammering Technique II		6				
	Study of Metal Hammering Technique III			6			
	Study of Metal Hammering Technique IV				6		
	Method of Metal Hammering I	1				4	
	Method of Metal Hammering II		1				
	Method of Metal Hammering III			1			
	Method of Metal Hammering IV				1		
Method of Precision Casting I	2				2		
Other	Project Workshop		1				

Metal Casting

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Study of Metal Casting Technique I	6				24	30
	Study of Metal Casting Technique II		6				
	Study of Metal Casting Technique III			6			
	Study of Metal Casting Technique IV				6		
	Method of Metal Casting I	1				4	
	Method of Metal Casting II		1				
	Method of Metal Casting III			1			
	Method of Metal Casting IV				1		
Welding process I	2				2		
Other	Project Workshop		1				

Urushi-Art(Japanese Lacquer)and Woodworking

Category of study	Course	Study period				Study credits in total		
		First year		Second year		Subtotal	Total	
		First sem.	Second sem.	First sem.	Second sem.			
Required courses	Lacquer work	URUSHI-art decorative technique I	7			28	30	
		URUSHI-art decorative technique II		6				
		URUSHI-art decorative technique III			8			
		URUSHI-art decorative technique IV						7
		URUSHI-art technique study I	1					2
		URUSHI-art technique study II		1				
	Woodwork	Study of Wood forming I	4					30
		Study of Wood forming II		4				
		Study of Wood forming III			4			
		Study of Wood forming IV				4		
		Woodworking Techniques and Materials Research I	4					
		Woodworking Techniques and Materials Research II		3				
		Woodworking Techniques and Materials Research III			4			
		Woodworking Techniques and Materials Research IV				3		
Other	Project Workshop		1					

Ceramics(Ceramic, Porcelain, Glass Forming)

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Ceramic and Porcelain	Study of Ceramic Technique I	6			26	30
		Study of Ceramic Technique II		6			
		Study of Ceramic Technique III			7		
		Study of Ceramic Technique IV			7		
	Glass Art	Climbing Kiln Practice I	2			4	30
		Climbing Kiln Practice II		2			
		Research of technique of the glass I	5				
		Research of technique of the glass II		5			
		Research of technique of the glass III			5		
		Research of technique of the glass IV			5		
		Classics technique Researches I	2				
		Classics technique Researches II		1			
		Classics technique Researches III			2		
		Classics technique Researches IV			1		
Other	Project Workshop	Melting furnace I	1			30	30
		Melting furnace II		1			
		Melting furnace III			1		
		Melting furnace IV			1		
			1				

Textile Arts

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Dyeing	Technique of dyeing I	8			30	30
		Technique of dyeing II		7			
		Technique of dyeing III			8		
		Technique of dyeing IV			7		
	Weaving	Techniques of weaving I	8			30	30
		Techniques of weaving II		7			
		Techniques of weaving III			8		
		Techniques of weaving IV			7		
Other	Project Workshop		1				

Notes:

- 1.Choose either dyeing or weaving for your elective course.
- 2.A person who did not major in Textile Arts durinf undergraduate studies at TUA must take the following courses set up in the Faculty of Fine Arts.
 - Dyeing Chemistry(4)
 - Textile Arts Crafts History(4)

Department of Design

Design

Category of study	Course	Study period				Study credits in total		
		First year		Second year		Subtotal	Total	
		First sem.	Second sem.	First sem.	Second sem.			
Required courses	Study on Design I	5				20	32	
	Study on Design II		5					
	Study on Design III			5				
	Study on Design IV				5			
	Advanced Design	4				4		
	Design Project	4				4		
Elective courses	Graduate School Courses in the Department of Design	4				4		
	Art Direction (2)							
	Art & Design (2)							
	Place Design (2)							
	Product Planning (2)							
Design science (2)								
Other	Project Workshop			1				

Notes:

- 1.Design Project and Special Lecture on Design must be taken during the first semester of the year
- 2.For elective courses, there are five graduate school courses in the Department of Design, as shown in the above table. A student shall choose two or more elective courses and acquire four credits or more.

Department of Architecture

Architectural Design, environmental Design, Structural Design, Architectural Theory

Category of study	Studio	Course	Study period				Study credits in total	
			First year		Second year		Subtotal	Total
			First sem.	Second sem.	First sem.	Second sem.		
Required courses	Architectural Design Environmental Design	Study of Architectural design 1 (4)	4				14	34
		Study of Architectural design 2 (4)		4				
		Study of Architectural design 3 (6)			6			
	Structural Design	Study of Architectural structure theory 1 (4)	4				14	
		Study of Architectural structure theory 2(4)		4				
		Study of Architectural structure theory 3 (6)			6			
Architectural Theory	Study for History of Architecture 1 (4)	4				14		
	Study for History of Architecture 2(4)		4					
	Study for History of Architecture 3 (6)			6				
Elective courses	For All studios	Building Design I (4)			4	20		
		Building Design II (4)			4			
		History of architecture I (2)			2			
		History of architecture II (2)			2			
		History of architecture III (2)			2			
		Environmental Planning I (2)			2			
		Environmental Planning II (2)			2			
		Structural Behaviour and Form I (2)			2			
		Structural Behaviour and Form II (2)			2			
		Architectural and Urban Design I (2)			2			
		Architectural and Urban Design II (2)			2			
		Architectural Theory I (2)			2			
		Architectural Theory II (2)			2			
Other	Common	Internship			4 to 14			
		Project Workshop			1			

Notes:

- 1.The student shall acquire elective courses worth at least fourteen credits from courses set up in the Department of Architecture. Please note that courses you have already taken during your undergraduate studies with similar content do not count toward "Courses in undergraduate studies and other departments."
- 2.Architectural design I will be set up for the first semester, and Architectural Design II for the second semester.
- 3.Four credits can be earned for every two months of internship, with a limit of fourteen credits. However, credits acquired from internship do not count toward the number of credits required for program completion.

Department of Aesthetics and Art History

Aesthetics, Japanese and Asian Art History, Western Art History, History of Crafts

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Special Lecture in the Research Field (2)	8				32	32
	Exercise in the Reserch Field (2)	8					
	Assignment Exercise I (2)	2		2			
	Assignment Exercise II (2)		2		2		
	Special Lecture (2) General Exercise (2)	8					
Other	Project Workshop	1					

*The project exercise is optional, and its credits are not included in the number of credits required for prifram completion.

Notes:

1. In general, students are required to present their research in Assignment Exercise.
2. Special Lecture & General Exercise is not limited to courses in the Department of Aesthetics and Art History. The student must consult with his/her advisor to select a course(including from courses set up in undergraduate studies) that is deemed useful for his/her research field.
3. A student specializing in History of Crafts may take the special Lexture and Exercise on Art History instead of on History of Crafts.

Art and Education

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Theory of art and education I	2				4	36
	Theory of art and education II		2			4	
	Seminar of Composition I	2				4	
	Seminar of Composition II		2			4	
	Seminar and practical work of material I	2				4	
	Seminar and practical work of material II		2			4	
	Practical creative activity I	2				8	
	Practical creative activity II		2				
	Practical creative activity III			2			
	Practical creative activity IV				2		
	Research and thesis I			2		4	
	Research and thesis II				2	4	
Required elective courses A	Seminar for art and education I - I (Theoretical approach)	2				8	
	Seminar for art and education I - II (Theoretical approach)		2				
	Seminar for art and education I - III (Theoretical approach)			2			
	Seminar for art and education I -IV (Theoretical approach)				2		
	Seminar for art and education II - I (3D theory and practice)	2					
	Seminar for art and education II - II (3D theory and practice)		2				
	Seminar for art and education II - III (3D theory and practice)			2			
	Seminar for art and education II -IV (3D theory and practice)				2		
	Seminar for art and education III - I (2D theory and practice)	2					
	Seminar for art and education III - II (2D theory and practice)		2				
Required elective courses B	Relative Lecture and Exercise (2)			4		4	
	Other	Project Workshop	1				

Notes:

1. Art and Education Theory focuses on expression and appreciation theory related to art and education.
2. For required elective courses A, Art and Education Seminar, the student shall take one or more courses from I, II and III each year.
3. For required elective courses B, Relative Lecture & Exercise, the student shall consult his/her advisor to determine the course before registration.

Artistic Anatomy

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Artistic anatomy, advanced course I	2				8	30
	Artistic anatomy, advanced course II		2				
	Artistic anatomy, advanced course III			2			
	Artistic anatomy, advanced course IV				2		
	Seminar I of artistic anatomy	2				8	
	Seminar II of artistic anatomy		2				
	Seminar III of artistic anatomy			2			
	Seminar IV of artistic anatomy				2		
	Practice I of artistic anatomy	2				8	
	Practice II of artistic anatomy		2				
	Practice III of artistic anatomy			2			
	Practice IV of artistic anatomy				2		
	Problem studies I	2				8	
	Problem studies II		2				
Problem studies III			2				
Problem studies IV				2			
Other	Project Workshop			1			

Department of Intermedia Art

Intermedia Art

Category of study	Studio	Course	Study period				Study credits in total	
			First year		Second year		Subtotal	Total
			First sem.	Second sem.	First sem.	Second sem.		
Required courses	Lecture courses	Special Lecture on Collection of Art Materials (lexicon)	4				4	32
		Visiting artist Special Lecture	4				4	
	Project exercise courses	Practical exercise project I - I	4				16	
		Practical exercise project I - II		4				
		Practical exercise project II - I			4			
		Practical exercise project II - II				4		
Elective course	Courses in undergraduate studies and other departments	4				4		
Other	Project Workshop	1						

Note: For elective courses, the student is recommended to take the following exercise courses:
 Photographic Expression Exercise I and II (each,4) Video Exercise I and II (each,4)
 Media Design Exercise I and II (each,4) Drawing Exercise(4)
 Presentation Theory(4) Media Art and Coding I and II (each,4)

Department of Conservation

Conservation, Conservation Science, Preventive Conservation

Category of study	Course	Study period				Study credits in total		
		First year		Second year		Subtotal	Intermediate total	Total
		First sem.	Second sem.	First sem.	Second sem.			
Required courses	General survey and practice on conservation I	2				4	16	
	General survey and practice on conservation II	2						
	Lecture on the preservation of cultural property	2				2		
	Research and thesis	4		6		10		
Elective courses	Lecture on the preservation program of cultural environment	2				2	14 or more	30 or more
	Lecture on the conservation program of cultural property	2				2		
	Research Tour of Cultural Property	4				4		
	Conservation science I	4				4		
	Conservation science II	4				4		
	Materials and Techniques	4				4		
	Conservation Practice	4				4		
	Study of Traditional Technique	4				4		
	Lecture on the conservation of archaeological objects	4				4		
	Advanced lecture on History of Architectural Techniques	4				4		
	Technology of Restoration Historical Buildings	2				2		
	Conservation of cultural property at Japanese city	2				2		
	Survey and Documentation of Historic Building	4				4		
	Colloquium of conservation science I	1				4		
	Colloquium of conservation science II	1						
	Colloquium of conservation science III	1						
	Colloquium of conservation science IV	1						
	Analytical science	4				4		
	Material science for fine arts	4				4		
	Experiment in material science	1				1		
Instrumental analysis	2				2			
Experiment in instrumental analysis	1				1			
Museum environment	2				2			
Lecture on restoration planning	2				2			
Conservation materials	2				2			
Other	Project Workshop	1				1		

