

Form 2

The University of the Ryukyus Graduate School Long-term Academic Stay Program
(Long-term Academic Research Guidance) Plan

To: Dean of the Graduate School of Engineering and Science

Date:

Name of Instructor (must be written by the instructor):

Signature:

I hereby submit the planned long-term academic stay program for the following student:

Name of Applicant:	Graduate School:
Student ID Number:	Major:
Original Period of Enrollment From to	Expected Period of Enrollment under the Program: From to
Research Guidance Plan (be specific)	

Note: The instructor, upon receiving an application form from a student, shall present a specific long-term study (research guidance) plan on this form, provide his comment on the Application Form, and submit them to the Administrative Office of the Graduate School.

Form 3

Application to Shorten the Duration of Long-term Academic Stay Program

To: Dean of the Graduate School of Engineering and Science

Date:

Majoring in _____ at the Graduate School of Engineering and Science

Name:

Signature:

I hereby submit my request to shorten the duration of my long-term academic stay program.

Student ID Number	
Month and Year of Enrollment	
Originally Scheduled Month and Year of Completion	
Originally Scheduled Period of Stay under the Program	
Scheduled Month and Year of Completion after Shortening	
Scheduled Period of Stay after Shortening	
Reason (why the program is no longer necessary)	
Comment by Instructor	
Name of Instructor: _____ Signature: _____	

University of the Ryukyus Graduate School of Engineering and Science Student Award
Regulations

February 22, 2007

Adopted by the Graduate School of Engineering and Science Committee

(Aim)

Article 1 This policy set forth necessary particulars relating to the Graduate School of Engineering and Science Dean's Award, in accordance with Article 57 of the University of the Ryukyus Graduate School Regulations.

(Award)

Article 2 The award shall be presented to an individual who meets any one of the following requirements:

- (1) A person who demonstrated outstanding achievement in academic research or with his/her technical ability.
- (2) A person who made great contribution to bring honor and prestige to this graduate school through academic research or with his/her technical ability.
- (3) One who is deemed to have achievements equivalent of those specified in the preceding clause.

(Nomination)

Article 3 A candidates shall be a student in the Master's or Doctoral program; nomination shall be made by the Chair to the Dean in the form of a letter of recommendation.

2 All nominations shall be deliberated and confirmed in a meeting of the Chair Committee.

(Deliberation)

Article 4 In principle, a candidate to be recommended is selected in a meeting of the Chair Committee.

(Decision)

Article 5 The Dean of the Graduate School shall forward the selection result submitted by the Chair Committee to the Graduate School Committee, and a winner is decided by the said Committee upon further deliberation.

(Timing of award presentation)

Article 6 In principle, the award ceremony shall take place on the day of commencement.

(Method)

Article 7 The Dean of the graduate school shall present the winner with a Dean's Award.

2 The Award may be complemented by a commemorative gift.

(Supplementary Regulations)

Article 8 Other particulars not stipulated in this regulations including particulars in regard to award presentation shall be defined by the Dean of the Graduate School separately.

(Agreement)

1. Award ceremony implementation should apply correspondingly to the University of the Ryukyus Implementation Guidelines for Student Award Ceremony.
2. In principle, the Chair of each of the major field in both Master's and Doctoral Programs should nominate one student from his/her program, however, the recipient-to-be of the President's Award shall not be nominated.
3. The cost of the award ceremony implementation and commemorative gift shall be incurred by the Faculty that the Dean of the Graduate School is affiliated with.

Supplementary Provision

This document is enforced from March 7, 2018, and applied from April 1, 2018.

Agreement Concerning Filing Grading Complaints at
the University of the Ryukyus Graduate School

January 23, 2007
University Committee

Article 1 This Agreement shall define necessary particulars concerning filing grading complaints at the University of the Ryukyus Graduate School.

Article 2 If students are not content with their grading for an academic term (including the first and second half of the term), such students may submit a Grading Confirmation Request Form (Form 1) to the Graduate School Administrative Affairs Department (hereunder “Administrative Affairs Department”), in principle, during a period beginning on the day the grades were disclosed, and ending five (5) days after the end of the academic term (weekends and holidays are excluded).

2 The Administrative Affairs Department, upon receiving a Grading Confirmation Request Form, shall promptly send the form to the class instructors.

Article 3 Class instructors shall provide their response regarding student inquiries on grading, or Grading Confirmation Request Forms, to the Administrative Affairs Department within five (5) days after they are received by the Administrative Affairs Department (weekends and holidays are excluded).

2 The Administrative Affairs Department shall, upon receiving the class instructor’s response on grading, promptly notify the student.

Article 4 If the student is unsatisfied with the class instructor’s response, the student may submit a Grading Complaint Form (Form 2) to the Dean of the Graduate School within five (5) days after receiving the response (weekends and holidays are excluded).

Article 5 The Dean of the Graduate School shall, upon receiving a Grading Complaint Form from a student, promptly examine the case in a Graduate School Committee (Faculty Council for the Graduate School of Medicine. Hereunder referred to as the “Graduate School Committee”) meeting, or in a review committee meeting under the Graduate School Committee, and notify the result to the student and the pertinent class instructors.

