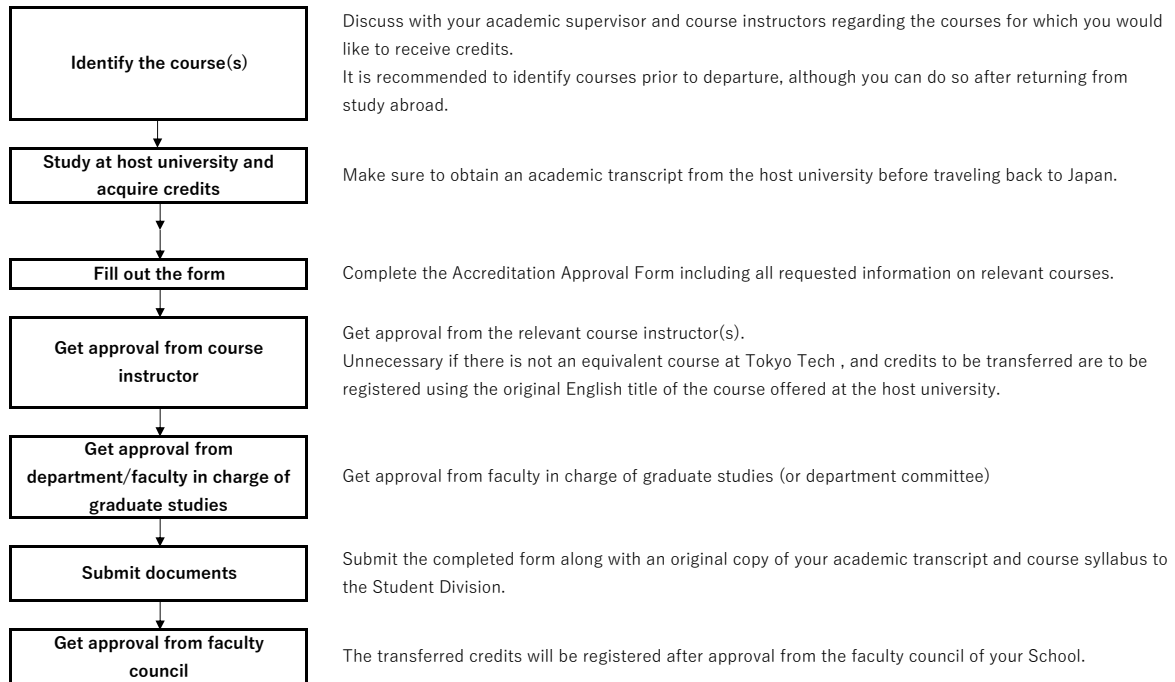


Procedure for transfer of course credits attained during study abroad

If you would like credits attained from study abroad to be transferred and count toward credit requirements at Tokyo Tech, please follow the procedure below.



Notes:

- Academic credits attained from a graduate program at another university can be transferred to and recognized as course credits at Tokyo Tech as long as the number does not exceed 15. (In the case of credits obtained from a professional master's degree program at another university, 15 or less can be transferred to the equivalent professional master's degree program at Tokyo Tech.)
- If there are no equivalent courses for which study abroad credits are counted, those credits can be transferred and registered using the original English titles of the courses offered at the host university. In this case, the number of credits transferred must be calculated in accordance with the "Guideline for Transfer of Credits Attained from Study Abroad." These credits are deemed earned outside the standard curriculum, in accordance with the "Matters pertaining to recognition of academic credits earned by graduate students enrolled in or after AY 2016, decided at the Educational Planning Committee meeting on July 25, 2016" (平成28年度以降に入学した大学院生の単位認定について). (in Japanese only)

Accreditation Approval Form

(katakana) Student's name			
Year of enrollment	AY	Student ID no.	
Affiliation	School Department Graduate major		
Please provide the following information about your study abroad	Host university		
	Period of study abroad From (MM/DD/YYYY) to (MM/DD/YYYY)		

Credits from the following courses taken at the above institution will be transferred and count toward credit requirements at Tokyo Tech:

Courses completed during the study abroad			Tokyo Tech courses deemed equivalent		
Title	Credits	Grade	Title (Course code)	Credits	Course instructor's name
			()		
			()		
			()		
			()		

To: The President, Tokyo Institute of Technology

The transfer of the above course credits has been approved at the department meeting/meeting of faculty in charge of graduate studies held on _____(MM/DD/YYYY).