Department of Global Art Practice

Category of study	Course	Study period				Study credits in total	
		First year		Second year		Subtotal	Total
		First sem.	Second sem.	First sem.	Second sem.		
Required courses	Art Practice I	4				22	30
	Art Practice II		4				
	Art Practice III			4			
	Art Practice IV				4		
	Art Communication I	1					
	Art Communication II		1				
	Art Communication III			1			
	Art Communication IV				1		
	Social Practice I	1					
Social Practice II		1					
Basic elective courses	Introduction to Japanese Art I			1		4	
	Introduction to Japanese Art II			1			
	Introduction to Japanese Art III			1			
	Introduction to Japanese Art IV			1			
	Japanese Culture in Practice			2			
	KOBIKEN Trip			2			
Other	Project Workshop			1		1	

II. Teacher's License Program

Specialized Teacher's License

- A student who has acquired the required number of credits for the teacher's license program (or acquired a Type 1 license) and a master's degree, he/she can acquire a specialized teacher's license (junior high and high school teacher's license).
- The student should check the credits required for the teacher's license program at the counter of the School Affairs Section.

A specialized teacher's license can be acquired in the following departments:

- Department of Painting or Sculpture: Teacher of Fine Arts (for junior high and high schools)
- Other departments: Teacher of Fine Arts (for junior high and high schools)
Teacher of Crafts (for high school)

Please note, however, that students in the Department of Global Art Practice cannot acquire a specialized teacher's license.

• Procedure for acquiring a teacher's license

Even if the student acquires the designated number of credits, the student must apply to TUA or a board of education to obtain a teacher's certificate.

Procedure for Applying for Teacher's License

Application category	Eligibility	Application location	Application period	Application procedure
Batch application	Current students	Go to "Application for Teacher's License" on the Teacher's Program page of the TUA website	From late June to mid-July	HOME (top page) > 学生生活 (student life) > 授業・学事 (class and school affairs) > 教職課程 (teacher's license course) (1) To apply for a teacher's license: Apply using the online application form. (2) Students who graduated from other universities must consult at the counter when filing out an application.
			Late March	(3) A teacher's license is granted on or after the day of the graduation ceremony.
Personal application	Graduates	The board of education of the prefecture of the student's current address	Depends on the board of education	(1) Apply to the board of education and follow instructions.

Note: Students will be notified of details about the application period.

Concerning the Teacher's License

Handle your teacher's license with care, since it will not be reissued. If you lose your license, you must file an application for a teacher's license accreditation with the board of education. Since the type of license and license number is required in these cases, make a photocopy of your license and store both the original and the copy securely.

III. Museology Program (curator certification)

Note: Applicable to students admitted in fiscal year 2012 and on

Stipulated in the Museum Act Enforcement Regulations		Courses set up at TUA				
Courses	Number of credits	Courses	Number of credits	Set up at	Remarks	
Required courses	Introduction to Lifelong Learning	2	Introduction to Lifelong Learning	2	UAM	
	Introduction to Museum	2	Introduction to Museum	2		
	Museum Management Theory	2	Museum Management Theory	2		
	Museum Material Theory	2	Art Museum Material Theory	2		
	Museum Material Preservation Theory	2	Museum Material Preservation Theory	2		
	Museum Exhibition Theory	2	Exhibition Theory	2		
	Museum Education Theory	2	Museum Education Theory	2		
	Museum Information and Media Theory	2	Museum Information and Media Theory	2		
	Museum Practice	3	Art Museum Practice A and B	3		
Elective courses	8	Introduction to Japanese Art History	See syllabus	FA	Required course for the Department of Aesthetics and Art History	
		Introduction to Asian Art History			Required course for the Department of Aesthetics and Art History	
		Introduction to Western Art History			Required course for the Department of Aesthetics and Art History	
		Western Art History Exercise				
		Western Art History Exercise				
		Western Art History Exercise				
		Introduction to Japanese Crafts History				
		Introduction to Sculpture				
		Crafts Theory				
		Japanese Metalwork History			Required course for Metal Carving, Metal Hammering and Metal Casting	
		Japanese Lacquer History			Required course for Japanese Lacquer Art	
		Asian Ceramic Porcelain History			Required course for Ceramics	
		Textile Art Crafts History			Required course for Textile Art	
		Introduction to Design			Required course for the Department of Design	
		Japan & Asian Architecture History			Required course for the Department of Architecture	
		Western Architecture History			Required course for the Department of Architecture	
		Archaeology				
		Introduction to Cultural Property Protection			Required course for the Department of Conservation	
		Cultural Property Protection Planning Theory				
		Fine Arts Technique History & Fine Arts Material Theory				
		Introduction to Modern Art			Required course for the Department of Intermedia Art	
		Environmental Symbol Theory			Exchange course	
		Introduction to Art Information				
		Conservation Exercise			Required course for the Department of Conservation	
		Special Lecture on Conservation Environment				
		Cultural Anthropology			Exchange course	
		Acoustics Study			Exchange course	
Art Culture Environment Theory	Exchange course					
Western Music History	Exchange course					
Japanese & Asian Music History	Exchange course					
Organology	Exchange course					
Introduction to Western Music History	Exchange course					
Introduction to Japanese Music History	Exchange course					
Introduction to Asian Music History	Exchange course					
Introduction to Musical Ethnology	Exchange course					
Musical Acoustics Study	Exchange course					

Note: Students who graduated from another university who wish to acquire curator certification must earn all eight credits from elective courses held at TUA.

Transitional Measures following the Enforcement of the Ministerial Ordinance of Partial Amendment to the Museum Act Enforcement Regulations (2009 Ministerial Ordinance No. 22 of the Ministry of Education, Culture, Sports, Science and Technology)

A student who satisfies the following three requirements can gain a curator certification using the number of credits and courses as listed in the former standards: (1) the student was admitted to a university before April 1, 2012; (2) the student has completed all the courses on museums during enrollment; and (3) the student graduated from the same university.

Type of student		Treatment
(1) Person admitted to a university on or after April 1, 2012		Must complete courses and earn the number of credits listed in the new standards
Person admitted to a university before April 1, 2012	(2) Person who remains registered with a university (not including graduate school) and graduates from the same university Note: Including those repeating years	May complete courses and earn the number of credits listed in the former standards
	(3) Person who advanced to a graduate school	Must complete courses and earn the number of credits listed in the new standards
	(4) Person who transferred to another university	Must complete courses and earn the number of credits listed in the new standards

Notes:

1. For case (2), new courses taken in or after academic year 2012 will count toward the former standards.
2. For cases (3) and (4), credits acquired from former courses can be counted as credits acquired from the new courses corresponding to the former courses. However, Principles of Education is not equivalent to Museum Education Theory.

Table of Former and New Courses—Comparison

Former courses		New courses	
Legal course name (number of credits)	TUA course name (number of credits)	Legal course name (number of credit)	TUA course name (number of credits)
Introduction to Lifelong Learning (1)	Introduction to Lifelong Learning A, B (each, 1)	Introduction to Lifelong Learning (2)	Introduction to Lifelong Learning (2)
Introduction to Museum (2)	Museology I A, I B (each, 2)	Introduction to Museum (2)	Introduction to Museum (2)
Museum Management Theory (1)	Museology II (4)	Museum Management Theory (2)	Museum Management Theory (2)
Museum Material Theory (2)		Museum Material Theory (2)	Art Museum Material Theory (2)
Museum Information Theory (1)		Museum Information and Media Theory (2)	Museum Information and Media Theory (2)
Audiovisual Education Media Theory (1)		Audiovisual Education Media Theory (2)	Museum Information and Media Theory (2)
Introduction to Education (1)	(Principles of Education [4])*	Museum Education Theory (2)	Museum Education Theory (2)
Museum Practice (3)	Museology III A, III B (each, 3)	Museum Practice (3)	Art Museum Practice A, B (each, 3)
		Museum Material Preservation Theory (2)	Museum Material Preservation Theory (2)
		Museum Exhibition Theory (2)	Exhibition Theory (2)
8 courses totaling 12 credits		9 courses totaling 19 credits	

* Credits acquired from the Principles of Education course in the teacher's license program cannot be counted toward the new Museum Education Theory course.

○ **Curator Certification**

Museums and art museums employ curators who have specialized duties that include collection, investigation, research, preservation, exhibition of materials and education in accordance with the Museum Act. To acquire a curator certification, you must have a bachelor's degree and have acquired the required number of credits related to museology as stipulated in the Museum Act Enforcement Regulations.

TUA provides the courses students need to acquire a curator certification, as shown in the table on page 18. However, this program requires many courses, and some of their class periods may overlap with those of required courses. Students who wish to obtain a curator certification must therefore read through and understand the syllabus thoroughly, and consider how to manage both the courses in their research field and those courses necessary for curator certification, and make a study plan to complete both.

In recent years, curator employment examinations have become highly competitive. Needless to say, anyone who wants to become a curator needs to learn proactively to broaden their knowledge, techniques and experience in their research field in addition to acquiring a curator certification.

○ **About the Museology Program Table (page 18)**

1. Among the courses TUA offers, those labeled “UAM” indicate courses set up at the University Art Museum, while courses labeled as “M” are set up at the Faculty of Music.
2. All the required courses in the table shall be studied.
3. TUA recommends that students complete the other eight required courses before taking Museum Practice. However, students likely to complete the courses in the same academic year may register for Museum Practice.
4. Museum Management Theory, Museum Education Theory, and Museum Practice are taught as intensive lectures.
5. The student shall complete eight or more credits worth of elective courses offered by TUA.
6. Courses taken for graduation requirements may be used as elective courses.
7. Credits for courses that students take in the Faculty of Music as elective courses—excluding common courses—do not count as credits required for graduation.
8. Students who have acquired the required number of credits and hold a bachelor's degree will receive a curator certificate upon application. Students scheduled to graduate will be informed of application procedures for the certification.
9. Credits for Museology Program courses (courses necessary for curator certification) do not count as credits required for graduation, unless they are for a common course or courses set up as specialized courses of individual departments in the Faculty or Graduate School of Fine Arts.
10. Since TUA's Museology Program focuses on art museums and the treatment of art materials, many required courses taken at other universities may not be transferable to TUA.

