

Authority:

- Approved by the President
- School Education Act

Chapter 5. Graduate School Handbook

5.1. The Graduate School

The mission of the Graduate School is to provide first-class postgraduate education to the highest international standard. The Graduate School is a division of the OIST Graduate University. The Dean is the head of the Graduate School. The Graduate School's major role is to provide academic services, student support and administrative support. These functions are organized into the corresponding sections as follows:

5.1.1. Academic Services Section

The academic services section supports the academic program of the graduate school, and performs the following tasks:

- i Participate in the formulation of academic policies related to teaching of graduate courses and the academic program;
- ii Administer the process of admission, registration and enrolment of students;
- iii Organize course advising and appointment of Academic Mentors
- iv Organize thesis supervision and appointment of supervisors and thesis committees;
- v Monitor the academic progress of graduate students;
- vi Coordinate conduct of course assessment and manage results;
- vii Determine the results of PhD candidatures on the recommendation of the examiners;
- viii Organize PhD examinations, external examiners, and coordinate the examination process;
- ix Award degrees and administer graduation requirements;
- x Conduct quality control processes including evaluation of teaching;
- xi Disseminate good practice in teaching and PhD supervision;
- xii Provide information about the Graduate School and its courses;
- xiii Coordinate teaching activities, faculty assignment of teaching, the course schedule and timetable of classes and examinations;
- xiv Manage teaching resources including seminar rooms and lecture theatres, teaching laboratories and equipment;
- xv Provide induction programs for new students and teaching faculty;
- xvi Provide professional development courses as part of the academic program;
- xvii Coordinate academic content of international workshops, courses and seminars; and

- xviii Organize seminars and lectures of general interest, among other things.

5.1.2. Student Support Section

The student support section is concerned with the everyday requirements for living, health and welfare of students at OIST, and is charged with the following tasks:

- i Participate in the formulation of policy on issues broadly affecting graduate students, including housing, financial support and other welfare;
- ii Provide supporting services for prospective and current graduate students, special students and interns;
- iii Disseminate information and advice to students concerning scholarships and financial support;
- iv Provide orientation to life in Okinawa and Japan for new students;
- v Implement policies concerning student welfare, health, disability, childcare and safety;
- vi Administer student financial support and scholarships;
- vii Administer student welfare services;
- viii Undertake student recruitment activity; and
- ix Assist faculty in the mentoring of students for career development and provide information and advice to students on career opportunities, among other things

5.1.3. Administrative Support Section

The administrative support section provides administrative support and information systems management, and provides the secretariat for academic committees. It performs the following tasks:

- i prepare and maintain database systems concerning:
 - (a) intending students and applicants for admission
 - (b) individual records of faculty members
 - (c) teaching assignments
 - (d) PhD thesis supervision
 - (e) student academic records
 - (f) course schedules
 - (g) alumni
- ii provide secretariat for academic committees including:
 - (a) Dean's committee;
 - (b) Admissions committee;
 - (c) Curriculum and Examination committees;
 - (d) Thesis committees
- iii maintain a student information system.

5.2. Admissions and Registration

The OIST Graduate University aims to train researchers who will play important roles in the international scientific community at leading scientific institutions in the public and private sectors. Accordingly, recruitment focuses on attracting outstanding students. Here

“outstanding” means students who are highly motivated by the excitement and potential of the cutting edge research that is possible at OIST, who have the curiosity and academic ability needed to excel in their chosen areas of study, and who have the capacity for independent research and original thinking.

The OIST Graduate Program is conducted in English, therefore our students also require proficiency in oral and written communication skills in English for advanced study in science.

<equal opportunity statement: Candidates are considered for admission without regard to race, color, religion, national origin, disability, or gender.>>

5.2.1. Eligibility for admission to the graduate program

Students will be eligible to apply for the OIST Graduate Program if they have completed a BSc, MSc or equivalent degree or expect to do so prior to the admission date. They must also meet admission requirements stipulated in Article 22 of the University Rules [\[link:\]](#).

Successful candidates for the OIST Graduate Program will only be enrolled into a doctoral program and only as full-time students. Students must indicate an intention to complete the program leading to a PhD. There is currently no provision for a student to undertake an MSc.

