

2019

# Program Handbook

(Outline ver)

Tokyo University of the Arts

Graduate School of Global Arts (MA Program)

\*This English-language version of the Program Handbook 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.



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# 1. Graduate School of Global Arts (MA Program) Rules

## (1) Method

### ① Graduate School of Global Arts Program

Students shall be enrolled for at least two years and shall obtain at least 30 credits in total from the compulsory and elective subjects in the program table. To be eligible for a degree, a student must obtain at least 30 credits, and after receiving the required instruction, must receive a passing grade upon examination of their master's thesis or master's thesis and research report on a specific subject, as well as a final examination.

### ② Minimum required credits to obtain an MA degree

The minimum required credits to obtain an MA degree in Art Studies and Curatorial Practices shall be as stated in the total of the Credits column in the program table.

### ③ Conferral of degree

An MA degree shall be conferred to all students who complete the MA program.

(2) Students shall participate in one of the research fields and research under the guidance of their academic advisor.

(3) Students shall enroll in elective subjects under the guidance of their academic advisor.

(4) Students must attend at least 2/3 of the total class sessions for each of their subjects (school subjects and practical subjects) to be eligible for scoring and grading.

## (5) Course registration

**Students must register on CampusPlan as well as submit a program notification (study plan notification) (“risyu todoke (kenkyu keikaku todoke)”)** during the designated period (refer to the academic calendar and posted materials). When registering, students shall take personal responsibility and enroll in courses in a planned manner, considering materials such as the Program Handbook, Class Time Breakdown and Class Plan.

○ Each student must complete his or her own registration during the designated period. (Should a student be unable to complete the procedure during that period due to unavoidable circumstances, he or she must contact the Senju Campus Academic Affairs Center (hereinafter, the “Center”) in advance.)

○ Students will only receive credit for subjects that they have registered for.

○ With a few exceptions, students may not register for subjects for which they have already received credit.

○ Students may not alter, add to or cancel their registration in principle.

○ If a student registers for multiple subjects in the same period, he or she shall be disqualified from all of them.

- Students shall complete the required items in their program notification (study plan notification) and submit it to the Center by the deadline.
- Students who do not conduct registration procedures shall be deemed to have relinquished their right to enroll in courses for the academic year.

## 2. Timetable

Period	Time
1	9:00 - 10:30
2	10:40 - 12:10
3	13:00 - 14:30
4	14:40 - 16:10
5	16:20 - 17:50

## 3. Table of Faculty and Subjects

Specialization	Fields of Study	Faculty Name		Subject Name
Arts Studies and Curatorial Practices	Arts Management	Professor	Sumiko Kumakura	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II, Arts in Globalization
		Lecturer	Kazumi Minoguchi	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
	Curation	Professor	Yuko Hasegawa	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II, Arts in Globalization
		Associate Professor	Fumihiko Sumitomo	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
	Research	Professor	Akitoshi Edagawa	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II
		Professor	Yoshitaka Mōri	Introduction, Advanced, Seminar, Research Seminar, Presentation Workshop I and II, Arts in Globalization

## 4. Program Table

Category	Grouping	Subject Name	Year		Credits		
			1 <sup>st</sup> Year	2 <sup>nd</sup> Year	Subtotal	Total	Grand total
Compulsory	Basic	Arts in Globalization (Introduction to Art and Culture in the Global Age)	2		2	10	30
	Applied	Arts Studies and Curatorial Practices Presentation Workshop	4	4	8		
Elective	Basic	Introduction to Arts Studies and Curatorial Practices Course	2		2	12	
		Arts Studies and Curatorial Practices (Advanced)		2	2		
	Applied	Arts Studies and Curatorial Practices Seminar	4		4		
		Arts Studies and Curatorial Practices Research Seminar		4	4		
	Basic Applied Separate Study Subject	*Enroll in courses in line with each area of specialization	8		8		

\* Separate study subjects are limited to those allowed by the school of study and permitted by the student's academic advisor.