○ **Accreditation of credits acquired at other graduate school while enrolled in TUA**

If a student enrolled in the Graduate School of Fine Arts completes courses in another graduate school having a relationship with TUA—including those in foreign countries—and files an application, TUA may accept the credits he/she has acquired if the course(s) are determined as useful for education in the post-application meeting.

Specifically, courses taken while studying abroad based on an international exchange agreement or when the student is dispatched to another university after agreement between the universities are applicable.

(1) Accreditation criteria

Pursuant to an international exchange agreement or a discussion between the respective universities, the TUA Graduate School will examine on a case-by-case basis whether to accredit the course.

(2) Application procedures

An applicant shall submit the designated application form issued by the School Affairs Section, together with a certificate of credits accreditation and documents describing the details of the relevant courses (such as a syllabus or summary of lectures) to the School Affairs Section by the designated due date.

For detail, contact the School Affairs Section.

(3) The number of credits to be accredited

Up to ten credits that a student has acquired at other graduate schools while enrolled in TUA may be accredited while enrolled in the master's program and doctoral program.

○ **Museology Program (curator certification) courses that a student completes at another university**

A student who has acquired Museology Program credits by completing courses at another university before enrolling in the TUA Graduate School and wishes to gain curator certification may claim credits from the following courses:

(The relevant courses are not automatically accredited but may be approved by the TUA Graduate School if the applicant submits a certificate proving that he/she has acquired such credits when applying for a curator certification. The applicant will not need to retake the relevant courses at the TUA Graduate School.)

○ **Courses that applicants may declare (see the Museology Program table on page 18)**

Introduction to Lifelong Learning; Introduction to Museum; Museum Management Theory; Museum Information and Media Theory; Museum Education Theory

○ **How to claim credits**

After completing TUA enrollment procedures, the applicant shall obtain the designated application form from the School Affairs Section. The applicant shall fill out and submit the form to the School Affairs Section by the due date together with a certificate of accreditation issued by the university of graduation as stipulated in the Museum Act Enforcement Regulations. After checking the form and other documents, the School Affairs Section will issue a notice of procedural directions to the applicant to take the courses required.

IV. Student Life

Basic matters related to student life are explained in this study guide and the student handbook issued by the Student Section. Students can also find the student handbook on the TUA website.

Major precautions not listed in the Graduate School Regulations, the Graduate School of Fine Arts Regulations, and the Rules for Degrees (attached at the end of this guide) are provided below.

Matters pertaining specifically to the Toride Campus are also given in the boxes below.

1. Time Permitted to Be on Campus

Weekdays (Monday to Friday): 7:30 a.m. to 8 p.m.

(Classrooms may be used until the end of period V.)

Saturdays, Sundays and holidays: 9 a.m. to 5 p.m.

When the university is closed: 9 a.m. to 5 p.m.

Students must strictly observe the times stated for being off the campus. Students are not permitted to enter the campus on certain days when holding entrance examinations, for example, which are shown in the school calendar. Students will be notified of such circumstances whenever necessary.

Students must carry their student ID cards with them all the times. The student must present the card when asked by a TUA staff member.

- All the facilities of the Toride Campus are locked, in principle, on Saturdays, Sundays and holidays. Students are not permitted to enter the premises.
- The opening and closing times of the Toride Campus front gate are as follows:
 - Open: Weekdays (Monday to Friday) at 8:30 a.m.
 - Close: Weekdays (Monday to Friday) at 8 p.m.The gates are locked on Saturdays, Sundays and holidays.
- If you pass through the gate outside the university's operating hours, be sure to close the gate for security.

2. Service Hours (Faculty of Fine Arts)

Services for students are provided mainly at the School Affairs Section of the Faculty of Fine Arts or at the Toride Campus office (some services are also available at the Student Division).

- School Affairs Section, Faculty of Fine Arts (1F Central Building)

Weekdays (Monday to Friday), 9 a.m. to 12:30 p.m. and 1:30 to 4:30 p.m.

- Toride Campus Office

Weekdays (Monday to Friday), 8:30 a.m. to 12:30 p.m. and 1:30 to 4:45 p.m.

The Toride Campus office is located on the first floor of the Media Education Building. The office handles the following:

- General services related to students
- Applications for the use of short-time accommodations (Tonegawaso): 11 a.m. to 4 p.m.
- Applications for the use of welfare facilities (cafeteria, gallery)
- Viewing part-time job information file
- Applications for lending equipment to students
- Lost and found

3. Notices and Announcements

Other than matters announced by departments and teaching staff members during class, TUA will post all notices and announcements for students on the bulletin boards, except under special circumstances.

Students should check the nearest bulletin board (1F Central Building of the Faculty of Fine Arts; 1F Specialty Education Building of the Toride Campus; 1F Media Education Building) when entering and leaving the campus.

- Toride Campus bulletin boards: Elevator Hall, 1F Specialty Education Building; in front of the Office, 1F Media Education Building

○ Campus broadcast system

The campus broadcast system is used in case of emergencies, such as a fire, or for general announcements to many students.

○ Inquiries over the phone

- The office does accept inquiries from students over the phone. Students should check the bulletin boards for notices and other announcements or visit the office to ask questions.
- Except for emergencies, no phone calls from outside the campus are passed to students on the campus.
- No questions from outside the campus related to the personal information on students, such as addresses and phone numbers, are answered over the phone.

4. Payment of Tuition Fees

- Students use account transfers from the bank account they designate to pay tuition fees.
- Students shall pay half of the annual tuition fees each semester.
- Payment periods are late May for the first semester and late November for the second semester.

5. Student ID Cards

- TUA students must always carry their student ID cards.
- The student ID card is effective for two years.
(Students remaining at the graduate school beyond two years due to circumstances such as a leave of absence or extending the period of attendance at school must renew their student ID card within April. These student cards are only valid for one year.)
- If your name or other information that appears on your student ID card changes, report the change without fail. If you lose your student ID card, promptly report the loss to the Student Division to get a new card. Replacing a card costs 2,060 yen (as of April 1, 2018).
- You must return your student ID card promptly if you lose your TUA student status.
- Procedures related to student ID cards are handled by the School Affairs Section of the Faculty of Fine Arts or the Toride Campus office.

If your student ID card is used in violation of any law (such as transfer to other person, unauthorized alteration of the description, etc.), TUA will impose a strict punishment.

- Commuter pass
 - To buy a commuter pass at a station counter, the student must present his/her student ID card, a commuter pass issue stub and an application form (available at each station).
 - Students who change addresses and need to change commuting routes must go through the procedure on commuting route change at the School Affairs Section of the Faculty of Fine Arts or the Toride Campus office.
(This also applies to second-year students who are changing from the Toride Campus to the Ueno Campus.)

- Student discount certificate (school student travel fare discount certificate)
 - The student discount system is meant to reduce the economic burden of schooling and promote the development of school education. Students should keep in mind that the discount system is not simply to increase their personal freedom.
 - A student may use up to ten discount certificates per year. One certificate is effective for three months from its issue date.
For second-year students and above, however, a certificate is only effective until the completion ceremony day (normally, March 25).
 - Students who use these student discount certificates must always carry their student ID cards.
 - Never use your student discount illegally. Such misuse will result in punishment and also may lead to a cancellation of the student discount for all TUA students.
 - There is an automatic student discount certificate-issuing machine in the Student Section on the first floor of the office and in the School Affairs Section on the first floor of the Central Building (both on the Ueno Campus) and in the Specialty Education Building (on the Toride Campus) where you can obtain a certificate.

- Location of the automatic issuing machine on the Toride Campus:
Corridor on the first floor of the Specialty Education Building

6. Geidai Account

Students must have a Geidai account to use the following information services, including study registration and certificate-issuing machines:

- Geidai mail (Gmail)
- School Affairs System (Campus Plan*), certificate-issuing machine*
- Library information service*
- Campus LAN remote access (VPN connection) service
- Wireless LAN connection service (SSID: geidai-wireless, password: 0505525200)
- Academic Certification Federation (GakuNin)

An information sheet about the Geidai account ID and password is distributed during the admission guidance period. After you receive the sheet, access the following website and change the initial password and register a second email address.

<https://user.geidai.ac.jp/>

If you forget your password, access the above website and apply for a new password, and get your

new account information sheet at the Student Section (or at individual campus offices).

Ask the Art Information Center for information on the Geidai account and campus network.

*Ask the Student Section how to use the School Affairs System and certificate-issuing machine. Ask the library how to use the library information service.

7. Certificates

To obtain a certificate, complete the certificate issue application and submit it to the School Affairs Section of the Faculty of Fine Arts or to the Toride Campus office.

○ Types of certificates

Proof of student status*	
Expected completion certificate*	Issued to students in the second year or above who is expected to complete a course
Credits acquisition and grade certificate	Issued to students in the second year or above
Expected teacher's license acquisition certificate	Issued to students in the second year or above who are expected to complete a course and acquire a teacher's license
Character reference and recommendation	Ask at the counter of the School Affairs Section.
Investigation report	Ask at the counter of the School Affairs Section.
Completion certificate	Issued on the day of the completion ceremony or later
Teaching credit acquisition certificate	Ask at the counter of the School Affairs Section

Certificates with a * mark are issued by the automatic issuing machine. No application is needed.

Operating hours of the automatic issuing machine: Monday to Friday (not including holidays)

Ueno Campus: Student Section, first floor of the office: 9 a.m. to 5 p.m.

School Affairs Section, first floor, Central Building: 9 a.m. to 12:30 p.m. and 1:30 to 4:30 p.m.

Toride Campus: Corridor on the first floor of the Specialty Education Building: 9 a.m. to 5 p.m.

Note: It takes about three days to issue a certificate. Ask at the counter if you think you will need a consultation before having a certificate issued.

Certificates are not issued to satisfy the personal reasons of an individual student (such as a delay in the procedure or urgent need). Students should go through the necessary procedure early to submit their applications before the due date.

Please note that the certificate is issued to the applicant student or the sponsor. If a proxy is appointed due to some unavoidable circumstance, the substitute must submit a letter of proxy.

- Consultations on issues of character reference and recommendation or the like are also accepted by the Toride Campus office.

8. Other Procedures

Except for cases in which a student is unable to visit the campus due to a disease or injury, students shall in principle handle the procedure by themselves.

(The students themselves or their sponsors must handle the procedure for any change in status.)

The student shall carry out the procedures shown in the following table with the School Affairs Section of the Faculty of Fine Arts or with the Toride Campus office.