5.2.2. Application for admission to the graduate program

An applicant who wishes to become a candidate for a PhD shall apply for admission before the closing date. Applications at other times should be directed to the student enquiries desk. The President may permit flexibility in time of entrance, for example when this would give advantages in recruitment of excellent students, or when this would be of benefit for the academic progress of the student.

Specific application period and closing dates are announced on the OIST public website. Prospective students are required to submit an application for admission online. All forms are to be filled out in English. The following documents are required:

- i. Academic transcript and authenticated copies of diploma (BSc, MSc, etc.) An English explanation is required for transcripts that are not written in English.
- ii. Applicant’s statement. This should be not more than 400 words and should address the following points:
 - a. The applicant’s scientific interests and aspirations, and;
 - b. What the applicant hopes to gain from undertaking graduate studies at OIST.
- iii. An applicant who is seeking admission on the basis of a qualification from a university for which the language of teaching and/or examination is not English is required to provide standard language test scores (TOEFL or IELTS) obtained within last 2

- years. There is no minimum score required but the information is necessary in determining preparatory course requirements.
- iv. A minimum of two letters of recommendation from appropriate academic sponsors.

The following documents may be submitted optionally, and will be taken into consideration by the selection committee if available:

- i Additional evidence of academic ability such as GRE general test scores obtained within last 2 years.
- ii Additional material such as copies of publications and abstracts of oral presentations, and other evidence of achievement.

The OIST Graduate School reserves the right to request an external evaluation of academic qualifications from any applicant.

5.2.3. Selection for admission

The Admissions Committee makes the selection of students for admission, in accordance with the policies, rules and procedures of the Admissions Committee [\[link: 5.13.1\]](#).

This Committee reviews all material submitted by each student and makes a short-list of about 80 applicants. The short-listed applicants are invited to an Admissions Workshop.

5.2.3.1. Admissions Workshop

An Admissions Workshop will be held each year. The aims of the Admissions Workshop are to:

- i Conduct face-to-face interviews of candidates by the Admissions Committee or a subcommittee thereof. In the interview the Committee discusses with the student their aims and their motivation to undertake graduate studies at OIST. The panel will also discuss the student's academic record and career aspirations. The student will have an opportunity to ask questions about the graduate program. The interview will be recorded and available to the selection panel.
- ii Conduct a written assessment task for all candidates, supervised by the admissions office. The purpose of the task will be to provide a sample of the candidates' written work. The question will be of a general scientific nature. Candidates will have 3 hours to complete the assessment. The candidate's answer will be available to the selection panel.
- iii Provide tours of OIST research and teaching facilities, student support and accommodation, and the surrounding environs.
- iv Provide a social program giving an opportunity for students

to meet existing students and faculty members.

Workshop

5.2.3.2. Travel Rules for Candidates Attending Admissions

For those invited to attend the workshop the travel costs and a per diem will be paid by OIST. The workshop will comprise a minimum of two full days in Okinawa, with flexibility regarding additional time.

Meals and accommodation

OIST will cover the cost of accommodation and meals for candidates attending the Admissions Workshop at the OIST Graduate University. Breakfast, lunch & dinner will be provided from the evening before through the morning after the workshop.

Travel support

- 1: OIST will support a round trip in economy class between Okinawa and the airport for the candidate's starting and returning destination, excluding expenses for any layover (at any Japanese or foreign cities).
- 2: Candidates are responsible for fees resulting from any change or cancellation of their flight and accommodation made after our travel agent or OIST has confirmed the booking. Change or cancellation of the itinerary by the candidate is not permitted without prior approval from OIST. In case of any breach of this rule, flight and/or accommodation might be charged to the candidate.
- 3: OIST will arrange transportation between Naha (Okinawa) airport and OIST Seaside House. If a candidate does not arrive in and/or depart from Okinawa as scheduled for personal reasons, they will be responsible for arranging and paying for their transportation.
- 4: If candidates wish to purchase travel insurance, they are asked to do so at their own expense.
- 5: Candidates are expected to arrive at OIST on the day before the workshop. The workshop will comprise a minimum of two full days in Okinawa, with flexibility regarding additional time. A longer stay in Okinawa is permitted provided that the graduate school approves the itinerary in advance. In case of an extended stay the candidate will be responsible for arranging and paying for their own accommodation.