## 5. Subjects

Category	Grouping	Subject Name	Credits	Semester	Instructor	Contents
Compulsory	Basic	Arts in Globalization (Introduction to Art and Culture in the Global Age)	2	1	Professor Kumakura Professor Hasegawa Professor Mōri	An omnibus lecture course in English by each professor
	Applied	Arts Studies and Curatorial Practices Presentation Workshop I	4	Y	Professor Kumakura Lecturer Minoguchi Professor Hasegawa Associate Professor Sumitomo Professor Edagawa Professor Mōri	Common subjects for each specialization. The faculty will provide reviews for the students' presentations on practice and research.
		Arts Studies and Curatorial Practices Presentation Workshop II	4	Y	Professor Kumakura Lecturer Minoguchi Professor Hasegawa Associate Professor Sumitomo Professor Edagawa Professor Mōri	
Elective	Basic	Introduction to Arts Studies and Curatorial Practices Course (Arts Management I)	2	1	Professor Kumakura	Lectures on each of the fields of specialization in Arts Studies and Curatorial Practice
		Introduction to Arts Studies and Curatorial Practices Course (Arts Management II)	2	1	Lecturer Minoguchi	
		Introduction to Arts Studies and Curatorial Practices Course (Curatorial Practices I)	2	1	Professor Hasegawa	
		Introduction to Arts Studies and Curatorial Practices Course (Curatorial Practices II)	2	1	Associate Professor Sumitomo	
		Introduction to Arts Studies and Curatorial Practices Course (Research I)	2	1	Professor Mōri	

Introduction to Arts Studies and Curatorial Practices Course (Research II)	2	1	Professor Edagawa	
Arts Studies and Curatorial Practices (Advanced) (Arts Management I)	2	1	Professor Kumakura	
Arts Studies and Curatorial Practices (Advanced) (Arts Management II)	2	1	Lecturer Minoguchi	
Arts Studies and Curatorial Practices (Advanced) (Curatorial Practices I)	2	1	Professor Hasegawa	
Arts Studies and Curatorial Practices (Advanced) (Curatorial Practices II)	2	1	Associate Professor Sumitomo	
Arts Studies and Curatorial Practices (Advanced) (Research I)	2	1	Professor Mōri	
Arts Studies and Curatorial Practices (Advanced) (Research II)	2	1	Professor Edagawa	
Aesthetics I	2	1	Lecturer (part-time) Tsugami	About art and aesthetics
Aesthetics II	2	2		
Music and Culture in the West I	2	1	Lecturer (part-time) Sakazaki	Understand the history of Western music as a transition in sound
Music and Culture in the West II	2	2		
Introduction to Copyrights I	2	1	Lecturer (part-time) Kuwano	Understand the basic concepts of copyright law
Introduction to Copyrights II	2	2		
Study of Movie Production	2	1	Professor (dual-subject) Okamoto	A study on how to produce works to release to the public
Art and Media	2	2	Professor (dual-subject) Kiriyaama	Gain a multi-faceted understanding of art and information technology



Approaches to Art Criticism	4	Y	Lecturer (part-time) Fukuzumi	Learn art criticism methodology through practice
Asian Cultural Research	4	Y	Lecturer (part-time) Kasai	Study various aspects of the cultural symbols of modern Asia
How to Read, Write and Edit Art *Not open in 2019	2	2	Research Associate Kawade	Gain the editing techniques necessary to become an international expert
International Exchange and Cultural Management	2	2	Research Associate Yachita	Understand the international activities of arts support organizations
Document reading maneuver	4	Y	Professor Kumakura	
Performing Arts Management Studies in Asia	2	1	Lecturer (part-time) Takiguchi	
Curatorial and Art Theory 1	2	1	Lecturer (part-time) Maerkle	
Curatorial and Art Theory 2	2	2	Lecturer (part-time) Hosaka	
Cross Perspectives on Art, Media and Practice 1	2	1	Lecturer (part-time) Sarrazin	
Cross Perspectives on Art, Media and Practice 2	2	2	Lecturer (part-time) Sarrazin	
Art activities and accounting	2	1	Lecturer (part-time) Yoda	

Applied	Arts Studies and Curatorial Practices Seminar (Arts Management I)	4	Y	Professor Kumakura	Applied education in each specialization based on projects and seminars
	Arts Studies and Curatorial Practices Seminar (Arts Management II)	4	Y	Lecturer Minoguchi	
	Arts Studies and Curatorial Practices Seminar (Curatorial Practices I)	4	Y	Professor Hasegawa	
	Arts Studies and Curatorial Practices Seminar (Curatorial Practices II)	4	Y	Associate Professor Sumitomo	
	Arts Studies and Curatorial Practices Seminar (Research I)	4	Y	Professor Mōri	
	Arts Studies and Curatorial Practices Seminar (Research II)	4	Y	Professor Edagawa	
	Arts Studies and Curatorial Practices Research Seminar (Arts Management I)	4	Y	Professor Kumakura	
	Arts Studies and Curatorial Practices Research Seminar (Arts Management II)	4	Y	Lecturer Minoguchi	
	Arts Studies and Curatorial Practices Research Seminar (Curatorial Practices I)	4	Y	Professor Hasegawa	
	Arts Studies and Curatorial Practices Research Seminar (Curatorial Practices II)	4	Y	Associate Professor Sumitomo	
	Arts Studies and Curatorial Practices Research Seminar (Research I)	4	Y	Professor Mōri	
	Arts Studies and Curatorial Practices Research Seminar (Research II)	4	Y	Professor Edagawa	
Separate Study Subject	Refer to the study plan and timetable for the appropriate research department				

