

\* The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

## **Guidelines for TUFS Study Support Program for Graduate School**

March 22, 2022  
Regulation No.30  
Established

Amended: December 20, 2022 Regulation No.125  
April 1, 2023

### Article 1 Purpose

These Guidelines provide for necessary matters pertaining to the TUFS Study Support Program for Graduate School (hereinafter referred to as “TUFS Study Support”) in accordance with Article 9 of the Rules for Exemption or Deferral of Tuition Fees for Tokyo University of Foreign Studies (established on July 28, 2020) and Article 2 of the Rules for Exemption or Deferral of Admission Fees for Tokyo University of Foreign Studies (established on October 1, 1975).

### Article 2 Format of TUFS Study Support

1. Students of Graduate School of Global Studies are eligible to apply for TUFS Study Support as stipulated in these Guidelines.
2. The first round of applications for TUFS Study Support is open to students who were enrolled in AY2021 or later; the second round of applications is open to students enrolled in AY2021 or AY2022 who did not receive support in the first round; and transitional measures apply for postgraduate students enrolled in AY2020 or before.

### Article 3 Number of Exemptions and Selection Process

1. The number of exemptions and the breakdown of the students exempted from admission and tuition fees under TUFS Study Support are shown in the following table. However, changes may be made subject to the budget determined by the Board of Directors based on a discussion at the Student Management Office Meeting.

	Admission year	Support program category	Number and breakdown of exemption	Exemption amount
Master's Programs	From AY2021	TUFS Study Support [Master's Programs 1 <sup>st</sup> round of application]	On April admission, Top 20 students, selected by special selection (recommendation) (priority given to internal students)	Full exemption of admission fees and 50% of tuition fees
			On April admissions, 10 students who rank in the top 21 to 30, selected by special selection (recommendation) (priority given to internal students)	Full exemption of admission fees
			Of students admitted in October, Top 5 students entering the Peace and Conflict Studies (PCS) Course	Full exemption of admission fees and 50% of tuition fees
	AY2021 and 2022	TUFS Study Support [Programs 1 <sup>st</sup> round of application]	16 students selected from those who did not receive support in the 1 <sup>st</sup> round of applications and April admissions excluding Japanese government scholarship students in accordance with Article 3, paragraph 3 of these Guidelines	50% exemption of tuition fees
			4 students selected from those who did not receive support in the 1 <sup>st</sup> round of applications and October admissions excluding Japanese government scholarship students in accordance with Article 3, paragraph 3 of these Guidelines	
	AY2020 or before	TUFS Study Support (Transitional measures for postgraduate students)	Select number of students who have difficulty paying tuition fees due to financial reasons but are recognized as having an excellent academic record.	Determined by the Student Management Office Meeting
			Multi- and Inter-cultural Research and Innovation Fellowship (MIRAI) students	Full exemption of tuition fees

Doctoral Program	From AY2021	TUFS Study Support 1st round of applications	Top 10 internal students from the Master's Programs at the University (7 from Global Studies, 3 from Japan Studies and Sustainability Research) (April admission)	50% exemption of tuition fees
			Top 3 internal students from the Peace and Conflict Studies (PCS) Course (October admission)	Full exemption of tuition fees
	AY2021 and 2022	TUFS Study Support [Doctoral Programs 2nd round of applications]	Students selected in accordance with Article 3, paragraph 3 of these Guidelines, excluding those selected in the 1st round (8 out of April admissions and 2 out of October admissions)	50% exemption of tuition fees
AY2020 or before	TUFS Study Support Transitional measures for graduate students)	Students selected in accordance with Article 3, paragraph 3 of these Guidelines, excluding those selected in the 1st round (8 out of April admissions and 2 out of October admissions)		

2. Exemption from admission fees does not apply for existing TUFS students in the Doctoral Programs as they are already exempt from admission fees.
3. The selection process for exemptions in the second round of applications shall be conducted in two stages. In the first round of selection, applicants are selected via document screening based on their level of financial hardship, and then ranked according to the results of their entrance examination. This will narrow the field of applicants down to approximately twice the number of exemption places on offer. In the second round of screening, candidates are interviewed and selections are made based on an assessment of the applicant's level of motivation in their research.

#### Article 4 Important Requirements

1. Students who have been exempted from the admission and tuition fees for the Master's Programs are assessed based on their grades at the end of each academic year.
2. Students who have been exempted from the admission and tuition fees for the Doctoral Programs are asked to submit a plan for their doctoral dissertation in the first year of their course and either a published paper or an unpublished record of their research achievements in the second year to assess the status of their studies in order to ensure they are sufficiently motivated towards their degree over the average degree program length. However, if a

student takes a leave of absence to study abroad for research purposes, they are permitted to make their submission in the following academic year.

#### Article 5 Miscellaneous

1. If there are less than 30 TUFS students entering the Master's Programs through special selection (recommendation) who are eligible for exemption from admission fees, candidates from outside the university may be included..
2. In the Master's and Doctoral programs, exemption from tuition fees is, in principle, granted for the average degree program length for each program.
3. Notwithstanding the provisions of the preceding paragraph, the carryover of exemption eligibility shall be permitted only for leave of absence for study abroad or overseas internships at diplomatic missions or similar organizations (hereinafter referred to as "overseas study and internships"). However, carryover of eligibility shall be implemented in units of the first half or second half of each academic year corresponding to the tuition fee billing period in each academic year.
4. The degree program length for students participating in a double degree program recognized by TUFS shall be the degree program length that is required by the participating program and eligible for tuition fee exemption under TUFS Study Support. However, if the required degree program length is less than two years and six months for the Master's Programs and three years and six months for the Doctoral Programs, the student is not automatically eligible for an extension of the tuition exemption period under TUFS Study Support. The tuition fee exemption period shall be extended every six months.