Application for leave of absence	A medical certificate must be attached to the application in cases in which the student is suffering from a disease or injury, etc. See Articles 32, 33 and 34 of the Graduate School Regulations.
Application for return to school	A medical certificate that certifies that the student is able to study at school shall be attached in cases in which the student was on a leave of absence due to a disease, injury, etc. See Article 35 of the Graduate School Regulations.
Application for withdrawal from school	When accepted, the student shall return his/her ID card. See Article 37 of the Graduate School Regulations.
Application for use of alias or the like	The student must submit an application, together with his/her student ID card and an abstract of family register or other official document that proves the use of the alias or the like.
Application for change in the domicile of origin	The student must submit an application together with an abstract of his/her family register or other official document that proves the change.
Note: Changes in the sponsor and/or address of the sponsor shall be entered in a form on the website.	
Application for use of classroom outside the standard operating hours	An application must be submitted by 4 p.m. on the day of use.

9. Use of Classrooms and Other Facilities

a. Use of classrooms outside the standard operating hours

- Time of use: Monday to Friday, from the end of period V until 8 p.m.
- How to apply: Submit the designated application form for use outside the service hours by 4 p.m. on the day of use to the School Affairs Section of the Faculty of Fine Arts, or to the Toride Campus office.

Note: Use of a classroom is permitted only when a relevant advisor remains on campus.

After using the classroom, the students must clean the classroom, put things in order, check for fire, report that use is finished to the advisor and return the permit of use to the guard station before leaving the campus.

b. Institute of Ancient Art Research

A student that wishes to use this facility outside standard class time must carry out the following procedure:

- Submit an application for use of the Institute of Ancient Art Research to the Accounting and Study Material Section of the Faculty of Fine Arts, and acquire a permit.
- Period of use available:
Summer: for five days; winter: for ten days
A period of use available for students will be posted on the bulletin board.

- | |
|---|
| <ul style="list-style-type: none">• A student may also submit an application for use to the Toride Campus office. |
|---|

c. Woodworking room

A student who wants to use a machine tool must submit the designated application form to the woodworking room by 4:30 p.m. a day before the date of use.

Note: Applicants are limited to those who took a woodworking machine safety usage lecture, which is held twice per month.

- Period of use available
School days from Monday to Friday pursuant to the school calendar
9:30 to 12 p.m., and 1:30 to 5 p.m.
- The room cannot be used during the following times:
 - Monday mornings
 - During the woodworking machine safety usage lecture
 - During an intensive lecture or the like held in the woodworking room (posted from time to time on the bulletin board)
- No permit of use is given to the following:
 - A work that is huge in size.

Note: Due to the nature of the machines, there are always potential risks when using them. Be sure to use machines under instruction of the woodworking staff member in charge.

d. Photography Center

The Photography Center is meant to support the research and practice of TUA staff and students by helping them get better results in education and research concerning arts.

Students must go through the designated procedure to obtain a permit of use before using the facility.

e. The Art Media Center

The TUA Art Media Center (formerly the Information Processing Center, which was established in April 2000) provides a production environment focusing on digital technology used in music, art and visual arts. The center is equipped with computers and the latest peripheral devices, allowing users to achieve singular expressions in their art of choice. As part of that role, the center offers lectures and exercises on information media, specialized devices and software.

Students may use the laboratory, editing room and exercise room if no lectures are taking place.

The center also issues Geidai accounts, which are necessary when using the campus network.

The following shows the use of facilities and equipment of the center:

○ Period and time of use

The Art Media Center is available, in principle, on weekdays when classes are in session from 11 a.m. to 7 p.m.

Notes:

1. The center's facilities may be used as lecture rooms.
2. For details, see the bulletin boards on campus or visit the Art Media Center website (<http://amc.geidai.ac.jp/>).

○ Available facilities and equipment (subject to change depending on the operating situation)

(1) Laboratory

Large-format printer (supporting A2 to B0 Plus formats), monochrome laser printer, laser cutter, 3D printer, NC cutter, cutting plotter, cutting machine, bookbinding machine, sound studio (control room, recording room)

(2) Exercise room and editing room

Fifty iMac machines (see <http://amc.geidai.ac.jp> for installed software), scanner (supporting A3 format), monochrome laser printer

(3) Equipment available for rent

Screens, monitors, video cameras, cameras, music players, projectors, lenses, tripods, amplifiers, speakers, microphones, audio recorders, mixers, etc.

○ Persons permitted to use the facilities

- (1) Only TUA staff members, undergraduates and graduate students may use these facilities.
- (2) Laser cutters, 3D printers, NC cutters and sound studio equipment are available only after taking a lecture held by the center.
- (3) If the center decides that the device has not used properly, it may withdraw the eligibility of the user.

○ Charges for use and damage compensation

- (1) Users do not have to pay to use the center, machines and devices, and joining lectures.
- (2) The center does not sell materials. Users have to prepare and provide the necessary materials by themselves.
- (3) If a user causes a fire or damages a machine and/or devices during use, said user shall pay for all

the damages. Users are therefore recommended to enroll in insurance in advance.

○ Other

For details, visit the Art Media Center website (<http://amc.geidai.ac.jp/>) or as at the reception counter of the center.

To obtain a Geidai account, which is necessary to use the campus network, see page 24 of this study guide.

f. Toride Campus Common Workshop

The Toride Campus Common Workshop includes metal workshops (metalwork machine room, casting room, surface treatment room), a creative woodwork workshop, a creative painting workshop and a stone workshop.

The facilities are provided for all departments in research and education in new fields, and for the production of large works that are difficult to make at the Ueno Campus.

○ Only TUA teaching staff, undergraduates and graduate students are permitted to use the workshops.

○ A person who wants to use a workshop shall go through the designated procedures specified in the Common Workshop Usage Guide and the Common Workshop Usage Handbook to obtain a permit from an advisor in the student's department and a permit from the teaching staff member in charge of the workshop.

○ Hours when workshops can be used:

Monday to Friday, 9:30 a.m. to 12:40 p.m. and 1:30 to 5 p.m.

(There may be days and times that some workshops are not available.)

Note: Users are required to take a safety lecture prior to using the metal workshop (metalwork machine room), creative woodwork workshop, and creative painting workshop.

10. Other

○ Users are responsible for taking care of their valuables—such as cash, works and production tools—to prevent theft, especially their student ID card and cash card, which can be misused if stolen.

○ Users may not leave their personal belongings, works, etc. in classrooms, workshops or elsewhere on campus (including outside) without permission. Please note that TUA is not responsible for any damage or loss of such items.

○ Users are required to obtain a permit from the university before producing and/or displaying works in the open. TUA is not responsible for any loss or damage of works if the user/owner has no permit. Please note that TUA may also remove and/or dispose of such works and materials, etc.

○ **The use of fire on campus is strictly prohibited without permission. The Graduate School of Fine Arts has many types of flammable materials in the vicinity and there is a high risk of disaster. Be careful about smoking and handling flammable materials at the same time.**

• **In general, smoking is prohibited on campus, and permitted only in designated locations.**

• **Throwing away cigarette butts, making a fire, and fireworks are strictly prohibited.**

• The Toride Campus has smoking spots near the first-floor west exit of the Media Education Building, near the south exit of the Elevator Hall of the Speciality Education Building, and on the first floor of the Common Workshops Building.

• Students who wish to use fire outside during class must first obtain a permit from the Toride Campus office. They must also prepare a bucket of water for putting out the fire and confirm the locations of fireplugs and fire extinguishers.

- Only the Toride campus has parking lots. In principle, driving vehicles onto the campus is prohibited. Anyone who needs to drive onto campus for a specific reason, such as transporting works into/from the campus, shall apply for and obtain a permit in advance.

- The Toride Campus currently permits driving to the campus. However, vehicles are permitted to park in the parking lots only.
- The local bus schedule (for Otone Kotsu buses between Toride-eki Higashi-guchi to Tokyo Geidai-mae bus stops) is available on the TUA website and at the Toride Campus office.
- University buses
School buses are available during school operating hours at the Toride Campus. However, no passengers are permitted beyond capacity (ninety passengers). Follow the bus driver's instruction when getting on and off the bus and while the bus is moving.

- Students living in apartments must be careful about bothering other residents and neighbors while working on projects.
- Beware of people soliciting business on the streets, pyramid schemes and other dishonest businesses. Do not be fooled by their tricks, and strongly refuse anything you don't want. Avoid signing or stamping anything.
- Do not drink alcohol excessively.
- Never try drugs such as speed, marijuana and other illegal substances.
- Read through the student guide issued by the Student Section.

- Location of the University Library, Toride Branch
The third floor of the Media Education Building (the Art Media Center Toride Branch is also within the Information Browsing Room)
- Service hours of the kiosk (within welfare facilities)
10 a.m. to 7 p.m.
(Closed when classes are not in session and on Saturdays, Sundays and holidays. The service hours may also be shortened depending on the particular period of time.)
- Service hours of Geidai cafeteria (within welfare facilities)
11:30 a.m. to 3 p.m. (last order at 2 p.m.)
(Closed when classes are not in session and on Saturdays, Sundays and holidays. The service hours may also be shortened depending on the particular period of time.)
- Public telephone on the Toride Campus (one on campus)
 - First floor of the Specialty Education Building
- Location of vending machines on the Toride Campus
 - Elevator hall on the first and second floors of the Specialty Education Building
 - Common lounge on the fourth floor of the Media Education Building
- Exhibition
Any student who wants to display a work or perform inside or outside of the Toride Campus must visit the Toride Campus office in advance to make the necessary request and arrangements.

- Toride Campus Health Care Service Center, Toride Branch (Specialty Education Building 1F),
Phone: 050-5525-2547

General first-aid treatment and health consultation: Monday to Friday, 10:15 a.m. to 5:15 p.m.
(only emergency cases and those with appointments are accepted between 1 and 2 p.m.)

For additional information on emergency cases and safety control, also see the “TUA Toride Campus Safety Health Guide.”

- Do not step in the bushes around the Toride Campus. There have been reports of **Japanese pit vipers and hornets** in there.
- The Toride Campus furnishes sinks for experimental wastewater and domestic wastewater, which is processed in the wastewater treatment facility on campus before being discharged into the Tone River.

When cleaning brushes, pour the stock solution, primary rinse water and secondary rinse water into the plastic containers prepared in the office. Only pour tertiary rinse water into experimental wastewater drainage.

Place plastic containers filled up with the wastewater in the drum can near the exit of the elevator hall on the first floor of the Specialty Education Building. The key for the drum can is available at the office.