5.2.3.3. Final selection

The Admissions Committee will make a final selection of applicants who will be offered a place in the graduate program, and inform the Admissions Office. The successful applicants will be sent an official letter offering admission to the graduate program. Successful applicants

will be required to accept or decline the offer within 30 days. The deadline for accepting or declining the offer may be extended by the Admissions Committee. A ranked list of reserves will be kept for a second round of offers if places become available.

5.2.4. Number of Students Admitted

In accordance with best-practice graduate teaching methods where low numbers of students for each faculty member are essential, and in line with overseas prestigious universities, the Graduate School will accept about 20 PhD full-time graduate students per year.

5.2.5. Transfer students

Students who have commenced studies at another university and wish to continue their studies at OIST and obtain the OIST PhD degree may, under special circumstances, be admitted subject to meeting admission standards. Such cases may arise, for example, when newly appointed faculty members with existing graduate students are appointed at OIST before their students complete their studies. In such cases OIST wishes to ensure the best possible outcome for the students and their supervisors while preserving the high international standards of the graduate program.

Transfer students should complete the application process in the same way as other students but their folder should include a letter from the OIST faculty member explaining the situation and recommending the student for the OIST graduate program.

5.2.6. Registration

An applicant who has been admitted to the graduate program as a full-time candidate for a PhD will become a student of the OIST Graduate School on the date of first registration. Registration is a synonym for matriculation in this context. Every student is required to register on admission to the Graduate School (Article 27 of the University Rules [\[link:\]](#)), and thereafter at the beginning of each academic year of the graduate program.

The Graduate School will accept graduate students for registration in April and September in order to accommodate applications from both international students and Japanese students.

Flexibility in time of admission or registration may be of advantage. For example, there may be advantages to the Graduate School in recruitment of excellent students, and there may be benefits for the academic progress of the student. Variations in time of registration may be allowed by the President at the request of the Dean.

For graduate students registering for the doctoral program leading to a PhD, the following conditions apply:

- i Registration is restricted to full-time candidates.
- ii A full-time candidate may hold an external scholarship or receive financial support from OIST, or a combination of both, to enable him or her to study on a full-time basis, but may not otherwise hold employment.
- iii The full-time status of the student must be confirmed in a written declaration signed by the student and the Dean.

5.2.6.1. Dates of registration

Registration is permitted at the first week of April or the first week of September. In order to register the student must:

- i Complete the Registration Form and Research Ethics Declaration.
- ii Complete Fees and Financial Support Forms
- iii Provide Bank Account Form;
- iv Complete visa requirements. All students must hold a current Student Visa.
- v Complete insurance and health screening requirements.

All forms must be submitted in complete form to the Student Support section.

On registration a “registered student record” will be created for the student in the student record system. This record will be the official record of the student and will link to all other records including student academic record, progress reports, financial support, and housing, etc.

5.2.7. Student ID Card

All students are required to carry a valid Student ID Card at OIST. The Student ID Card identifies the student by photograph and signature, and provides the student number, date of issue, and a “Valid Until” date. Optionally, a student may choose to also have their date of birth displayed on the card, which may be used for age verification where needed.

5.2.7.1. Card Issue and Return

When the student has been registered by the Graduate School, he or she will be issued with a Student ID Card. These Student ID Cards remain the property of the Graduate School, and must be returned upon completion of the period of study.

The student ID card is issued with a period of validity that matches the expected period of study of the student. Students whose study period ultimately extends beyond the “Valid Until” date should apply for a new card. Students who complete or discontinue their study before the indicated period has elapsed should return their card to the Graduate School Office. The card becomes invalid once the student is no longer a

registered student at OIST, even if the stated period of validity has not yet expired.

In some circumstances, an invalid Student ID Card may be marked with the word VOID and returned to the student as a reminder of their time at OIST. Such voided cards are completely invalid as identification documents, and may not be the basis for the issue or retention of a Security Access Card.

5.2.7.2. Access

Access to specific areas at OIST is controlled by a Security Access Card, separate to the Student ID Card. To be given a Security Access Card, a student must have prior possession of a Student ID Card. Initially access will only be granted to public areas of the OIST campus. Entry to general laboratory areas is only permitted after the student has successfully completed the induction program during Enrollment Week, or similar (see PRP 5.2.8[link: 5.2.8]). Additional access to specific more restricted areas will only be made available after the appropriate safety and equipment training has been provided. Such access will only be provided while the student has a need to enter those particular restricted areas. In addition, further access controls may exist for other areas. Security Cards always remain the property of OIST and must be returned at the completion of the period of study.

