

4. Information for Students

1) Contact and Notification

Notifications and other information are posted on university bulletin boards or the Science Tokyo website.

When emergency measures for natural or weather-related disasters such as typhoons are taken, causing the full suspension of public transportation services, lectures and examinations may be canceled or rescheduled. Notifications of such will be announced on the Science Tokyo website or Science Tokyo Slack. Bulletin boards are located in front of Bldg. 6, in front of the Educational Planning Section on the 1st floor of Bldg. 1 and in front of the Student Support Office on the 3rd floor of Bldg.5. Please check these boards regularly.

When necessary, students will be contacted individually on the phone, via email or by mail. If your address or phone number changes, please update your contact information with the Educational Planning Section.

2) Student ID Card

Your student ID card serves as proof of student status and as a nametag. It is also an IC card and will enable you to unlock some school entrances and register your attendance for classes. Please be careful not to damage or lose it.

Additionally, please carry your student ID card with you at all times. You may also be asked to show it when you buy a commuter pass.

(1) Reissuance

Students should promptly notify the Educational Planning Section if their ID card has been lost or damaged, and complete the procedures to have the card reissued. Please note that a fee will be charged for reissuance.

(2) Return of card

Students should promptly return their ID card to the Educational Planning Section upon graduation, withdrawal or expulsion, or when the card expires. Please note that if the card has been lost and cannot be returned, a fee will be charged equal to that of reissuance.

(3) Updating the period of validity

If your enrollment period has been extended and your student ID card has expired, please visit the Thesis and Dissertation Group to update your card.

3) Certificates

Some certificates and other official documents are issued by JD & MPH Group, Education Planning Department, while others may be obtained from automatic document issuing machines.

Place	Items	Service hours	Office
Document vending machine Bldg. 5, 4 th floor Student Lounge	Certificate of Enrollment (Japanese)	8:30-21:00 (Student ID card is required.)	Thesis and Dissertation Group, Educational Planning Department
	Student Discount Card for JR		
JD & MPH Group, Education Planning Department,* Bldg. 1, 1 st floor	Certificate of Enrollment (English)	8:30-17:15	JD & MPH Group, Education Planning Department
	Transcript (Japanese/English)		
	Certificate of Expected Graduation <Doctor's Program> (Japanese/English)		
	Other certificates (Japanese/English)		
Educational Planning Department* Bldg. 1, 1 st floor	Certificate of Expected Graduation <Doctoral Program> (Japanese/English)	8:30-17:15	Thesis and Dissertation Group, Educational Planning Department

*Certificates issued by the JD & MPH Group, Education Planning Department, Please visit the JD & MPH Group, Education Planning Department and submit the relevant application form. It may take a few days to issue a Japanese certificate and about a week for an English certificate.

*Certificates for those who have already completed a course are issued by the Thesis and Dissertation Group, Education Planning Department,.

Available certificates are: Certificate of Awarded Diploma, Transcript, Certificate of Past Enrollment, and Certificate of Degree.

How to apply for a certificate by mail

If you need to apply for a certificate that is not available from the document vending machines, you can send the application form by mail to the following address. Please send the application form along with a self-addressed envelope with a stamp affixed. Please note that if the postage is insufficient, you must pay the amount billed by the post office. Please also note that delivery may take longer than expected due to postal conditions, so please apply well in advance.

Address

JD & MPH Group, Education Planning Department, Student Division, Yushima Student Office
Institute of Science Tokyo 1-5-45 Yushima, Bunkyo-Ku, Tokyo
Postal code: 113-8510

4) Student Discount Card for JR

- (1) Students can get a 20% discount on JR Line tickets for travel that exceeds 100 kilometers one way. The purpose of this service is to help ease students' financial burden and promote school education. You can use the Student Discount Card at JR for a maximum of 10 tickets per person per year, and the card is valid for 3 months.
- (2) Caution: Please do not use this service in an inappropriate or illegal manner.
Do not:
 1. Buy a discounted ticket by using the student ID card of another person.
 2. Give someone a ticket that you bought.
 3. Use an expired ticket.

If you commit any of these actions, you may be required to pay a penalty of twice the regular fare. Furthermore, this service for all students at Science Tokyo may be suspended as a result.

- (3) The Student Discount Card for JR is available from the document vending machines in the Student Lounge in Bldg. 5, 4th floor.

Service hours: 8:30 a.m. to 9:00 p.m. on weekdays

Office: Thesis and Dissertation Group

5) Change of address/surname/ legal domicile/telephone number

A student who changes his/her address, contact person, surname or telephone number must promptly notify JD&MPH Group in the Educational Planning Department and follow the necessary procedures. A student who has a change in their guarantor's information must also do the same.

If you fail to inform the Educational Planning Department of any changes, the university may not be able to contact you in case of an emergency.

Office

JD & MPH Group, Education Planning Department (Bldg. 1, 1st floor)

Notification form

	Form	Necessary documents
Change of surname	Change of name form	Proof of name change
Change of address or registered domicile of you or contact person	Change of address or legal domicile form	Proof of change of address or legal domicile
Change of contact person	Change of contact person form	N/A

6) Request for permission to attend external practical training

If you would like to attend an external practical training course, you must submit the request form to JD & MPH Group, Education Planning Department two weeks before the start date. (If you would like to attend training abroad, you must submit your request two months before the start date.) In addition, for matters requiring the execution of a contract, please submit the necessary documents to the JD&MPH Group, at least one month in advance (or three months in advance for matters involving foreign countries).

