

Agreement on Authorized Absences at Tokyo Institute of Technology

November 28, 2019

Enacted by the Office of Education and International Cooperation

Article 1: Purpose

The purpose of this Agreement is to set forth the terms and conditions pertaining to officially authorized absences (“authorized absences”) at Tokyo Institute of Technology (the “Institute”).

Article 2: Definition

In this Agreement, authorized absences refers to absences officially granted to students who must miss class(es) for valid reasons stipulated by the Institute. In such cases, students will not be treated as being absent in the normal manner.

Article 3: Eligibility

Students who are registered at the Institute in one of the following categories and are permitted to take the courses offered may request authorized absences.

- Bachelor’s student
- Master’s, professional master’s, or doctoral student
- Non-degree student
- Special auditing student
- International exchange student

Article 4: Applicable Courses

1. As a general rule, all courses for undergraduate and graduate degree programs will be subject to this Agreement.
2. Despite the provision of the preceding paragraph, courses involving exercises or experiments, intensive courses, or those of a specific nature (e.g., requiring group work), will not be subject to this Agreement, as a general rule. However, there may be cases where authorized absences are granted at the discretion of course instructors.

Article 5: Valid Reasons

Valid reasons and the duration of authorized absences are stipulated in the Appendix. Eligible students must submit the designated document to request authorization by the deadline stated therein.

Article 6: Procedure

1. Students requesting authorized absence must complete the separately specified “Request for Authorized Absence” and submit with supporting documentation to the Institute’s president via the Student Division or the International Student Exchange Division office (“designated office”).
2. The designated office, upon request from a student, will review the documentation based on the Appendix and, upon confirmation that the request is acceptable, will refer to the relevant course instructor.
3. The course instructor will determine whether or not to grant authorized absence. If

applicable, the course instructor will inform the student of the duration (or number of classes) of authorized absence, as well as the considerations stipulated in the following article.

Article 7: Duty of Consideration to the Student

1. Course instructors who authorize absences must, upon request by the student, provide that student with teaching and other reference material used in class(es) as necessary, in order to avoid any inconvenience or disadvantage that may be incurred.
2. In addition to the provision of the preceding paragraph, course instructors who authorize absences from quarter-end exam(s) must provide the student with an opportunity to take makeup exam(s) or complete an assignment that will count toward the student's final grade.

Article 8: Exceptional Cases

1. Even if authorized absence is granted in accordance with the provisions of Article 6, when extended absence may affect attainment of course credits, course instructors may refrain from permitting the student to register for the course.
2. Course instructors or other faculty may grant authorized absence or give consideration to absence due to reasons other than those stipulated in the provision of Article 5.

Article 9: Miscellaneous Provisions

Necessary matters related to authorized absence other than those provided for in this Agreement will be stipulated separately.

Supplementary Provisions

This Agreement comes into effect on November 28, 2019.

Appendix (pertains to Article 5)

Reason(s)	Period applicable		Supporting document	Deadline for Request for Authorized Absence
<p>1. When a student has contracted or is suspected to have contracted any of the notifiable infectious diseases listed in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act (Ordinance of the Ministry of Education, Science and Culture No. 18 of June 13, 1958) (“the Ordinance”)</p>	<p>For a period designated as a “mandatory exclusion period” by Article 19 of the Ordinance. This period is specified for each infection, and must be stated on the medical certificate submitted as a supporting document.</p>		<p>Medical certificate or certificate of recovery from infection issued by a medical institution</p>	<p>Within 1 week after the end of the mandatory exclusion period</p>
<p>2. In the event of the death of a student’s immediate family member (spouse or relative within the second degree of kinship)</p>	<p>Spouse or first-degree relative (parent or child)</p>	<p>Up to 7 consecutive days, inclusive of weekends and holidays</p>	<p>Funeral service card or document verifying death</p>	<p>Within 1 week after the end of the applicable absence period</p>
	<p>Second-degree relative (grandparent, sibling, or grandchild)</p>	<p>Up to 3 consecutive days, inclusive of weekends and holidays</p>		
<p>3. When a student is selected for service as:</p> <ul style="list-style-type: none"> • A lay judge (裁判員) or lay judge candidate (裁判員候補者) under the lay judge system (裁判員制度) • A prosecution councilor (検察審査員) or alternate councilor (補充員) of the Committee for Inquest of Prosecution (検察審査会) 	<p>The president and course instructors will determine a reasonable absence period based on the supporting document.</p>		<p>Document mandating assignment (e.g., a notice issued by a Court or Committee for Inquest of Prosecution)</p>	<p>Before the first day of service (after receiving the mandate)</p>
<p>4. In the event of a disaster or major incident where an emergency or weather warning is issued</p> <ul style="list-style-type: none"> • When the residence of a student or student’s family 	<p>The president and course instructors will determine a reasonable absence period based on the supporting document.</p>		<p>Disaster Victim Certificate (罹災証明書 <i>risai-shōmeisho</i>) or certificate issued by a public</p>	<p>Within a reasonable period after the incident occurs</p>

<p>has been damaged</p> <ul style="list-style-type: none">• When a student is unable to commute to campus due to disruptions in public transportation <p>Note: Authorized absences will not be considered for cancelled classes caused by disasters or other incidents affecting the Institute's campus area(s).</p>		<p>organization attesting to the damage or incident</p>	
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