5.2.7.3. Loss and Replacement of Cards

In the event that a Student ID Card or Security Access Card is lost or misplaced, the student must immediately inform the Graduate School Office. A replacement Student ID Card will then be generated from existing data, unless the appearance of the student has changed sufficiently to require a new photograph. A temporary Security Access Card will be issued in the first instance, until one week has elapsed, at which point a permanent replacement for the Security Access Card may be issued.

5.2.7.4. Permissions

Student ID Cards and Security Access Cards may not under any circumstances be loaned out or used by other persons, whether or not those persons are themselves authorized to have access to OIST facilities. Cards may not be copied, reverse-engineered, distributed without permission, or cryptanalysed. Cards remain the property of OIST even when invalidated. The Dean may take disciplinary action in the event that these provisions are not followed.

5.2.8. Induction program

Students registered as full time OIST PhD students complete an induction program during Enrollment Week (the first week of the first term of the Academic

Year). This program includes briefings on the PhD program, the mentoring and guidance of students, and student support, as well as training in the use of OIST facilities such as the IT infrastructure, the library, and the laboratories. Essential safety training to operate in the research laboratories and a preliminary health screen are mandatory before entry to the laboratory areas is provided.

OIST PhD students arriving outside of Enrollment Week and incoming special students may take this induction program at other times of the year more suitable to their arrival time. However, no laboratory access can be provided to students who have not completed this or a similar induction program.

5.2.9. Application Fees, Admission Fees and Tuition Fees

The Application Fee, Admission Fee and Tuition Fee (Article 44 of the University Rules [[link:](#)]) are set as follows.

Application Fee	0 Yen
Admission Fee	0 Yen
Tuition Fee	540,000 Yen /Annual

Payment of the Tuition Fee is by deduction of one-twelfth of the Tuition Fee from the monthly Research Assistant payments, over 12 months.

5.3. The OIST Graduate Program

The OIST graduate school offers an integrated doctoral program leading to the degree of Doctor of Philosophy (PhD). The degree of PhD is a research postgraduate degree. Such a degree shall be awarded to a candidate who

- i meets admission requirements and receives and accepts an offer of admission, and is registered as a full-time PhD student for a minimum of three years and not more than ten years; and
- ii satisfactorily completes prescribed coursework amounting to at least 30 points (20 from courses, 10 from research work) or alternatively, has obtained the equivalent number of credits based on prior study; and
- iii presents a successful thesis representing the result of the candidates research which should constitute an original contribution to knowledge and contain material worthy of publication; and
- iv satisfies the examiners in an oral examination in matters relevant to the subject of the thesis.

5.3.1. Period of study

The standard period of study is 5 years but may vary according to the level of preparation of the student and the progress of their research. The period of study

may be reduced if the student has previously undertaken study that provides appropriate preparation.

5.3.1.1. Admission with BSc.

The period of study for a student entering with a first degree is 5 years.

5.3.1.2. Admission with MSc.

A student who has already obtained an MSc or has significant, documented research experience may enter directly into the second or third years of the program. Such a student will be required to complete an approved course of studies.

5.3.1.3. Minimum period of study

The minimum period of study is stipulated in the university rules [\[link:\]](#).

5.3.1.4. Extension to the standard period of study

In exceptional circumstances the period of study may be extended beyond the standard period of 5 years. Extension requires approval of the Dean. An application for extension of study must be submitted on form X.X within the 5th year of study. In case of extension of the period of study, extension of financial support is not automatically granted. (see financial support section [\[link: 5.4.1\]](#))

5.3.1.5. Maximum period of study

The maximum permitted period of study is 10 years, including Study Leave and Annual Leave [\[link: 5.3.17\]](#).

5.3.2. Academic year and dates of terms

The academic year begins in September each year. The school year is composed of three terms, with nominally 15 weeks of scheduled teaching in each term. This schedule was chosen in order to give enough time for completion of a meaningful project in each Research Rotation.

- i First Term from Monday September 10th 2012 to Friday December 21st 2012.
- ii Second Term from Monday January 7th 2013 to Friday April 19th 2013, and
- iii Third Term from Monday May 6th 2013 to Friday August 9th, 2013.

