

Points to Note on Academic Affairs in the Department of Chemistry

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1. Regulations (administrative procedures, procedures for leave of absence, overseas travel)

It is advised that graduate students in the Department of Chemistry carefully read the A4-sized white booklet entitled “Graduate School Guidance and Syllabus [大学院履修案内]” so that you may acquaint yourself with various procedures. This booklet explains protocols and regulations concerning academic affairs (in the Japanese on pages 1 to 10, and in English on pages 53 to 65). *Administrative Procedures (P53), Course registration P54-61), Procedures for leave of absence (P62), -Procedures for overseas travel (P63-65)

Notification forms for graduate students are posted on the Graduate School of Science website. When needed, download the forms from the following.

<http://www.s.u-tokyo.ac.jp/ja/current/notification-forms-grad.html> (Japanese)

<http://www.s.u-tokyo.ac.jp/en/current/notification-forms-grad.html> (English)

2. Notices concerning academic affairs

Notices concerning academic affairs are posted as needed in the following ways.

- The bulletin board for graduate students in the entrance hall area of the Chemistry Main Bldg.
- The websites of the Department of Chemistry (http://www.chem.s.u-tokyo.ac.jp/chem_bbs/graduate)
- The websites of the Graduate School of Science (<http://www.s.u-tokyo.ac.jp/ja/current/graduate.html>).
- The Chemistry Office will send notices to university e-mail accounts, so students should regularly check their e-mail inboxes.

3. (New enrolled students) Contact address registration et al

Each student must fill out the Graduate Student Contact Address Registration Form and return it to Chemistry Office (Room 1101, Chemistry Main Bldg.) by **12 : 00 Friday, May 15th**. Students also need to register their home addresses using UTAS within the designated period.

* Available to submit by uploading to URL below only during the chemistry office is closed.

<https://webfs.adm.u-tokyo.ac.jp/public/o1NYgARJQcKAVv4BnIZxkqmb91hBIlobeXoszkHx-C7x>

Please notify immediately if your contact information changes.

4. Academic schedule for the 2020 school year

Check the academic calendar for the graduate course of 2020, which can be found in Japanese on the inside of the front cover of the “Guidance and Syllabus”, and in English on pages 50-52, 68-69.

5. Grant for the Promotion of Doctorate Researchers (for Doctoral course students only)

The University of Tokyo provides a Grant for the Promotion of Doctorate Researchers, in which eligible Doctoral course students are supplied with 300,000 yen per year. All doctoral students may apply for this research grant, provided that they are neither research fellows of the Japan Society for the Promotion of Science, Leading Graduate Course students, nor

students who have enrolled through special selection for applicants with profession. Students who wish to apply for the grant must submit their application documents to the Chemistry Office after consulting with their own supervisor.

6. UTAS: Course registration, syllabus

履修登録手続要確認

★Read carefully on 「大学院履修案内」 (A4 size a white booklet)(Japanese P2～P7, English P54～P61) , 「履修上の注意」 P38-39, and [理-12] of the Graduate School Prospectus.

①Students must register for courses on UTAS, logging on with their individual passwords.

UTAS: <https://ut-gakumu.adm.u-tokyo.ac.jp/websys/campus>

②Course registration must be completed, with the permission of the supervisor, within the registration period.

③Upload「履修科目控」 to the following URL along with screen shot, which is an email that your supervisor has confirmed, by **12:00 on Monday, May 11th**.

<https://webfs.adm.u-tokyo.ac.jp/public/o1NYgARJQcKAVv4BnIZxkqmb91hBIlobeXoszkHx-C7x>

④ At a later date, the original copy of 「履修科目控」 with your supervisor's seal at the bottom right will be submitted to the Chemistry Office.

※Students must not let others know their passwords.

※Just click on the “履修登録なし” button if you have no courses to take for the semester. There’s no need to submit the “履修科目控”.

※Any course registration or modification won’t be allowed after the “Course registration Period”.

※Please make sure to update your personal information (address and contact phone no.) via UTAS when they have been changed, and tell the updated information at the Chemistry office.

※Students can check the syllabus on UTAS in both Japanese and English. You can read Syllabuses given at other departments of Graduate School of Science on the website of the Graduate School of Science

(<http://www.s.u-tokyo.ac.jp/en/current/syllabus/>). However, most of the lectures given at other departments are conducted in Japanese. Students need to carefully check their timetables before registering for these courses.

Points to Note on Registration for Courses

1. Compulsory subjects for chemistry majors

- For completion of the Master’s course in chemistry, students must take 12 credits or more from lectures and 20 credits or more from “Special Experiment in Chemistry I [化学特別実験第1]” and “Seminar I [演習第1]”. Students must obtain 6 or more of the 12 credits from graduate-course lecture subjects given by the Department of Chemistry. At least 32 credits are required to complete the Master’s course in chemistry.

- For completion of the Doctoral course in chemistry, students must take 20 credits from “Special Experiment in Chemistry II [化学特別実験第2]” and “Seminar II [演習第2]”.

- As these compulsory subjects will not be registered automatically for students enrolling in April. April entry students must register these compulsory subjects below on their own. (Compulsory subjects for students enrolling in September will be registered automatically.) Students are not required to register courses for compulsory subjects again after the next term if the registration is made at the time of entrance.

For the Master’s course “Special Experiment in Chemistry I (12credits)” “Seminar I(8credits)”

For the Doctoral course “Special Experiment in Chemistry II (8credits)” “Seminar II (12credits)”

- Other departments in the School of Science only require their Master’s course students to obtain 30 credits. Note, however,

that students in the Department of Chemistry must earn 32 credits.