- Toride City collects sorted wastes. Please observe the following five principles of waste treatment:

Five Principles of Waste Treatment

- Make sure to use the plastic bags designated by Toride City for combustible and noncombustible wastes, cans, PET bottles and other plastic containers. Do not put waste in other kinds of bags and or cardboard containers. Do not leave exposed waste on the garbage collection point. Such waste is not collected.
- Sort waste by type. (See the poster on the garbage can.)
- Be sure to crush cardboard and scrap works by component material.
- **Dispose of your large-sized garbage at your expense. (Never dump household electric appliances and motorcycles, which is illegal and an obvious crime.)**
- Be sure that the caps of cans, bottles, PET bottles and other plastic containers are off and their insides are washed.

Any student that is unable to follow the above instructions will receive a stern warning from the Toride Campus Office, which will also provide guidance to the student and his/her department.

- How to dispose of waste in the workshop
 - Be sure to sort waste by type; put waste in a city-designated plastic garbage bag and leave the bag on the spot (inside) designated as a garbage collection point.
 - Large waste that cannot be put in a plastic garbage bag must be sorted into metal, plastic, wood and glass. Leave the waste at the designated garbage collection point (outside).
Never leave combustible waste paper and noncombustible plastics at the garbage collection point (outside).
 - Plastic garbage bags and plaster bags are available at the studio.
- **Do not leave your TV, refrigerator or other personal belongings (including works) at garbage collection points, etc.**
- See the Toride Campus Safety Health Guide.

○ **Tokyo University of the Arts**
Graduate School Regulations (excerpted)

Instituted: April 28, 1977
Last amended: March 23, 2017

CHAPTER 1: GENERAL PROVISIONS

Section 1: Purpose

Article 1: Purpose

The Tokyo University of the Arts Graduate School aims to teach and research the arts and their theories so that students master them in depth and contribute to cultural development.

Article 2: Examination and Evaluation

1. The graduate school shall examine and evaluate the state of its education, research, organizations, administration, facilities and equipment (hereinafter called “Education Research, etc.”) to improve its education and research levels and to fulfill the purpose mentioned in the preceding article and its social mission, and disclose their results.
2. In addition to the examination and evaluation in the preceding paragraph, the graduate school shall undergo periodic evaluations by persons authorized by the Minister of Education, Culture, Sports, Science and Technology on the general state of its Education Research, etc.
3. Persons other than TUA administrative staff shall carry out the examination and evaluation in paragraph 1 above.
4. Matters necessary for examination and evaluation in the preceding three paragraphs shall be provided for separately.

Section 2: Research and Education Organization

Article 3: Graduate School Program

1. The program offered shall be the Graduate School Program.
2. The Graduate School Program in the preceding paragraph shall be divided into a two-year program and a three-year program.
3. The two-year program in the preceding paragraph shall be called the master’s program and the three-year program shall be called the doctoral program.
4. The master’s program shall aim to impart profound knowledge and techniques on the arts from a broad viewpoint, cultivate the advanced capabilities necessary for creation, expression and research ability in respective fields of the arts, or professions related to the arts.
5. The doctoral program shall aim to train researchers who teach and research a high level of creation, expression techniques and theories of on the arts, and who have a broad spectrum of knowledge and opinion on art and culture as well as the advanced capabilities necessary to engage in creative and research activities independently.

Article 4: Graduate Schools and Departments

1. The graduate school structure is detailed below.
 - (1) The Graduate School of Fine Arts
2. The Graduate School of Fine Arts shall have the departments shown in the following table:

Graduate School name	Master's Program	Doctoral Program
	Name of department	Name of department
Graduate School of Fine Arts	Department of Painting	Department of Fine Arts
	Department of Sculpture	
	Department of Crafts	
	Department of Design	
	Department of Architecture	
	Department of Aesthetics and Art History	
	Department of Intermedia Art	
	Department of Global Art Practice	
Department of Conservation	Department of Conservation	

3. Matters necessary for each graduate school shall be provided for separately.

Section 3: Teaching Staff Organization

Article 5: Teaching Staff Organization

1. A director will be assigned to each graduate school.
2. The director shall be the dean of the corresponding faculty.
3. Teaching staff members who are in charge of teaching courses at the graduate schools and supervising students writing a master's thesis (hereinafter called "research supervision"; depending on the department, this includes a graduation work or performance, or the master's thesis will be substituted with graduation work or performance, hereinafter called "Master's Thesis, etc.") or supervising students writing a doctor's thesis (depending on the research field, this includes a graduation work or performance; hereinafter called "Doctoral Thesis, etc.") shall be professors, associate professors, instructors and guest professors working at the corresponding faculties who are qualified to oversee courses or in charge of research supervision at the graduate school.

Section 4: Admission Capacity and Enrollment Capacity

Article 6: Admission Capacity and Enrollment Capacity

The admission capacity and enrollment capacity by department of the graduate school shall be as shown in the following table:

Graduate School name	Master's Program			Doctoral Program		
	Name of department	Admission capacity	Enrollment Capacity	Name of department	Admission capacity	Enrollment Capacity
Graduate School of Fine Arts	Department of Painting	50	100	Department of Fine Arts	25	75
	Department of Sculpture	13	26			
	Department of Crafts	26	52			
	Department of Design	30	60			
	Department of Architecture	18	36			
	Department of Aesthetics and Art History	21	42			
	Department of Intermedia Art	22	44			
	Department of Global Art Practice	18	36			
	Department of Conservation	18	36	Department of Conservation	10	30
Total	216	432	Total	35	105	

Section 5: The Graduate School Committee

Article 7: The Graduate School Committee

1. The university's graduate schools shall have a graduate school committee that examines important matters related to the graduate school.

2. Matters necessary for the graduate school committee shall be provided for separately.

Section 6: Academic Year, Semesters, Closing Days

Article 8: Academic Year

The academic year shall start on April 1 and end on March 31 of the following year.

Article 9: Semesters

The semesters shall be divided as follows:

- (1) The first semester shall be from April 1 until September 30.
- (2) The second semester shall be from October 1 until March 31 of the following year.

Article 10: Closing Days

1. Closing days (no class days) shall be as follows:

- (1) Saturdays and Sundays
 - (2) Days stipulated in the Act of National Holidays (Law No. 178 of 1948)
 - (3) University Foundation Day: October 4
 - (4) Closing days during the spring, summer and winter breaks
2. Closing days in item (4) of the preceding paragraph shall be provided for separately.
3. When it is considered as necessary, the president may change closing days under paragraph 1 above, or determine special closing days.

CHAPTER 2: GENERAL PROVISIONS OF THE GRADUATE SCHOOL

Section 1: Normal Term of Study and Term of Enrollment

Article 11: Normal Term of Study

1. The normal term of study of the master's program shall be two years.
2. The normal term of study of the doctoral program shall be three years.

Article 12: Term of Enrollment

A master's program student may not be enrolled for over three years, and a doctoral program student may not be enrolled for over five years.

Section 2: Teaching Methods, Etc.

Article 13: Teaching Methods

1. Education at the graduate schools shall be implemented through available courses and research supervision.
2. A student shall join one of the studios and receive research supervision from the advisor and other teaching staff members.

Article 14: Method for Taking Courses, Etc.

1. The details of courses at the graduate schools, the number of credits, the details of research supervision and the method for taking the course shall be provided for separately by each of the graduate schools.

2. The provisions of Articles 80 to 83 of the Tokyo University of the Arts Regulations (hereafter called “the TUA Regulations”) shall be applied to the method of calculating credits at the graduate school, the number of class days, and the schooling period; provided, however, that the terms of the TUA School Regulations Exhibit (concerning Article 80) shall be replaced with the terms in the following table:

	Lecture	Exercise	Experiment and practice	In cases where a combination of two modes or more of lecture, exercise, experiment and practice is applied to one course.
Graduate School of Fine Arts	Hours 15	Hours 15	Hours 30	In cases where one course has two modes of teaching, where the numbers of teaching hours of the two modes are defined as x and y: x and y are decided so that $ax + by$ (a: numeric value where the 45 hours normally required to complete the contents that compose one course are divided by the corresponding number of hours on the left side; b: the numeric value where the same 45 hours are divided by the corresponding number of hours on the left side) become 45. In cases where one course has a combination of three or more modes of teaching, the numeric value of teaching mode will likewise be increased to determine the number of hours.

Article 15: Taking Courses at Other Graduate Schools

1. If the graduate schools involved consider it useful to the student’s education, the student may take courses offered at other graduate schools, as provided for separately.
2. The number of credits for courses that a student completes pursuant to the preceding paragraph may be deemed to have completed courses at the TUA Graduate School is not to exceed ten credits throughout the master’s program and doctoral program.
3. Matters necessary for the two preceding paragraphs shall be provided for separately by each of the graduate schools.

Article 16: Entrusting Research Supervision

1. If each of the graduate schools consider it useful to the student’s education, the student may receive any necessary research supervision at other graduate schools, institutions, etc., as provided for separately; provided, however, that a master’s program student shall not require more than one year for such research supervision.
2. Matters necessary for the preceding paragraph shall be provided for separately by each of the graduate schools.

Article 17: Teacher’s License

1. The types of teacher’s licenses and courses necessary shall be as shown in the following table:
Table (Abbreviated)
2. Matters necessary for the courses required for acquiring a teacher’s license and the method for taking those courses shall be provided for separately.

Section 3: Program Completion

Article 18: Requirements for Completing the Master’s Program

The requirements for completing the master’s program are that a student shall be enrolled for two years or more; acquire thirty credits or more; receive the necessary research supervision; and pass a review of his/her Master’s Thesis, etc. and test. If the graduate school committee determines that the student has achieved excellent results, however, a period of enrollment of one year or more in the graduate school may be sufficient.

Article 19: Requirements for Completing the Doctoral Program

1. The requirements for completing the doctoral program are that after completing the master's program, the student shall be enrolled for three years or more in the doctoral program; acquire ten credits or more; receive the necessary research supervision; and pass a review of his/her Doctoral Thesis, etc. and test. If the graduate school committee determines that the student has achieved excellent research results, however, a period of enrollment of one year or more in the graduate school may be sufficient.
2. The requirements for completing the doctoral program for a student who has completed the master's program within the shortened enrollment period covered in the proviso under the preceding article are that the student must remain enrolled for a certain period (the period of the student's master's program enrollment + three years) or more; acquire ten credits or more; received the necessary research supervision; and pass a review of his/her Doctoral Thesis, etc. and test. If the graduate school committee determines that the student has achieved excellent research results, however, a term of three years or more including the student's master's program enrollment period may be sufficient.
3. The requirements for completing the doctoral program for someone admitted as a qualified person to the graduate school in accordance with Article 70, paragraph 2 of the School Education Act Enforcement Regulations (Ordinance of the Ministry of Education No. 11, 1947) are that the person must remain enrolled in the graduate school for three years or more; acquired ten credits or more; receive the necessary research supervision; and pass a review of his/her Doctoral Thesis, etc. and test. If the graduate school committee determines that the student has achieved excellent research results, however, a period of enrollment of one year or more in the graduate school may be sufficient.