Article 6 Grades shall be disclosed on the day defined on the academic calendar. However, the Graduate School Committee shall define separately the date of grade disclosure and the grading complaint filing period for those completing their program in September and March, respectively.

Article 7 In addition to the provisions defined in this Agreement, the Graduate School Committee may define separately other necessary items regarding the implementation of grading complaint filing.

Article 8 This Agreement shall be revised or abolished by the President of the University upon approval by the University Committee.

Supplementary Provisions

- 1 This Agreement shall be enforced on January 23, 2017.
- 2 Notwithstanding the provisions in Article 2, If students are not content with their grading for the academic term of 2016, such students may notify the class instructor by April 10, 2017.

Supplementary Provision (January 5, 2018)

This Agreement shall be enforced on April 1, 2018.

Grading Confirmation Request Form

TO: Dean of Graduate School

Graduate School: _____

Major: _____

Year: _____

Student ID#: _____

Name: _____

I hereby request that my following grade for [semester], [year], be reviewed and confirmed.

Class Number: _____

Class Name: _____

Class Lot: _____

Class Instructor: _____

Reason: _____

*Student will submit this form to the Administrative Affairs Department of the Graduate School.

Response by Instructor

Date: _____

Name of Instructor: _____ Seal

(Circle one)

1. The current grade is true and correct.

2. The current grade shall be corrected to: Grade: () Rating: ()

Reason: _____

*Instructor will provide his/her response here and submit this form to the Administrative Affairs Department.

Grading Complaint Form

TO: Dean of Graduate School

Graduate School: _____

Major: _____

Year: _____

Student ID#: _____

Name: _____

The instructor's response to the Grading Confirmation Request Form I submitted, for my grade for [semester], [year], is not satisfactory for the following reason, and I hereby file a complaint.

Class Number: _____

Class Name: _____

Class Lot: _____

Class Instructor: _____

Grade: _____

Grounds for Complaint (be specific regarding your grade and the instructor's response): _____

*Student will submit this form to the Administrative Affairs Department of the Graduate School.

Graduate School of Engineering and Science

Guidelines for Writing and Submission of Master's and Doctoral Thesis

1. Paper

White, good quality paper, A4 size (210 x 297mm) should be used in portrait form.

2. Front Cover and Spine

Either hard or soft cover can be used. The color of covers is not specified; however, depending on a department, a cover color may be specified. Please ask your supervisor about the cover color. Covers should be printed according to the stipulations of these guidelines (see Sample Front Cover and Spine supplied with these guidelines).

3. Thesis contents

- (1) Text is to be written horizontally from left to right.
- (2) Page numbers should be centered at the bottom of each page. Page numbers are not needed on a front cover and spine. Roman numerals (i,ii,iii...) should be used for preliminary pages (i.e. pages for the Committee Member's signature, Abstract, Authors' Publication List, Acknowledgements and Table of Contents). The rest of the pages should be numbered in Arabic numerals (1,2,3...).
- (3) Figures and Tables used in the thesis should be included.
- (4) The contents should be typed and presented in the most readable form. Text should be single/1.5 lines spaced.
- (5) Font style should be in Times New Roman, 10.5 - 12 points for the English version thesis.
- (6) Printing can be done either single or double-sided.
- (7) Page margins should be set at 2.5 cm (1 inch) for the left, right, top and bottom margins.

4. Arrangement of the contents

- (1) Title page (according to the sample)
- (2) Page for committee members' signatures (according to the sample)
- (3) Abstract
- (4) Author's publication list (Papers must not be used for any other degree applications)
- (5) Acknowledgements [before or after (8) References]
- (6) Table of contents
- (7) Main body text (including Figures and Tables)
- (8) References [or after each chapter]
- (9) Others (Appendix, etc.)

5. Illustrations

All illustrations (charts/figures/photos, etc.) should be digitized and visible with a resolution of at least 300 dpi. Captions for figures/graphs are to be placed below while for charts/tables should either be in the text or end of each chapter, all of which are to be clearly legible.

6. Submission

As stipulated in Article 12 of the Regulations of the Graduate School of Engineering and Science, University of the Ryukyus, students must have their thesis submitted in files to the Faculty Office by the appointed date. Fine quality copies are required for both original and duplicate. Photos should be copies of photo print or printed by color copiers of high quality. Each copy must be bound independently in a moderate or fine quality binding and must be submitted to the Faculty Office by the appointed date, before the Graduation Ceremony.

【Submission Documents • Deadlines】

※Consult your supervisor as these dates are subject to change at any time.

(1) Master Course

①Thesis Review

Thesis Review Documents	Thesis Review Request • Thesis and Author's Publication List • Abstract • Thesis • Curriculum Vitae	
Submission Deadline	Sept. Graduation	March Graduation
	Aug. 10	Feb. 10

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

②Graduate Course Committee

Submitting Documents	Thesis (original • 1 copy)	
Submission Deadline	Sept. Graduation	March Graduation
	Early Sept.	Middle of Mar.