- Note : 1. Be aware that not all class subjects are offered each year. Be sure to check the timetable each year to confirm which classes are offered.
2. Under “Semester,” subjects marked “Y” are year-long, subjects marked “1” are held in the first semester, and subjects marked “2” are held in the second semester.

## 6. Credits and Grades

### (1) Credits

The standard with regards to credits for class subjects in this program is 45 hours of study for each credit. Credits shall be calculated using the following guideline in line with the style of the class, giving consideration to the educational effect and required study outside of class hours.

Required class hours per credit

Lecture	15 hours
Seminar	15 hours
Lab	30 hours

### (2) Grades

Grades for each class subject in this school shall be represented by an evaluation of 秀 (Exemplary), 優 (Very Good), 良 (Good), 可 (Pass) or 不可 (Fail); a grade of Pass or higher is sufficient to pass.

To receive the stipulated numbers of credits for a class, a student must be in attendance for at least 2/3 of the total class sessions and pass an examination (at the end of the semester or academic year).

- Grading standard -

Exemplary	Very Good	Good	Pass	Fail
100 - 95	94 - 80	79 - 60	59 - 50	49 or less
As	A	B	C	D

\* The grading for theses shall follow the same standard, with a grade of Pass or higher being sufficient to pass.

Grades are announced at the end of each semester, so students should check on CampusPlan, to the side of the automatic door at the main entrance to the Senju Campus or by using the certificate dispenser in the Student Affairs Office on the Ueno Campus.

Graduates shall be provided with a transcript of their grades along with their diploma at the graduation ceremony (March 25 each year).

## 7. Student Life

### (1) Campus Availability

- 1) Normal period: 7:30 to 21:00 every day; weekdays, weekends and holidays
- 2) Holiday periods
  - ① Summer ○ Weekdays and Saturdays 7:30 to 20:00  
○ Sundays and holidays, summer vacation (Nine days during August designated by the President): Closed
  - ② Winter (December 29 to January 3): Closed
  - ③ Spring: 7:30 to 20:00 every day; weekdays, weekends and holidays

Evening closing times shall be strictly enforced. If the campus is to be closed other times due to events such as entrance examinations, it shall be posted.

Entrance to the Senju Campus shall be permitted up until 30 minutes before the listed closing time. If the automatic door at the main entrance is locked during open hours, students are to unlock the entrance to the side of the door using their Student ID and enter via that entrance.

If the faculty office at the Ueno Campus is closed during the above-listed open hours and a student wishes to use the graduate student office, he or she is to show his or her Student ID at the security station and borrow a key to the office.

If a student wishes to use the facilities or associated library of another school or department, he or she shall follow the stipulations of that school or department.

### (2) Center

Unless there are special stipulations, clerical procedures are to be conducted within designated hours on weekdays (Monday through Friday) at the following locations.

Senju Campus: Senju Campus Academic Affairs Center (Senju Campus 1<sup>st</sup> Floor)

Ueno Campus: Graduate School of Global Arts Faculty Office (University Hall (Daigaku Kaikan) 2<sup>nd</sup> Floor)

### (3) Other information

Aside from directions given at the faculty office or during classes by faculty members, information to be communicated to students by the university shall be posted, with the exception of during extraordinary circumstances.

#### ○ Campus broadcast

Information shall be conveyed via campus broadcast in the case of emergency such as fire or disaster, or when information must be conveyed to many students simultaneously.

#### ○ Contact via telephone

- Telephone calls from third parties will not be forwarded to students, with the exception of during emergency situations.
- The university shall not respond to requests from third parties to provide the addresses, telephone numbers, or other personal information of students.

#### (4) Payment of Tuition

- In principle, payment of tuition shall be conducted via bank transfer (automatic debit), so students are to make sure that they have the required funds in their accounts before the transfer date.
- The transfer date is May 27 for the first semester and November 27 for the second semester (the following business day, should those dates fall on a weekend or holiday).