Article 20: Accreditation

A person who has taken courses and passes the final course examinations shall be accredited with the designated number of credits.

Article 21: Test upon Review of Thesis, Etc.

A test shall be conducted for a person who has acquired the required number of credits and has passed a review of a Master's Thesis, etc. or a Doctoral Thesis, etc.

Article 22: Certification of Program Completion

The TUA president shall certify the completion of a master's program or doctoral program after approval of the graduate school committee.

Section 4: Academic Degrees

Article 23: Granting of Academic Degrees

1. A master's degree shall be granted to a person who has completed the master's program, and a doctoral degree to a person who has completed the doctoral program, respectively.
2. TUA may confer a doctoral degree even to a person who has not completed the TUA doctoral program but who submits a doctoral thesis (in addition to a graduation work or graduation performance, depending on the research field) pursuant to the TUA Degree Regulations, has passed the review and test, and is identified as having academic ability that is equivalent or higher to persons who have completed the TUA doctoral program.
3. Matters necessary for the academic degrees shall be provided for separately.

Section 5: Admission, Leave of Absence, Reenrollment, School Transfer, Withdrawal from School, Studying Abroad, Disenrollment

Article 24: Time of Admission

As a rule, the admission period (including transfer admission and readmission) shall be the beginning of the academic year. However, a student may be admitted even during an academic year pursuant to the division of semesters.

Articles 25 to 29 (Abbreviated)

Article 30: Admission Procedure

To gain admission, a person who has passed the screening examination shall submit a complete written pledge and the other documents required as designated by TUA, and pay the fixed admission fee by the due date. However, a person who wishes to obtain a permit of exemption or postponement of the payment of said fee pursuant to Article 45, paragraph 1 hereof may do so upon TUA's acceptance of an application for exemption or postponement of payment of said fee.

Article 31: Permit of Admission

The TUA president shall permit the admission of any person who has completed the admission procedures in the preceding paragraph.

Article 32: Leave of Absence

If a student is unable to study for two successive months or more due to illness or other reason, said student shall file an application for a leave of absence together with a medical certificate or a statement of reasons, and take leave of absence upon the approval of the TUA president.

Article 33

If a student is considered to be a risk to students and others due to illness or any other reason, the TUA president may order the student to take a leave of absence after referring to the opinion of the graduate school committee.

Article 34: Leave of Absence Period

1. The leave of absence period shall be one year or less for a student in the master's program or doctoral program.
2. If a student has a special reason, he/she may apply for a leave of absence and extend the leave of absence period up to another year with the approval of the TUA president; provided, however, that such leave of absence periods for the master's program or doctoral program do not exceed two years in total.
3. The leave of absence period shall not be included in the enrollment term provided for in Article 12 hereof.

Article 35: Reenrollment

If the reason for the leave of absence ends during the leave of absence period, the student may apply for reenrollment, submitting the application together with a medical certificate or a statement of reasons, and may be reenrolled upon the approval of the TUA president.

Article 36: School Transfer

A student who desires to transfer to another graduate school shall apply for withdrawal from school, submitting the application together with a statement of reasons, and may transfer to the school upon the approval of the TUA president.

Article 37: Withdrawal from School

A person who desires to withdraw from school shall apply for withdrawal from school, submitting the application together with a statement of reasons, and may withdraw from school upon the approval of the TUA president.

Article 38: Studying Abroad

1. A person who desires to study abroad shall apply to study abroad, submitting the application together with a statement of reasons, and may study abroad upon the approval of the TUA president.
2. The period the student is studying aboard shall be included in the period of TUA enrollment. The provisions of Article 15-2, paragraph 2 and Article 16-3, paragraph 1 shall apply. However, any period of studying in a foreign country during a leave of absence shall be exempted.

Article 39: Disenrollment

After considering the opinion of the relevant graduate school committee, the TUA president may disenroll a person to whom any of the following items applies:.

- (1) Enrollment period is over
- (2) Has taken a leave of absence for more than two years and is unable to reenroll
- (3) Is delaying payment of tuition fees and has failed to pay even after receiving a notice
- (4) Has applied for an exemption or postponement of payment of the admission fee and has received a notice disallowing payment exemption or postponement, or has received a permit of exemption of payment for half of the admission fee or for postponement of payment but failed to pay the admission fee by the due date
- (5) Whereabouts are unknown

Articles 40 to 42 (Abbreviated)

CHAPTER 4: EXAMINATION FEE, ADMISSION FEE AND TUITION FEES

Article 43: Examination Fee, Admission Fee and Tuition Fees

1. The amounts of examination, admission and tuition fees shall be governed by provisions of the Tokyo University of the Arts Tuition Fees and Other Expense Regulations (hereafter called “the Expense Regulations”).
2. (Abbreviated)

Article 44: Payment of Tuition Fees

The annual tuition fees shall be divided and paid for in the two semesters stated below. However, a person who desires to pay all tuition fees at once may pay the first and the second semesters during the payment period for the first semester.

First semester: Half of the annual amount (pay by May 31)

Second semester: Half of the annual amount (pay by November 30)

Article 45: Exemption and Postponement of Payment of Admission Fee

1. If a person whose school records are recognized as excellent has difficulty paying the admission fee due to economic reasons or has significant difficulty in paying the fee due to other special reasons, TUA may upon that person's request exempt him/her from paying all or half of the admission fee, or postpone the payment.
2. Matters necessary for exemption and postponement of payment of the admission fee shall be provided for separately.

Article 46: Exemption of Payment of Tuition Fees

1. If it is recognized that a person has difficulty in paying tuition fees due to economic reasons or other special reasons, TUA may upon that person's request exempt him/her from paying all or half of the tuition fees.
2. Matters necessary for exemption of payment of the tuition fees shall be provided for separately.

Article 47: Refund of Tuition Fees, Etc.

1. Any examination, admission and tuition fees already paid will not be refunded, unless a person who paid tuition fees upon admission to TUA declines the admission by the end of the academic year prior to the admission year, in which case the tuition fees will be refunded.
2. If a person who also paid tuition fees for the second semester when paying for the first semester takes a leave of absence or withdraws from school by the end of September of the same academic year, the amount equivalent to the tuition fees for the second semester will be refunded.

CHAPTER 5: AWARDS AND PUNISHMENT

Article 48: Awards

The TUA president may award a student for an act that merits it.

Article 49: Punishment

1. The TUA president may punish any student who exhibits any of the following behavior or qualities:
 - (1) Delinquent behavior
 - (2) Inferior academic ability
 - (3) Poor attendance with no justifiable reason
 - (4) Disturbs the order of the TUA graduate school and significantly neglects his/her duties as a student
2. The forms of punishment shall be reprimand, suspension from school, and disenrollment.
3. Matters necessary for punishment shall be provided for separately.

CHAPTER 6: MISCELLANEOUS PROVISIONS

Article 50

1. Besides these regulations, the TUA Regulations, the Tokyo University of the Arts Student Life General Rules, and other regulations concerning undergraduate students shall apply to matters on TUA graduate school students.
2. If provisions in the preceding paragraph are applied, "undergraduate" shall be replaced with "graduate school," and, "dean of the faculty," "director of the graduate school" in reading.

○ **Tokyo University of the Arts**
Graduate School of Fine Arts Regulations (excerpted)

Instituted: February 16, 1978
Last amended: February 19, 2018

CHAPTER 1: GENERAL PROVISIONS

Article 1: Purpose

These regulations are provided for matters necessary for the Tokyo University of the Arts Graduate School of Fine Arts (hereafter called “the Graduate School”) pursuant to Article 4, paragraph 3 of the Tokyo University of the Arts Graduate School Regulations (hereafter called “the Graduate School Regulations”).

Article 1-2: Objectives

By providing profound knowledge and learning on arts from a broader viewpoint to cultivate high-level of expression, the Graduate School shall endeavor to train distinguished artists and researchers who engage in creation and research activities independently.

Article 2: Program

1. The program offered shall be the Graduate School Program.
2. The Graduate School Program in the preceding paragraph shall be divided into a two-year program and a three-year Program.
3. The two-year program in the preceding paragraph shall be called the master’s program, and the three-year program shall be called the doctoral program.

Article 3: Departments and Research Fields

1. The departments of the master’s program shall be as follows:
 - (1) Department of Painting
 - (2) Department of Sculpture
 - (3) Department of Crafts
 - (4) Department of Design
 - (5) Department of Architecture
 - (6) Department of Aesthetics and Art History
 - (7) Department of Intermedia Art
 - (8) Department of Global Art Practice
 - (9) Department of Conservation

2. The departments of the doctoral program shall be the Department of Fine Art and the Department of Conservation; the research fields shall range from item (1) to item (9) of this paragraph for the Department of Fine Art, and item (10) for the Department of Conservation.
 - (1) Japanese Painting
 - (2) Oil Painting
 - (3) Sculpture
 - (4) Crafts
 - (5) Design

- (6) Architecture
- (7) Aesthetics and Art History
- (8) Intermedia Art
- (9) Global Art Practice
- (10) Conservation

Article 4: Advisor

The graduate school committee shall assign a research advisor, depending on the department the student joins or his/her research field.

Article 5: Grade Evaluation Criteria and Method of Accreditation, Etc.

The grade evaluation criteria and the method of accreditation shall follow Articles 8 and 9 of the Tokyo University of the Arts Faculty of Fine Arts Regulations.

Article 6: Courses and Credits

The courses and the number of credits of individual departments and research fields of the Graduate School shall follow the Tokyo University of the Arts Graduate School of Fine Arts (Master's Program) Study Rules (hereinafter called "the Master's Program Study Rules") and the Tokyo University of the Arts Graduate School of Fine Arts (Doctoral Program) Study Rules (hereinafter called "the Doctoral Program Study Rules").

CHAPTER 2: MASTER'S PROGRAM

Article 7: Taking Courses

1. A student in the Master's Program (hereinafter called a "student") shall acquire a total of thirty or more credits in required courses and elective courses from among the courses at its department provided for in the Master's Program Study Rules, and also receive research supervision.
2. In studying elective courses mentioned in the preceding paragraph, a student may take courses set up at faculties with the supervision of his/her advisor. In such case, the number of credits to be accredited to the master's program shall be up to four credits.

Article 8: Submission of Study Course Notification and Research Plan

A student shall receive supervision from his/her advisor at the beginning of an academic year, and submit a study course notification and a research plan by the due date to said advisor.

Article 9: Examinations in Courses

1. Examinations in courses that a student takes shall be written, oral and/or research report. However, examinations of courses approved by the graduate school committee may be substituted with ordinary achievement records and/or acceptance notification by teaching staff members in charge of courses.
2. The designated number of credits for the courses that a student passes examinations for stated in the preceding paragraph shall be granted to the student.