Confirmed by: _____ Seal
(Chair of Department or Head of Graduate Studies)

Notes:

The following must be submitted with this form:

- Official academic transcript (original)
- Course syllabus

Course instructor's approval

- Required if credits from study abroad are recognized as those from equivalent courses at Tokyo Tech.
- For courses with more than one instructor, approval from one of the instructors will suffice.
- For courses for which an instructor has not been decided, a faculty member knowledgeable about the course may grant approval. Attach a copy of email correspondence that confirms approval.

Course title and code

- If there are no equivalent courses for which credits are counted, those credits can be registered using the original English titles of the courses offered at the host university (or graduate school). In this case, leave the code column blank and fill in titles only.

Guideline for Transfer of Credits Attained from Study Abroad

Course credits a student attained from another university during study abroad may be transferred to and recognized as course credits at Tokyo Institute of Technology (Tokyo Tech) in accordance with the Tokyo Institute of Technology Policy for Study Abroad in Undergraduate Programs (東京工業大学学士課程学生の留学に関する取扱いについて) and the Tokyo Institute of Technology Policy for Study Abroad in Graduate Schools (東京工業大学大学院学生の留学に関する取扱いについて) (“Policies”). Departments, committees for graduate majors, or committees for graduate studies (“Departments, graduate studies committees, etc.”) with which the student is affiliated will decide on the matter based on this guideline.

In cases where credit conversion and transfer methods are governed by a student exchange agreement between Tokyo Tech and the host university, the agreement takes priority. However, matters regarding the calculation method for fractions of course credits granted to the student and credits that exceed the upper limit of the number of credits admissible will be decided as stipulated in this guideline.

1. Criteria for credit transfer

The following criteria must be considered in a decision to admit transfer of credits attained at the host university during study abroad.

- I. Course content
- II. Class type (lecture, exercise, experiment, practical training)
- III. Total hours of instruction

2. Credit transfer procedures

Departments, graduate studies committees, etc. must confirm that a course for which an Accreditation Approval Form was submitted may be regarded as being equivalent to a course offered by Tokyo Tech by reviewing the criteria stated in 1 above. Then, in the case of graduate schools, whether the course falls under the standard curriculum of a graduate major or not must be determined. In the case of undergraduate school programs, the category of the course must be

determined. The number of credits to be transferred shall be determined in accordance with the following.

I. When converting the course credits given by the host university into those of a course at Tokyo Tech:

Regardless of the number of credits the student earned at the host university, the number of credits granted will be those designated for the Tokyo Tech course.

II. When recognizing credits attained from courses using an English course title of the host university, the credits are granted in accordance with procedures A or B below:

A: When credits attained are those calculated according to the ECTS/UCTS standard, the number of credits recognized by Tokyo Tech shall be the number attained divided by 2.

B: In cases other than A above, the number of credits can be calculated as below.

When the class type is lecture or exercise, divide the total number of hours of instruction by 700 (which corresponds to 50 minutes multiplied by 14 weeks). When the course involves experiments or practical training, divide the total number of hours of instruction by 1,400 (100 minutes multiplied by 14 weeks). The quotient shall be recognized as credit with the exception of the following.

When the quotient exceeds the number of credits attained from the host university, credits shall be limited to those granted by the host university.

Note: If the calculation of course credits in accordance with A or B results in fractions, disregard numbers from the second decimal place (see example below).

Departments, graduate studies committees, etc. have discretion to adjust each course credit in order to ensure the total number of credits granted will not exceed the upper limit stipulated in Policies.

Example of calculation in accordance with B:

A student took a lecture course at the host university with the total hours of instruction being 1,950 minutes (130 minutes multiplied by 15 weeks).

$$1,950 \div 700 = 2.785$$

Disregard numbers from the second decimal place.

2.7 credits are to be granted.

For authentication of this procedure, the following documents are required in addition to the academic transcript and syllabus for confirmation:

- Academic calendar of the host university (document confirming the beginning and end of the course, examination periods, and vacation periods)
- Class schedule (document confirming the total hours of instruction at the host university, e.g., a document specifying the total hours of instruction allocated to a course, or day of the week and time of the class)