2. Taking lectures in other departments, graduate schools, and faculties

- Students can register for lectures given at other departments, graduate schools, and undergraduate faculties.
- As for undergraduate lectures, the Department of Chemistry allows up to four credits to be included in the required credits for the Master's course. (There is no problem in receiving five or more credits in undergraduate classes, but only four credits will be recognized as part of the credits necessary for completion. Other departments in the School of Science may recognize up to six undergraduate credits in their Master's courses, but take note that the Department of Chemistry recognizes only four.)
- For further details, students should consult the notes on taking courses on pages 38-39 of the “Graduate School Guidance and Syllabus 大学院履修案内”. In addition, it should be noted that most of graduate school and department lectures other than those given by the Department of Chemistry are conducted in Japanese.

3. “Research Ethics”

- “Special Experiment in Chemistry I & II [化学特別実験第 1・2]” and “Seminar I & II [演習第 1・2] will only be counted toward completion of the program if the University of Tokyo Faculty of Science course “Research Ethics” has been completed. “Research Ethics” does not count towards the 32 credits required to complete the Master's course in chemistry.
- Students only need to take “Research Ethics” once during their undergraduate, Master's course, or Doctoral course years. Students who didn't complete “Research Ethics I” before 2016 and new enrolled students have to register Faculty Science course “Research Ethics(0530801)”. The course date will be announced when the date is determined.

4. Study of English “English for Scientific Researchers I & II”

- Master's course students in their first year should register for “English for Scientific Researchers” unless there is a special reason for not doing so.
- Lectures I and II are provided in the summer and the winter semesters, respectively. These lectures are taught as a year-long class consisting of Lectures I and II, with the first half usually starting in April. Therefore, students enrolling in September must start taking them in the following April.
- For these English lectures, a placement test takes place before each student begins, so that classes can be divided by proficiency levels. Further details will be explained at the guidance meeting for chemistry graduate students (who enroll in April) to be held in early April of the next academic year, so you must make sure to attend this meeting. The date and place of the meeting will be announced as soon as they are determined.
- It should be noted that credits for “English for Scientific Researchers I and II “are not included in the credits necessary for degree completion. (See page 13-14 of the “Guidance and Syllabus.”)

5. Study of basic subjects

Students should, if possible, take the basic courses “Basic Physical Chemistry I and II,” “Basic Organic Chemistry I and II” and “Basic Inorganic and Analytical Chemistry I and II,” all provided during the summer term every year. Those enrolling in September are recommended to register for these subjects in the next S semester (starting from April).

6. Consortium on Education and Research on Advanced Laser Science (the CORAL program)

- The Department of Chemistry provides “Lectures on Advanced Optical Science I and II” and “Laboratory Course of Advanced Optical Science I and II.” (I is provided in the S semester and II in the A semester.)
- Credits earned from these lectures are recognized as part of the credits necessary for degree completion in the Department of Chemistry.
- Students who wish to take the above classes should read up on their details and register on the CORAL website (<http://www.cuils.org/coral-ut/index.html>) as the guidance of this program will be held **online on May 11th**.
- For chemistry graduate students who entered on or after April 2015, credits from the following courses will only be counted when both the lecture and laboratory are taken together: Credits from “Lectures on Advanced Optical Science I & II” (2 credits each) will not be recognized if taken alone. Credits from these courses will only be recognized if taken alongside their corresponding laboratory courses, “Laboratory Course of Advanced Optical Science I & II”, within the same year. However, credits from “Laboratory Course of Advanced Optical Science I & II” (1 credit each) will be recognized if taken without their corresponding lectures.

(NOTE)

- S Semester: “Lectures on Advanced Optical Science I” (2 credits) and “Laboratory Course of Advanced Optical Science I” (1 credit) for a total of 3 credits.
- A Semester: “Lectures on Advanced Optical Science II” (2 credits) and “Laboratory Course of Advanced Optical Science II” (1 credit) for a total of 3 credits.

7. Science - Engineering Cooperation Subject [理工連携講義]

The classes annotated as “Science-Frontier cooperation lecture [理工連携講義]” in the right-most column on page[理-22,23] in the “Graduate School Prospectus 大学院便覧” are provided in cooperation with the Graduate School of Engineering. The lectures given by the School of Engineering do not count towards the 6 or more credits required to complete the Master’s course in chemistry.

8. Lectures to be given in English at the Department of Chemistry

Lectures for graduate students provided by the Department of Chemistry are conducted in English as a general rule. However, note that the following subjects will be taught in Japanese(履修案内 P37~39 the subjects marked with **):

- Science-Frontier cooperation subjects provided by the School of Engineering[理工連携講義]
- Frontiers in Advanced Technology I/II
- Lecture on Advanced Optical Science I/II, Laboratory Course of Advanced Optical Science I/II

9. Intensive Courses

After the course registration period, students can register the Intensive Courses at Daigakuin-tantou, Gakumuka : Science Bldg.No.1 EAST Rm.275 (学務課大学院担当:理学部 1 号館東棟 275 室). Details of intensive courses will be announced on billboard and HP, when they decided.

10. Schedule for S semester lectures

The starting dates for the lectures provided by the Department of Chemistry and the Graduate School of Engineering, and for the lectures given as Science-Frontier cooperation subjects, are as announced in the distributed materials. Dates which have not yet been fixed will be announced by e-mail, websites, bulletin boards, etc., as soon as they have been determined.

Contact Information for the Chemistry Department Office:
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