5.3.3. Course work requirements

The first two years of the integrated 5-year doctoral program comprise a combination of Research Rotations and courses, designed to prepare the student for his or her doctoral thesis work in a flexible way. In the first two years of the program students will undertake an individualized study program constructed from a combination of courses.

5.3.4. Course credits

The number of credits assigned to each course is stipulated in the Schedule of Courses [[link: http://groups.oist.jp/ja/grad/course-info](http://groups.oist.jp/ja/grad/course-info)]. Students will be required to accrue at least 30 points before graduation. Courses include Professional Development, Basic, Advanced, and Research Courses. The subtotal of Professional Development, Basic, and Advanced courses amounts to a value of 20 points. Research courses include Rotations and a Thesis Proposal amounting to a total value of 10 points. International Workshop Participation may provide additional points. Credits may be awarded for graduate courses completed at other universities or at OIST prior to admission (Chapter 5.6.2 [[link: 5.6.2](#)]).

5.3.5. Mandatory Courses

To maintain flexibility in the curriculum the number of mandatory courses (apart from the required research courses: Rotation and Thesis Proposal) is limited to two, each worth one credit. These courses are Professional Development I and II. These Professional Development Courses are designed to develop essential knowledge, experience, and abilities for successful completion of the graduate program and to prepare the graduate for a career in leading international academic or industrial research laboratories.

5.3.6. Basic and Advanced Courses

Each student will normally take at least 4 Basic courses and 4 Advanced courses. In general, Basic and Advanced courses are worth two credits. Information about Courses is provided in the Schedule of Courses [[link: http://groups.oist.jp/ja/grad/course-info](http://groups.oist.jp/ja/grad/course-info)] and Course Approval sections [[link: 5.3.10](#)]. Course advising [[link: 5.3.10](#)] is undertaken by an individual Academic Mentor for each student, to provide an individualized course of studies.

5.3.6.1. Research Rotations

Rotations form a major part of the student's work in the first year of the graduate program. In each Rotation the student will spend one term undertaking a specific project and will then move on to a different research unit. The Rotations provide a variety of experience in different laboratories that will broaden the student's understanding of different disciplines, techniques, and ways of thinking. Rotations may include theoretical work or modeling as well as laboratory benchwork. They are intended to help the student select the most appropriate research unit and research question for their thesis research. Students will typically complete three Rotations before deciding on a thesis topic.

Three Research Rotations are always required, with a total point value of 9 points. There may be exceptions to this requirement in the case of equivalent prior research experience, in which case credit may be awarded in increments of 3 points as a cross-credit [[link: 5.6.2](#)]. In general, not more than 6 points can be cross-credited for rotations, so that all students must complete at least one rotation.

The choice of Rotations is part of the approved course taken by the student, and requires discussion with the Academic Mentor [\[link: 5.3.10\]](#). The number of students who may take a rotation in a given research unit is limited to 2 and not all choices will necessarily be available at a given time. Students should list in order of preference 5 rotations on the application form [\[link: \]](#) submitted with their proposed course for approval by the Dean's committee. Their top 3 will be accommodated whenever possible. If not possible, the committee will look further along their list to ensure they can complete their rotations during the first year.

Each Rotation entails completion of a meaningful project. The Professor in charge of the host research unit will assign the project topic, taking into account the interests of the student and the capabilities of the research unit. In the course of each rotation the student is required to:

- i. Write a rotation project proposal,
 - ii. Complete the proposed project in the research unit,
 - iii. Make an oral presentation to the research unit members,
- and
- iv. Submit a written report on the project.

Rotations are evaluated by the Professor in charge of the research unit, and the student's report together with the evaluation is forwarded to the Dean's committee. The student's progress and performance in each Rotation will be discussed in the Dean's committee to ensure cooperation among faculty members in facilitating individual student progress.

5.3.7. PhD Thesis Proposal

Students are required to complete a PhD Thesis Proposal with a point value of 1 point. Students will normally begin work on their PhD Thesis Proposal at the start of the second year, in the Research Unit where they intend to conduct their thesis research. The Thesis Supervisor will provide research guidance and the students will undertake preliminary thesis work. The PhD Thesis Proposal will comprise:

- i an in-depth literature review on the subject of the proposed thesis,
- ii a write-up of an independent research project undertaken in the research unit. The independent research project is developed by the student, under the guidance of the Thesis Supervisor. The student should complete this piece of independent research using the methods available in the Research Unit, collect and analyze data or develop theoretical work, and write up in the prescribed format [\[link: TBC\]](#).
- iii A proposed topic for thesis research. This should constitute a research question and outline of the aims, methods and significance of the proposed research. It would normally use the

independent research project as preliminary evidence in support of the proposed research, but the student may also choose a different topic for the thesis.