7) Lost and found property

Lost property found on the university campus is handled by the following offices.

- (1) Lost property found inside the building of the Faculty of Medicine:
Administration Group, Faculty of Medicine Administration Division
(Bldg. 3, 6th floor, TEL: 5803-5096)
- (2) Lost property found inside the building of the Faculty of Dentistry:
Administration Group, Faculty of Dentistry Administration Division
(Dental Bldg. South, 2nd floor, TEL: 03-5803-5404)
- (3) Lost property found in other places: Campus security and building safety offices.

8) Graduate Destination Survey

If you have completed or are expected to complete the program, please be sure to submit your Career Path Form to the Yushima Student Support Office at least one month prior to your graduation date (or expected graduation date).

【 contact information 】 Yushima Student Support Office, shinro@ml.tmd.ac.jp

9) Health Service Center

(Yushima Health Service Center: TEL 03-5803 - 5081、 <http://www.tmd.ac.jp/hsc/>)

The Health Service Center aims to help students and faculty members stay healthy so that they can pursue their activities effectively. The center also issues letters of introduction necessary to medical facilities as needed.

(1) Health consultation and counseling for mental health
Health consultation is available from 10 a.m. to 12:30 p.m. and 1:30 p.m. to 3:30 p.m. on weekdays. For information concerning which doctors are available, please check the Health Administration Center website<<https://www.tmd.ac.jp/hsc/>>.

(2) Mental Health Counseling (By Appointment Only)
If you would like to consult with a psychiatrist or clinical psychologist, please contact at 3-5803-5081.

(3) Health checkup
All students are obliged to complete a health checkup. It is the student's responsibility to check the Health Administration Center website or Slack for the detailed schedule of examinations.

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| 1. Annual Health Checkup | May |
| 2. Detection of HBs Antigen | April |
| 3. HBs Vaccination | May, July, and December |
| 4. Health Checkup for Organic Solvents and Specified Chemical Substances | April and October |
| 5. Health Checkup for Radiation Workers | April and October |
| 4. Others: Immunization for influenza bacilli | |

(4) Health certificate issuance

Health certificates can be issued when needed for taking a qualifying examination, applying for clinical training at a hospital, job hunting or entering a different school. Note that the certificate can only be issued to students who have taken the annual health checkup.

10) Student support

Yushima Student Support Center:(<http://www.tmd.ac.jp/labs/gakuseihokenkikou/scsfs/index.html>)

The Support Center for Students and Female Staff assists students with managing their daily life such as schoolwork and career planning, provides counseling for mental health issues and harassment, and promotes other student support activities. The center also implements plans for supporting research activities and work-life balance for both female and male researchers and graduate students.

If you have problems in your daily life as a student, you can talk to a counselor.

<For matters related to student life> e-mail : scenter.stc@tmd.ac.jp

- Personal life: family, financial circumstances, relationship problems, etc.
 - Schoolwork: progress in school, continued education, relationships with students or faculty
 - Career planning: post-graduation decisions, job hunting
 - Mental health: stress, unstable mental condition, interpersonal relationships
 - Harassment: Academic dishonesty, power harassment, sexual harassment, etc
 - Other issues... including matters related to sexuality and gender, as well as disabilities and chronic health conditions
- Website: <http://www.tmd.ac.jp/stdc/index.html>

11) Career Counseling and Counseling for Life Events (Pregnancy, Childbirth, Childcare, etc.)

The Counseling Office offers support through dialogue to help students and staff approach their studies and work in a way that suits them best.

Please feel free to consult about balancing life events with your studies or work, career-related matters, life planning, or any other issues where you're unsure where to turn.

Depending on the nature of your inquiry and your preferences, the office can also refer you to the appropriate resource.

<For matters related to student life or career support and work-life balance>

- Future career decisions and lifestyle
- Work-life balance and events such as pregnancy, childbirth and parenting
- Concerns about nursery schools or nursing care

e-mail : info.ang@tmd.ac.jp

<http://www.tmd.ac.jp/ang/counsel/index.html>

12) Research Misconduct-Related Lectures

Taking the following lectures is mandatory.

- Orientation for Conducting "Safe and Proper Research": For students who conduct experiments with genetically modified organisms, animals, and/or specific pathogenic organisms.

*After completing the lecture, the Basic Research ID will be issued.

- Research Ethics Lecture: For students conducting research involving humans including samples and data

*After completing the lecture, the certificate number will be issued.

13) Graduate student lounge

<Available hours> 8:00 a.m. to 9:00 p.m.

<Notes>

1. Please keep the lounge tidy.
2. Please dispose of your garbage in your laboratory. Do not dispose of it in nearby classroom trashcans.
3. Please do not bother others. For example, avoid talking loudly, sleeping for too long, or bringing outside playthings to the lounge.
4. Please do not leave your belongings in the lounge.
5. Please observe basic infection prevention measures, such as handwashing and wearing a mask.

14) Others

(1) If you plan to receive personal mail, please tell the sender to include the name of your department in the address field.

Science Tokyo imposes traffic restrictions on campus and commuting by car is prohibited. However, an exception may be made for students who have difficulty commuting to campus by train or bus.

(2) Relevant Offices

1. Academic affairs:
JD & MPH Group, Education Planning Department,
(Bldg. 1, 1st floor, TEL 5803-4678)
2. Payment of tuition:
Revenue Group 2 (Ookayama Campus, suitou.adm@tmd.ac.jp)
3. Scholarships and tuition exemption:
Student Support Office (Bldg. 5, 3rd floor, TEL 5803-5077)