

Authorized Absence for Science and Engineering Students

1. What is authorized absence?

Authorized absence refers to an absence officially granted to students who must miss class(es) for reasons stipulated as legitimate by the Institute at the discretion of course instructors. These cases will not be treated as regular absences.

When the course instructor authorizes an absence, students may ask for special considerations. At their discretion, course instructors will provide course materials or references, as well as the opportunity to take makeup exam(s) as necessary, to ensure the student is not placed at a disadvantage.

Reference: Agreement on Authorized Absences at Institute of Science Tokyo (Enacted October 1, 2024)

2. Authorized absence will be granted in the following cases (legitimate reasons).

- (1) When a student has contracted or is suspected to have contracted any of the notifiable infectious diseases (Notifiable Infectious Diseases) (Note 1) listed in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act
- (2) If condolence leave is required (limited to spouse or relative within the second degree of kinship)
- (3) When a student is selected for service as a lay judge, lay judge candidate, prosecution councilor, or alternate councilor
- (4) In the event of a disaster or major incident where an emergency or weather warning is issued:
 - When the residence of a student or student's family has been damaged
 - When a student is unable to commute to campus due to disruptions in public transportation (However, authorized absences will not be considered for classes cancelled due to disasters or other incidents affecting the Institute's campuses)

(Note 1)

This is an unofficial translation of the original Japanese text. In the case of any inconsistency between the Japanese and English versions, the Japanese version prevails.

Ordinance for Enforcement of the School Health and Safety Act (excerpts)

(Notifiable infectious diseases)

Article 18: Schools should prevent the spread of the following diseases:

Class I: Ebola hemorrhagic fever, Crimean-Congo hemorrhagic fever, smallpox, South American hemorrhagic fever, plague, Marburg virus disease, Lassa fever, acute poliomyelitis, diphtheria, severe acute respiratory syndrome (limited to that involving SARS coronavirus within the genus Betacoronavirus as a pathogen), Middle East respiratory syndrome (limited to that involving MERS coronavirus within the genus Betacoronavirus as a pathogen), and specified avian influenza (i.e., specified avian influenza stipulated by item vi, paragraph 3, Article 6 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases; the same will apply in the following item and Article 19, item ii, subitem (a))

Class II: Influenza (excluding specified avian influenza), pertussis, measles, mumps, rubella, varicella, pharyngoconjunctival fever, COVID-19 (limited to that involving the coronavirus with the genus Betacoronavirus pathogen which was first reported to WHO in January 2020 by the People's Republic of China as being transmissible to humans; the same will apply to Article 19, item ii, subitem (h)), tuberculosis, and meningococcal meningitis.

Class III: Cholera, shigellosis, enterohemorrhagic Escherichia coli infection, typhoid fever, paratyphoid fever, epidemic keratoconjunctivitis, acute hemorrhagic conjunctivitis, and other infections

2. Notwithstanding the provisions of the preceding paragraph, "novel influenza infection, etc.," "designated infectious disease," and "new infectious disease" stipulated in paragraph 7, 8, and 9, Article 6 of the Act on the Prevention of Infectious Diseases and Medical Care for Patients with Infectious Diseases will be regarded as Class I infectious diseases.

3. Period applicable, supporting documents, and deadline to request authorized absence

Reason(s)	Period applicable	Supporting documents	Deadline to request authorized absence (Note 2)
2. (1) Notifiable Infectious Disease	<p>For a period designated as a "mandatory exclusion period" by Article 19 of the Ordinance for Enforcement of the School Health and Safety Act</p> <p>Notes:</p> <ul style="list-style-type: none"> If a student is infected with COVID- 19, their mandatory exclusion period will be determined as a "stay- away (from campus) period" and managed in accordance with the "Response Manual for Students with COVID-19." (Note 3) Refer to the list of infectious diseases that must be reported to the Institute on the "Infectious Diseases" webpage 	<p>Medical certificate, certificate of recovery from infection, etc. issued by a medical institution</p> <p>Notes:</p> <ul style="list-style-type: none"> Other documentation may be accepted as long as it states a diagnosis, instruction on a mandatory exclusion period, and a date of diagnosis. A positive antigen test result can be accepted as verification. Submit a photo of the following two items displayed together: 	Within 1 week after the end of the mandatory exclusion period

			- a test kit indicating the result, the date of the test, and the student's name - a student ID card	
2. (2) Condolence leave	Spouse or first-degree relative (parent or child)	Up to 7 consecutive days inclusive of weekends and holidays	Funeral service card or document verifying death	Within 1 week after the end of the applicable absence period
	Second-degree relative (grandparent, sibling, or grandchild)	Up to 3 consecutive days inclusive of weekends and holidays		
2. (3) Lay judge, etc.	The president and course instructors will determine a reasonable absence period based on the supporting document.		Document mandating assignment (e.g., a notice issued by a Court or Committee for Inquest of Prosecution)	Before the first day of service (after receiving the mandate)
2. (4) Natural disaster, etc.	The president and course instructors will determine a reasonable absence period based on the supporting document.		Disaster Victim Certificate (罹災証明書 <i>risai-shōmeisho</i>) or certificate issued by a public organization attesting to the damage or incident	Within a reasonable period after the incident occurs

Note 2: You are supposed to submit required documents by the deadline for the Request for Authorized Absence, but report to your course instructor first, to the extent possible, when the need for authorized absence arises.

Note 3: Response Manual for Students with COVID-19

<https://www.titech.ac.jp/student/pdf/certificates-submitting-forms-current-covid-19-response-manual-5rui-e.pdf>

As stated in the Manual, authorized absences can be granted for those who test positive for COVID-19, but not for those who test negative despite living with someone who tests positive.

4. Authorized absence procedures

- (1) In principle, when the need for authorized absence arises for one of the reasons stipulated in 2. (1), (2), (3), or (4), students must complete a “Request for Authorized Absence” and submit it with supporting documentation to the Student Division by the deadline applicable to the reason.
- (2) The Student Division will refer the request to the relevant course instructor via the Web System for Students and Faculty after confirming the required documents.
- (3) The course instructor determines whether or not to grant authorized absence and informs the student via the Web System of the decision as well as special consideration pertaining to the authorized absence.
- (4) Students who submit a request must check the contents of the notification from the course instructor and contact them for further guidance if necessary.

5. Important notes

- (1) Course instructors for some course types (exercises or experiments, intensive courses, or that require group work) may not grant authorized absences.
- (2) Even if an absence is authorized for one of the legitimate reasons stipulated in Section 2, course instructors may prevent students from registering for a course if they determine that an extended absence may prevent a student from earning course credit.
- (3) There may be cases where special consideration is given to a student whose absence is due to a special reason other than those stipulated in Section 2, at the discretion of the course instructor (i.e., deciding not to treat the absence as a regular absence).

6. Medical and dental sciences students

Students from the medical and dental sciences who have enrolled in science and engineering courses and wish to apply for an authorized absence must submit a request and follow the other procedures in Section 4.

【Contact】

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