Article 10: Submission of Master's Thesis, Etc.

1. A master's thesis or a graduation work (hereafter called "Master's Thesis, etc.") may be submitted by a person in a master's program for one year or more who is expected to acquire thirty or more credits by the end of the second year. However, if the graduate school committee finds that the

student has done excellent research, a period of expected enrollment as stipulated in the proviso of Article 18 of the Graduate School Regulations may be sufficient.

2. The title and abstract of the Master's Thesis, etc., shall be submitted by the due date designated by the director of the graduate school. In this case, the research advisor must approve the title of the Master's Thesis, etc. in advance.

Article 11: Review of Master's Thesis, Etc. and Test

1. The graduate school committee shall conduct a review of the student's Master's Thesis, etc. and administer a test in accordance with the Tokyo University of the Arts Rules for Degrees.
2. If a student is unable to undergo a review of his/her Master's Thesis, etc. and test due to special circumstances, the student may request, together with submission of a statement of reasons, a supplementary review of his/her Master's Thesis, etc. and a supplementary test.
3. The director of the graduate school shall bring up the case in the preceding paragraph with the graduate school committee for deliberation, and may conduct the requested supplementary review of the Master's Thesis, etc. and supplementary test.

CHAPTER 3: DOCTORAL COURSE

Article 12: Taking Courses

1. A student in the doctoral program shall acquire a total of ten credits or more of required courses and elective courses from among the courses provided for in the Doctoral Study Rules.
2. A student shall receive research supervision from his/her advisor and other teaching staff members in his/her chosen research field. No credits shall be granted for receiving such research supervision.

Article 13: Submission of Study Course Notification and Research Plan

A student shall receive supervision from his/her advisor at the beginning of an academic year, and submit a study course notification and a research plan by the due date to said advisor.

Article 14: Examinations in Courses

1. Examinations in courses that a student takes shall be written, oral and/or research report. However, examinations of courses approved by the graduate school committee may be substituted with ordinary achievement records and/or acceptance notification by teaching staff members in charge of courses.
2. The designated number of credits for the courses that a student passes examinations for stated in the preceding paragraph shall be granted to the student.

Article 15: Submission of Doctoral Thesis, Etc.

1. A doctoral thesis or a research work (hereinafter called a "Doctoral Thesis, etc.") may be submitted by a person who is in a doctoral program for two years or more and is expected to complete ten credits or more by the end of the program. However, if the graduate school committee considers that the student has done excellent research, a period of expected enrollment stipulated in the proviso of Article 19 of the Graduate School Regulations may be sufficient.
2. The research advisor shall approve the title, bibliography and abstract of a Doctoral Thesis, etc., before the student submits it by the due date the director of the graduate school has designated.

Article 16: Review of Doctor's Thesis, Etc. and Test

1. The graduate school committee shall conduct a review of a Doctor's Thesis, etc. and test in

- accordance with the Tokyo University of the Arts Rules for Degrees.
2. If a student was unable to receive the review of his/her Doctor's Thesis, etc. and test due to special circumstances, the student may request, together with submission of a statement of reasons, a supplementary review of his/her Doctor's Thesis, etc. and supplementary test.
 3. The director of the graduate school shall bring the case stated in the preceding paragraph before the graduate school committee for deliberation, and may hold the supplementary review of the Doctor's Thesis, etc. and supplementary test.

CHAPTER 4: MISCELLANEOUS PROVISIONS

Article 17: Miscellaneous Provisions

In addition to these regulations, matters necessary for the graduate school shall be provided for separately by the graduate school committee.

○Tokyo University of the Arts Rules for Degrees (excerpted)

Instituted: April 28, 1977
Last amended: October 19, 2017

CHAPTER 1: GENERAL PROVISIONS

Article 1: Purpose

These rules stipulate matters necessary for TUA to grant degrees in accordance with Article 13 of the Rules for Degrees (Ordinance No. 9 of the Ministry of Education, 1953), Article 91, paragraph 3 of the Tokyo University of the Arts Regulations (hereinafter called “the TUA Regulations”) and Article 23, paragraph 3 of the Tokyo University of the Arts Graduate School Regulations.

CHAPTER 2: TITLES OF DEGREES, DEPARTMENTS AND GRANTING CONDITIONS

Article 2: Titles of Degrees and Departments

1. TUA may grant bachelor’s degrees, master’s degrees and doctoral degrees.
2. The degrees TUA grants shall have the following titles, depending on the departments:
 - (1) Bachelor’s degrees
 - Faculty of Fine Arts: Fine Arts
 - (2) Master’s degrees
 - Graduate School of Fine Arts: Fine Arts
 - Art Expression
 - Cultural Property
 - (3) Doctoral degrees
 - Graduate School of Fine Arts: Fine Arts
 - Cultural Property

Article 3: Conditions for Granting Degrees

1. A bachelor’s degree shall be granted to a person who graduates from a TUA faculty.
2. A master’s degree shall be granted to a person who completes a master’s program of the TUA Graduate School.
3. A doctoral degree shall be granted to a person who completes a doctoral program of the TUA Graduate School.
4. In addition to the persons specified in the preceding paragraph, a doctoral degree may be granted to a person who passes the review of a Doctoral Thesis, etc. (A graduation work or a graduation performance will be added, depending on the research field; the same shall apply hereafter) and test held by the TUA Graduate School, and who is confirmed as having academic abilities equivalent to or higher than the person who completed the doctoral program of the TUA Graduate School (hereinafter called “Confirmation of Academic Ability”).

CHAPTER 3: REVIEW OF THESIS, ETC. FOR DEGREE

Section 1: Review of Thesis, Etc. of Students in Master's and Doctoral Degree Programs

Article 4: Application by Master's Program Student for Review of Master's Thesis, Etc.

If a student in a TUA Graduate School master's program wishes to apply for review of his/her master's thesis (a research work or research performance will be added depending on the department, or the master's thesis is substituted with a research work or a research performance, hereinafter called "Master's Thesis, etc."), he/she shall submit the Master's Thesis, etc. together with the bibliography, abstract and a resume to the director of the graduate school.

Article 5: Application by Doctoral Program Student for Review of Doctor's Thesis, Etc.

If a student in a TUA Graduate School doctoral program wishes to apply for a review of his/her doctoral thesis (a research work or research performance will be added depending on the research field, hereinafter called "Doctoral Thesis, etc."), the student shall submit his/her Doctoral Thesis, etc. together with the bibliography, abstract and a resume to the director of the graduate school.

Article 6: Review of Thesis, Etc. for Degree

1. When a Master's Thesis, etc. or Doctor's Thesis, etc. (hereinafter called a "Thesis, etc. for Degree") is submitted, the director of the graduate school shall request the graduate school committee (in the case of the Graduate School of Film and New Media, the faculty council; the same shall apply hereinafter) to review the case.
2. The graduate school committee shall review the Thesis, etc. for Degree pursuant to the request in the preceding paragraph.
3. The graduate school committee shall set up a Thesis, etc. for Degree Review Committee (hereinafter called the "Review Committee") for each Thesis, etc. for Degree to examine the theses submitted.

Article 7: The Review Committee

1. The Review Committee shall have three or more reviewers, elected by the graduate school committee from among the professors and associate professors specializing in research fields corresponding to the content of the submitted Thesis, etc. for Degree, and professors and associate professors specializing in fields relating to such theses. However, one or more of the reviewers must be professors.
2. When it is deemed necessary to review a Thesis, etc. for Degree, the graduate school committee may add instructors, visiting professors and/or teaching staff members at other graduate schools or institutions, etc., who specialize in said research field or a related one to the Review Committee mentioned in the preceding paragraph.
3. The Review Committee shall give a test in addition to reviewing the Thesis, etc. for Degree. The results of the review and the test shall be reported in writing to the graduate school committee.

Article 8: Test Procedures

1. The test shall be held after the review of the Thesis, etc. for Degree is completed.
2. The test shall be done orally or in writing, and center on the Thesis, etc. for Degree and related fields.

Article 9: Certification of Program Completion

1. The graduate school committee shall determine whether the TUA graduate school student has completed the program based on the number of credits the student has acquired and the results of the review of the Thesis, etc. for Degree and the accompanying test, and then resolve whether the applicant has passed or failed.
2. To pass a resolution as stated in the preceding paragraph, two-thirds or more of the graduate school committee members (not including those on official trips or leaves of absence) must attend a meeting, at which three-fourths or more of the attending members must vote for approval.

Article 10: Report on Deliberation

The director of the graduate school shall report the result of resolution by the graduate school committee to the TUA president pursuant to paragraph 1 of the preceding article.

Section 2: Review of Doctoral Thesis, Etc. Submitted by Outside Person

Article 11: Application for Doctoral Degree by Outside Person

1. If a person other than a TUA graduate school student (hereinafter called an “Outside Person”) wishes to apply for a doctoral degree through a TUA graduate school, he/she shall submit to the TUA president an application for degree, his/her Doctoral Thesis, etc., and review fee as stipulated in the Tokyo University of the Arts Tuition Fees and Other Expense Regulations.
2. The thesis review fee paid pursuant to the preceding paragraph is nonrefundable.

Article 12: Doctoral Thesis Review

1. The TUA president shall assign the review of a doctoral thesis submitted pursuant to paragraph 1 of the preceding article to the director of the graduate school concerned.
2. If there was an assignment under the preceding paragraph, the director of the graduate school shall request the graduate school committee to review.
3. The graduate school committee shall review the doctoral thesis based on the request stated in the preceding paragraph.
4. The graduate school committee shall decide whether the doctoral thesis has passed within one year of starting the review.
5. Article 6, paragraph 3 and Articles 7 and 8 hereof shall apply to the establishment of the Review Committee, the organization of the Review Committee, report on the results of reviews, and the testing method.

Article 13: Method for Confirming Academic Ability

1. The graduate school committee shall confirm the applicant’s academic ability after reviewing the doctoral thesis and testing the applicant.
2. Confirming the applicant’s academic ability shall be conducted orally or in writing on courses and the foreign language in the field relating to the doctoral thesis.

Article 14: Qualification Approval

1. Based on the results of the doctoral thesis review in the TUA Graduate School that the Outside Person has applied for, as well as the results of the accompanying test and confirmation of academic ability, the graduate school committee shall deliberate on whether the Outside Person satisfies the requirements for receiving such degree (hereinafter called “Approval of Qualification”) and seek a resolution to pass or not.
2. Article 9, paragraph 2 shall apply to a resolution stipulated in the preceding paragraph.

3. Article 10 shall apply to reporting to the TUA president on the result of the resolution stipulated in paragraph 1 hereof.