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

(2) Doctoral Course

①Preliminary Review

Submitting Documents	Request for Preliminary Review • Dissertation and Author's Publication List • Abstract • Dissertation	
Submission Deadline	Sept. Graduation	March Graduation
	Apr. 20	Oct. 20

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

②Dissertation Review

Submitting Documents	Dissertation Review Request • Dissertation and Author's Publication List • Abstract • Dissertation • Curriculum Vitae	
Submission Deadline	Sept. Graduation	March Graduation
	Jun. 20	Dec. 20

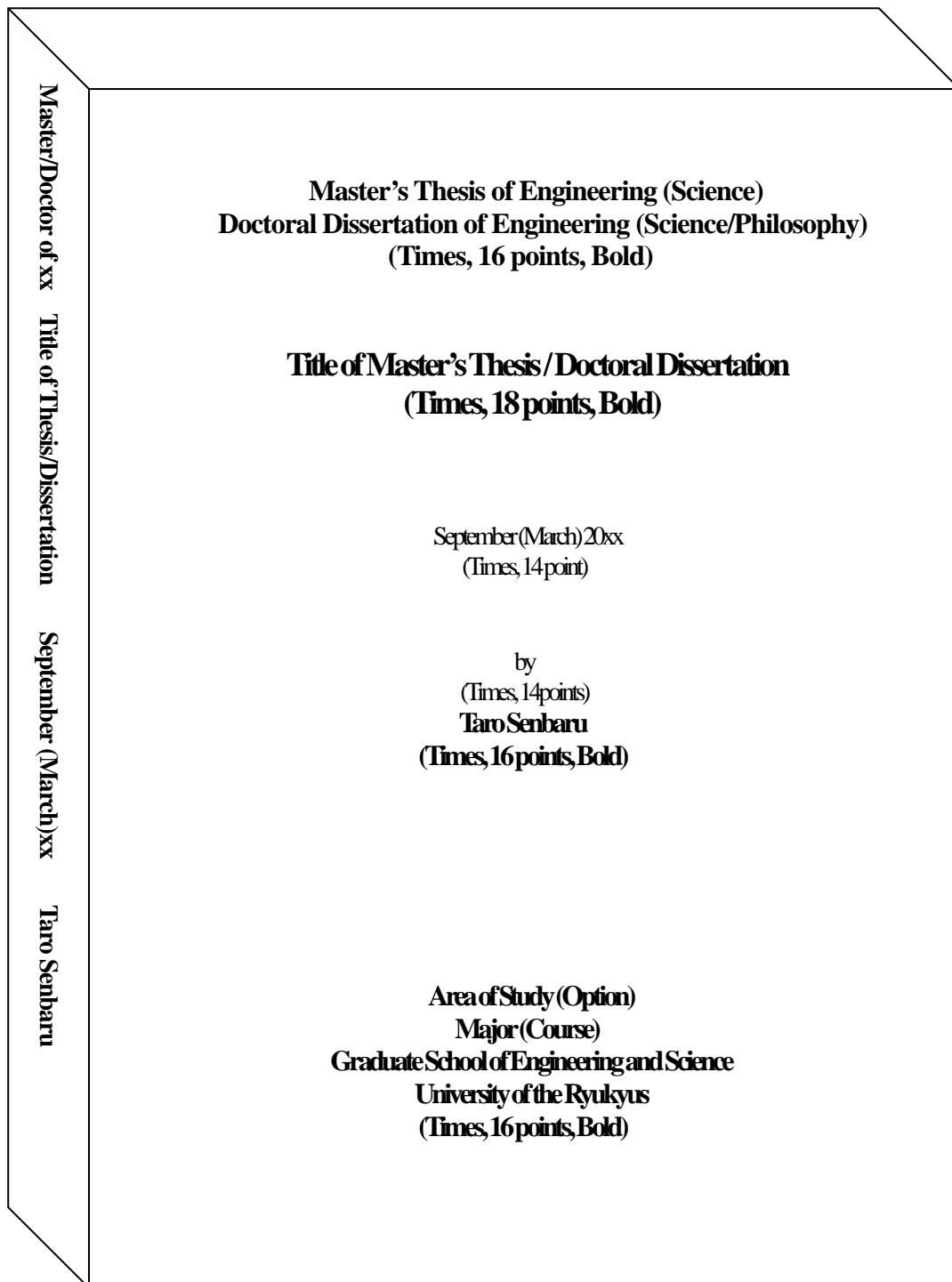
※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

③Graduate Course Committee

Submitting Documents	1 Dissertation (either a standard fine quality binding or a moderate binding accepted) Statement of Reason	
Submission Deadline	Sept. Graduation	March Graduation
	End of Aug.	End of Feb.

※If the deadlines falls on Saturday, Sunday or Holiday, it will be shifted to the last preceding non-holiday week day.

(Sample of Front cover and Spine)



A4 Paper