These three parts will normally be completed in sequence and submitted one at the end of each term to the provisional Thesis Committee. The committee will give feedback and the student will make necessary revisions. The completed PhD Thesis Proposal, including the literature review, write-up of independent research, and proposed thesis research, will be submitted to the Dean's committee by the closing date set by the Graduate School and will form part of the assessment for progression to thesis research.

5.3.8. Workload

The maximum the number of courses that can be taken in any one term is four. However, students will not normally take more than two Basic or Advanced Courses per term, in order to leave time for independent studies, reading, and research work during Rotations.

5.3.9. Overview of order of study

Year 1

- i Appointment of Academic mentor
- ii Course plan for Year 1 and Year 2 prepared (including rotations)
- iii Professional Development I.
- iv Complete approved Basic Courses and Advanced Courses if appropriate.
- v Three Rotations.

(See separate note regarding additional professional development courses.)

Year 2

- i Prepare PhD Thesis Proposal.
- ii Complete approved Advanced Courses and additional Basic courses as needed.
- iii Professional Development I continues.
- iv Nominate PhD Thesis Committee members.
- v Submit nominating forms and thesis proposal.
- vi Oral qualifying examination for progression to PhD thesis research conducted.

Years 3-5

- i Thesis research.
- ii Professional Development II.
- iii Workshop Courses.

Examination of thesis

- i Notification of intention to submit Thesis
- ii Thesis Examination Committee nominated.
- iii Thesis submitted
- iv Thesis presentation and oral examination conducted at OIST.

5.3.10. Course advising

The particular selection of courses taken by any student is based on their educational background, intentions, and experience. Apart from mandatory Professional Development courses, there are no compulsory course requirements.

In such a flexible program, in which each student has an individualized program, excellent advice in course selection from an experienced advisor is essential. To provide this advice each student will have an independent Academic Mentor.

5.3.10.1. Appointment of Academic Mentor

An Academic Mentor (also called General Advisor) is assigned to each student from the time of admission. The Academic Mentor is required to work carefully with the student to select courses and Research Rotations that reinforce the foundations of the field of study and also provide the breadth of study necessary to develop the ability to collaborate effectively across traditional boundaries. The Academic Mentor for each student will be appointed by the Dean, with advice from the Dean's committee. The Academic Mentor should have the following characteristics:

- i Significant prior experience in course advising and supervision of graduate thesis research. New Faculty may gain experience in course advising and supervision by serving on thesis committees as a committee member.
- ii High level of competence in the field, able to give advice to the student on the choice of courses that will prepare them for their PhD thesis research.
- iii Be a disinterested party charged with working for the best interests of the student

The Academic Mentor will continue to play a general mentoring role for the duration of the student's studies at OIST. The Academic Mentor cannot also be the same student's Thesis Supervisor. If a student elects to undertake their thesis research in the research unit of the Academic Mentor, a new Academic Mentor shall be appointed.

5.3.10.2. Duties of Academic Mentor in development of Course Plan
The Academic Mentor and student together will formulate a plan of courses and Rotations for the first two years. The course plan will take into account any previously established credits, specific experience and research interests of the student. The Academic Mentor will guide the students to choose Rotations that include exposure to both experimental and theoretical approaches, and an interdisciplinary experience.

5.3.10.3. Approval of Course Plan
The course plan will be submitted to the Dean on the required form [\[link: \]](#). Each individual's course plan will be finally approved by the Dean with advice from the Dean's committee. The composition and terms of reference of the Dean's committee are described separately.

5.3.10.4. Approval of Research Rotations
The Dean's committee will advise the Dean regarding approval of the students move from one Rotation to another. It will be the responsibility of the Dean and Academic Mentor to convene meetings of the committee and prepare an agenda to ensure that progress of all students is monitored. The student's progress and performance in each Rotation will be discussed in the Dean's committee to ensure cooperation among faculty members in facilitating individual student progress.