CHAPTER 4: GRANTING OF DEGREES, ETC.

Article 15: Granting of Degrees

1. The TUA president may grant a degree to a person recognized as having graduated pursuant to Article 91 of the TUA Regulations and having completed the program, or as having the qualification based on Article 10 hereof and paragraph 3 of the preceding article.
2. If a person does not qualify for a degree, the TUA president shall notify the person to that effect.

Article 16: Use of Degree Title

If a person granted a degree uses his/her degree title, “Tokyo University of the Arts” shall accompany the title.

Article 17: Withdrawal of Degrees

1. If a person granted a degree falls under one of the items stated below, the TUA president shall seek a resolution from the faculty council or the graduate school committee, and of the Education and Research Council, before withdrawing the degree granted, compelling the person to return the diploma, and publicly announcing this.
 - (1) When it is discovered that the person received a degree in an unfair or dishonest manner
 - (2) When a person granted a degree commits an act dishonorable to the degree
2. Article 91 of the TUA Regulations or Article 9, paragraph 2 hereof shall apply to a resolution in the preceding paragraph.

Article 18: Report to the Minister on Granting Doctor’s Degree

The TUA president shall submit a report on granting to the Minister of Education, Sports, Science and Technology within three months after the day of granting a Doctor’s degree.

CHAPTER 5: RELEASE OF DOCTORAL THESIS

Article 19: Release of Abstract of Doctoral Thesis

If TUA has granted a person a doctoral degree, TUA shall release the abstract of the doctoral thesis and a summary of the thesis review result on the Internet within three months of the date the degree was granted.

Article 20: Release of Doctoral Thesis

1. A person granted a doctoral degree shall release his/her entire degree thesis within one year after the date the degree was granted, except for cases in which said thesis was released before the doctoral degree was granted.
2. Notwithstanding the preceding paragraph, if a person granted a doctoral degree has a valid reason, he/she may, with TUA’s approval, release an abstract of the thesis relative to the degree in substitution of the entire thesis. In such cases, TUA shall provide opportunities for reading the entire thesis upon request.
3. A release that the person granted a doctoral degree makes pursuant to the preceding two paragraphs shall be uploaded to the Internet in cooperation with TUA.
4. If a person is releasing a doctoral thesis pursuant to the preceding three paragraphs, said doctoral thesis shall be accompanied by a note stating “Tokyo University of the Arts Review Thesis for Degree (Doctor).”

5. If a graduation work or a graduation performance is added to the review of a doctoral thesis, depending on the research field, the graduation work or the graduation performance shall also be released pursuant to the stipulation made by the graduate school committee.

CHAPTER 6: MISCELLANEOUS PROVISIONS

Article 21: Form of Diplomas, Etc.

The form of diplomas shall be as stated in Exhibits 1 to 4

Exhibit (Abbreviated)

Article 22: Miscellaneous Provisions

In addition to this set of Rules for Degrees, detailed rules for degree review concerning the submission of a thesis for a degree and the time of the review and test, the date of confirming academic ability and method, etc. shall be provided for separately by the graduate school.

○ Tokyo University of the Arts Grade Evaluation

June 30, 2017

Education Promotion Office Arrangement

Article 1: Purpose

This information defines the criteria needed to draw up grade evaluation guidelines and for receiving questions, etc. on grade evaluation, and is meant to assist TUA in evaluating grades properly and ensuring superior educational quality.

Article 2: Criteria for Grade Evaluation

1. The criteria for grade evaluation shall be as shown in the following table:

Decision	Grade	Evaluation criteria
Passed	Excellent	Has attained the target with an excellent record
	Very good	Has attained the target with a very good record
	Good	Has attained the target with a good record
	Acceptable	Has attained the target
Did not pass	Failed	Failed to attain the target

2. A course that accredits only shall be shown as “accredited.”

Article 3: Questions on Grade Evaluation, Etc.

1. After releasing the students' grades, teaching staff members may receive questions from students on their grades for a certain period, and shall deal with them sincerely.
2. The Faculty of Fine Arts (including the Graduate School of Fine Arts), the Faculty of Music (including the Graduate School of Music), the Graduate School of Film and New Media and the Graduate School of Global Arts (hereinafter called the “Faculties, etc.”) shall provide the method for receiving questions on grade evaluation. The Faculties, etc. shall make the evaluation method known to all students.

Supplementary Provisions

This arrangement was established in June 30, 2017 and applied in April 1, 2017.

○ Approval Criteria for Authorized Absences from Courses Set Up in the Tokyo University of the Arts Faculty of Fine Arts (including the Graduate School of Fine Arts)

April 14, 2011
Faculty Council Decision
Amended: October 24, 2013

Article 1: Purpose

These criteria are provided for matters necessary for handling authorized absences from a class that students in the Faculty of Fine Arts (including students in the Graduate School of Fine Arts) take due to special circumstances.

Article 2: Definition

An authorized absence is an absence from class approved by the Faculty of Fine Arts (hereafter called “the Faculty”) due to special circumstances.

Article 3: Special Circumstances

Special circumstances as mentioned in the preceding article shall include the following:

- (1) Mourning (death of a parent: seven days; death of a sibling or grandparent: three days)
- (2) Education practice (during the actual practice and prior meetings)
- (3) Providing nursing care, etc. (during the period of nursing care and prior instructions)
- (4) Research trips to the Institute of Ancient Art Research
- (5) Gogesai Festival executive committee members (for all days) and Tokyo National University Athletic Festival participants (the festival day only)
- (6) Other special reason approved by the faculty council

Article 4: Approval Procedure

If an absence from class falls under a special circumstance mentioned in the preceding article, the absence shall be considered approved by the faculty council. If an absence falls under item (6) of the preceding article, however, the faculty council shall approve or disapprove the absence on a case-by-case basis.

Article 5

If a student wishes to be absent from class due to one of the special circumstances mentioned above, the student shall, in principle, submit a notification of authorized absence beforehand to the teaching staff member in charge of the course.

Article 6: Courses in Which Authorized Absences Are Allowed

1. The courses in which authorized absences are allowed are lecture courses and practice courses.
2. If the absence is from a course of intensive lecture, however, it shall not be approved even if the reason for the absence qualifies as a special circumstance.

Article 7: Treatment of Authorized Absences

In the case of authorized absences, the number of class hours (number of times) the absences cover shall not be included in the total number of class hours of the course in question.

Article 8: Miscellaneous Provisions

In addition to these approval criteria, matters necessary for the treatment of authorized absences shall follow stipulations made by the Faculty Council.

Supplementary Provisions

These approval criteria were implemented in April 14, 2011.

○Tokyo University of the Arts Toride Campus

Faculty of Fine Arts Common Workshops Usage Procedure

May 15, 1997

Common Workshop Administrative Committee Decision

Amended: April 22, 2010

Article 1: Purpose

This procedure is provided to ensure the safe and trouble-free use of the Tokyo University of the Arts Toride Campus Faculty of Fine Arts Common Workshop (hereinafter called “Workshop”).

Article 2: Users and Eligibility for Use

1. Persons eligible to use the Workshop shall be TUA teaching staff members, students at faculties, and students at the graduate school, etc.
2. Eligibility for the use of the Workshop shall be provided separately for individual Workshop.

Article 3: Application for Use and Permit, Etc.

1. A person who wishes to use a Workshop shall meet beforehand with the teaching staff member responsible for the Workshop and submit an application for use of a common workshop (form included in the appendix) at least one day prior to the day of use, and obtain a permit.
2. If a class plans to use a Workshop, the teaching staff member in charge of the class shall apply for this time when making the annual class plan.
A permit to use the Workshop shall be given after a conference between the Workshop head and the teaching staff member in charge of the Workshop.
3. A permit for use may not be given depending on the circumstances of the Workshop.

Article 4: Conformance to Standards and Withdrawal of Permit, Etc.

1. A user shall conform to the common workshop usage standards and safety directions for operation of the Workshop, and follow the instructions of the advisor and teaching staff member in charge of the Workshop.
2. If it is determined that the Workshop is not being used properly, the permit shall be withdrawn.

Article 5: Time and Period for Use

1. Students may use Workshops during the school operating hours.
2. Workshops are available during the following periods:
 - (1) 9:30 a.m. to 12:40 p.m.
 - (2) 1:30 to 5 p.m. (including the time from 4:30 to 5 p.m. to clear and put items back in order)

Article 6: Miscellaneous Provisions

1. In addition to this procedure, the Common Workshop Administrative Committee shall stipulate necessary matters.
2. The Workshops shall be managed in cooperation with teaching staff members in charge of their Workshops.

Supplementary Provisions

1. The Tokyo University of the Arts Toride Campus Common Workshop Usage Rules (revised April 28, 1993) shall be abolished.
2. This procedure was implemented in May 15, 1997.

Supplementary Provisions

This procedure was established in April 22, 2010, and applied from April 1, 2010.

Guide to Common Workshop Usage

The procedure for submitting an application for use of the Common Workshop is as follows:

- 1. Consult with the teaching staff member in charge of the Workshop about the desired period of use and the outline of the work to be created (materials, method for production, etc.)**
 - Method for production
 - Preparation for production, such as ordering of materials
 - The starting date of production will be decided after considering the number of days it takes to adjust the schedule and receive the materials ordered.

- 2. Receive an application for use of the Common Workshop from the teaching staff in charge of the Common Workshop, and fill it out**
 - Have the teaching staff member affix his/her seal to the application

- 3. Have the standing teaching staff member of the student's department sign and affix a seal in the give column of the application.**
 - The student must give a full explanation to the standing teaching staff member of his/her department about the content of production at the Common Workshop.

- 4. Submit the application to the Toride Campus Office**
 - Receive a copy of the application and submit it to the teaching staff member in charge of the Common Workshop

- 5. Start production from the designated date**

Supplementary items:

- (1) The Common Workshop is not available on the day of application
- (2) The student is recommended to consult about their production early.
- (3) A permit for use may not be given for unreasonable production schedule plans, or if the size or weight of a work is too big.
- (4) There may be cases where the user needs to pay for the use of consumables (grinder whetstone, small-diameter drill, sandpaper, etc.).
- (5) Use of the Common Workshop is limited to the school operating hours under the school calendar. The period of use is from 9:30 a.m. to 12:40 p.m. and from 1:30 to 5 p.m.
- (6) Use of Workshops outside the service hours shall be provided for separately in accordance with rules of Faculties.
- (7) When using a Workshop in class, submit a class plan to the teaching staff member in charge of the Workshop by the end of the second semester of the preceding academic year, and consult with the teaching staff member.
- (8) Students are required to take a safety lecture before using the Metalwork Workshop (Metalwork Machine Room), the Creative Woodwork Workshop, and the Creative Painting Workshop.

