

Taking Graduate General Education Courses (GGEC) and Class Subjects in Other Graduate Schools, etc. and Approval of Credits for Completion Requirements

(1) Taking GGEC and class subjects in other graduate schools

If an academic advisor deems that it is beneficial for education, the following class subjects can be taken up to 10 credits per year. Students who wish to take the courses must obtain the consent of the academic advisor **before registering the courses**, get the approval of the Chair and submit the “**Notice for Class Subjects Registration.**”

*After July 1, 2017, it is not required to get approval from the instructor(s) in charge of courses.

- **Students in Master’s Program**

GGEC and class subjects in other graduate schools and undergraduate schools

- **Student in Doctoral Program enrolled after AY 2015**

GGEC and class subjects in other graduate schools and Master's Program in Library, Information and Media Studies

- **Student in Doctoral Program enrolled before AY 2014**

Lecture Courses in Master's Program in Library, Information and Media Studies

«Documents to Submit»

- Notice for Class Subjects Registration ··· Distributed at the counter of the Graduate Academic Affairs Section

«Where to Submit»

Graduate Academic Affairs Section

Academic Service Office for the Library, Information and Media Sciences Area

(2) Approval of credits for completion requirements

- **Students in Master’s Program**

Up to 8 credits in conjunction with the GGEC and lecture courses in other graduate schools and the credits already acquired prior to admission can be accepted as the credit of the completion requirements. Among these, the GGEC should be 4 credits at the maximum.

- **Student in Doctoral Program enrolled after AY 2015**

2 credits acquired from the subjects of the Life, Environment, Academic Integrity category of the GGEC can be accepted as the credit for the completion requirements, as the alternatives of lecture courses.

Furthermore, other subjects (such as class subjects in the Master's Program in Library, Information and Media Studies and other graduate schools, etc.) cannot be accepted as the credits for the completion requirements.

- **Student in Doctoral Program enrolled before AY 2014**

The credits acquired in the above (1) cannot be accepted as the credit for the completion requirements.

(3) Application for approval of credits for completion requirements

If you wish to get approval as the completion requirements, please submit the application documents during the following period.

«Application Documents»

- Application Form for Approval of Credits Acquired Prior to Admission ··· Distributed at the counter of the Graduate Academic Affairs Section
- Transcript ··· Print out by the certificate issuing machine
- Syllabus of Class Subjects ··· Print out from the website by yourself
- Statement (Free format)

(4) Application for approval of credits acquired in the graduate school prior to admission

If you wish to get approval of the credits you have acquired in a graduate school prior to admission, please submit the application documents during the following period.

«Application Documents»

- Application Form for Approval of Credits ··· Distributed at the counter of the Graduate Academic Affairs Section
- Transcript ··· Acquire from the graduate school to which you belonged prior to admission to University of Tsukuba
- Syllabus of Class Subjects ··· Print out from the website by yourself

Application Period and Where to Submit

«Application Period»

- **Tuesday, July 23, 2019 to Friday, July 26, 2019**
(Only Students who will graduate in September 2019 can submit at the time.)
- **Tuesday, September 3, 2019 to Monday, September 9, 2019**
- **Tuesday, January 21, 2020 to Monday, January 27, 2020**

«Where to Submit»

Graduate Academic Affairs Section

Academic Service Office for the Library, Information and Media Sciences Area

June 24, 2019

Graduate Academic Affairs Section

Academic Service Office for the Library, Information and Media Sciences Area