#### (5) Student ID

- Students are to carry it with them at all times.
- The Student ID is valid for two years. Should a student be required to repeat a year, he or she shall follow stipulated renewal procedures.
- Should the listed information change due to a change of name, address, etc., the student is to inform the university. Refer to (7) Procedures for information.
- Should a student cease to be a student of this university, he or she is to promptly return his or her Student ID.
- Illegal use of the Student ID (transfer to a third party, alteration of the listed information, etc.) shall result in severe disciplinary action.
- Should a student lose his or her ID, he or she is to request reissuance to the University Affairs Section of the Student Affairs Office and then pay the stipulated fee to the Strategic Planning Office. (Both are located in the offices in the Ueno Campus.)

#### ○ Commuter Pass

- Students shall purchase commuter passes at the station office, after submitting their Student ID, commuter pass issuance receipt and an application form which is available at each station.
- Should a student wish to change their commuting route due to change of address, he or she shall conduct the appropriate procedures at the Center.

#### (6) Certificates

The following certificates are issued by the certificate dispenser. Dispensers are located in the Student Affairs Office in the Ueno Campus and to the side of the automatic door at the main entrance of the Senju Campus. Available times and issuable certificates can be checked

on the website.

○ Student discount (Student fare discount certificate)

- Student discount certificates can be issued by the certificate dispenser.
- Student are to be aware that the student discount program is intended to lessen the economic burden on students and contribute to the promotion of education, and not as a free right possessed by individual students.
- A student may use up to 10 certificates in a single year, and certificates are valid for three months from issuance. However, certificates issued on January 1 or later shall be valid until March 31.
- Students shall carry their Student ID with them when they use a student discount.
- Fraudulent use of student discounts will not only lead to punishment of the individual student, but may also lead to the forbidding of their use by all students of the university, so students are to be sure to only use student discounts for their intended purpose.

For certificates which cannot be issued by the certificate dispenser, students are to fill out the required items in an application for the issuance of a certificate, and apply to the Center. Issuance of certificates in Japanese requires around three days, while issuance of certificates in English requires around one week. Students shall contact the center in advance regarding certificates which require consultation.

The times and procedures for issuing certificates cannot be altered to meet individual students' needs (late in conducting procedures, urgent need, etc.), so students are to be sure to conduct the required procedures well in advance and submit forms by their deadlines.

(7) Procedures

- The following information may be altered through online forms on CampusPlan.

Student	Name
	Address
	Telephone number (home, mobile)
	E-mail address
Guarantor	Name
	Address
	Telephone number (home,

	mobile)
	E-mail address
	Place of employment
	Telephone number of place of employment

○ Other procedures

The following procedures are to be conducted at the Center. In principle they are to be conducted by the student, excepting situations where the student cannot be present due to illness, injury, etc. (Procedures involving a change of status must be conducted by the student.)

Request for temporary absence	A doctor's certificate must be submitted if the reason is illness, injury, etc. Refer to <Graduate Program Rules, Articles 32, 33, and 34>
Request for readmittance	If the student was absent due to illness, injury, etc., then a doctor's certificate stating that the student is fit to return to study must be submitted. Refer to <Graduate Program Rules, Article 35>
Request for withdrawal	The student is to return his or her Student ID when this request is accepted. <Refer to Graduate Program Rules, Article 37>
Request to use former family name	The student must submit an abstract of his or her family registry or other relevant document.

(8) Other

- Students shall take responsibility for their cash and other valuables, and strive to prevent theft. In particular, students should take care regarding items such as Student IDs and ATM cards which have the risk of being misused.
- Personal items are not to be left in classrooms or other university facilities without permission. Students shall be aware that the university shall bear no responsibility for the loss or theft of personal items left in university facilities without permission.
- The use of open flames on campus is strictly forbidden. Students are to only smoke in designated areas, and take care with the use of fire.
- Parking space on campus is very limited, so the driving of vehicles into campus is forbidden in principle. Students shall gain permission in advance to enter campus with a

vehicle in the case of needing to transport items by vehicle or other unavoidable circumstances.

○ Students are to be cautious of deceptive sales approaches, pyramid schemes or other immoral or fraudulent sales practices. Students shall strictly refuse requests or solicitations by telephone or on the street. Students shall also be careful not to sign or seal any documents without thoroughly understanding the content.

○ Students shall strictly avoid consuming alcohol to excess.

○ Students shall strictly avoid marijuana and other illegal drugs.

○ For other information, students are to refer to the Student Handbook (“gakusei binran”) via the following URL (information is in Japanese).

[http://www.geidai.ac.jp/life/gakusei\\_binran](http://www.geidai.ac.jp/life/gakusei_binran)