

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

(1) Taking GGEC and courses in other graduate schools

If an academic advisor deems that it is beneficial for education, the following courses 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 Courses 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 courses in other graduate schools and undergraduate schools

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

GGEC and courses 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 Courses Registration ··· Download from the Program website.

« How to Submit»

Submit in person or by post or by email.

Note: If you submit by email, follow the steps below.

1. Obtain approval to take the courses from your academic advisor by email
2. Forward the acceptance email of the advisor to us attached with “Notice for Courses Registration”

(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 courses 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 ··· Download from the Program website.
- Transcript ··· Print out by the certificate issuing machine
- Syllabus of Course ··· Print out from the website by yourself
- Statement (Free format) ··· Write the reason you took the course

(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 ··· Download from the Program website.
- Transcript ··· Acquire from the graduate school to which you belonged prior to admission to University of Tsukuba
- Syllabus of Course ··· Print out from the website by yourself

Application Period and Where to Submit

«Application Period»

- **Monday, August 31, 2020 to ~~Monday, September 7, 2020~~ → Monday, September 14, 2020**
- **Tuesday, January 19, 2021 to Monday, January 25, 2021**

«How to Submit»

Submit in person or by post.

※Please contact us if you have any problems with submission.

Contact:

Graduate Academic Affairs Section

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

University of Tsukuba

1-2, kasuga, Tsukuba, Ibaraki, 305-8550

TEL: 029-859-1121 Email: tosyoss-daigakuin@un.tsukuba.ac.jp

August 26, 2020

Graduate Academic Affairs Section