5.3.10.5. Course assessment
Each course will be assessed as specified in the course schedules [\[link: http://groups.oist.jp/ja/grad/course-info\]](http://groups.oist.jp/ja/grad/course-info). Examiners may examine by means of written, practical, or oral test, or by continuous assessment, or by any combination of these. Examination scripts and reports must be written in English.

A student who is unable to complete an assessment because of genuine impairment may be permitted by the Dean to complete a supplementary assessment. In such cases an application for special consideration must be submitted within 48 hours of the assessment on the appropriate form [\[link: \]](#).

There shall be no appeal against examination results. However, complaints about examination results will be considered by the Dean and scripts will be checked for errors in marking. If errors are detected marks may be corrected up or down with the agreement of the examiner.

Formal assessment of courses will be coordinated by the Academic Services section. The dates of examinations and due dates of major items of assessment will be coordinated to avoid timetable clashes. Such dates will be fixed at the start of each academic year and students will be

advised of the examination and assessment timetable at the start of the year.

Examination questions must be provided to Academic Services at least one month prior to the examination for preparation of examination papers. Examinations will be invigilated. Entry to the examination rooms will only be permitted for candidates enrolled in the course.

5.3.10.6. Monitoring of student progress and student mentoring

In the first two years, before confirmation of the student to progress to thesis research, the Academic Mentor will meet regularly with the student to discuss progress or problems with Courses and Rotations. The grades obtained in courses will be reported to the Academic Mentor and Dean's committee by Academic Services. In cases of difficulty the Academic Mentor will organize help and support for the individual student as needed. If difficulties continue the Academic Mentor has the responsibility of alerting the Dean, who may initiate proceedings related to poor progress or performance. (Chapter 5.11.2 [\[link: 5.11.2\]](#))

5.3.11. Qualifying for progression to PhD thesis research

Before commencing PhD thesis research all OIST graduate students will be evaluated by the Dean's Committee to determine if they are qualified for PhD thesis work. To initiate this process the student prepares the PhD Thesis Proposal, as described in Section [\[link: 5.3.7.\]](#) after selecting a Thesis Supervisor(s) and Research Unit, and nominates a Thesis Supervisor and Thesis Committee. The Thesis Proposal, Thesis Supervisor, and Thesis Committee must be formally approved by the Dean before the student commences thesis research.

5.3.11.1. Nomination of Thesis Supervisor, and Thesis Committee

All students will be required to have a Thesis Committee - irrespective of the seniority of the Thesis Supervisor - to provide oversight of the thesis research supervision. The Thesis Committee will comprise the Thesis Supervisor (or cosupervisors if there is more than one supervisor), the Academic Mentor, and another faculty member selected by the Dean in consultation with the student and Thesis Supervisor. The student is responsible for nominating the Thesis Supervisor and may suggest names for the third Thesis Committee Member. The Academic Services section will provide guidance and assistance to students in relation to this process.

PhD Thesis Supervisors must be full-time faculty members. Adjunct and visiting faculty members may be cosupervisors or Thesis Committee members. Faculty external to the university may be cosupervisors or Thesis Committee members provided an institutional agreement exists with the university of the external faculty member. Information about such agreements is available from Academic Services.

5.3.11.2. Process for approval of Thesis Supervisor/s and Thesis Committee members

In consultation with the intended PhD Thesis Supervisor, Academic Mentor and prospective members of the Thesis Committee the student completes the form for nominating Thesis Supervisors and Thesis Committee members [\[link: TBC\]](#) and submits it along with the Thesis Proposal to the Dean. If the proposed Thesis Supervisor is the same person as the Academic Mentor, a new Academic Mentor will be appointed by the Dean to avoid any conflict of interest.

5.3.11.3. Procedure for evaluating qualification for progression to PhD thesis research

The Dean's committee will deliberate on the readiness of the student to progress to thesis work taking into account the completed program of study and the student's achievements (grades), the proposed thesis research, and the nominated Thesis Supervisor and other members of the Thesis Committee. The Dean's committee will examine the following materials:

- i The student's academic record, which includes grades obtained in Courses, and Rotations.
- ii Write-ups of Rotations [\[link: 5.3.6.1\]](#).
- iii PhD Thesis proposal [\[link: 5.3.7.\]](#).
- iv The names of the proposed PhD thesis supervisor or cosupervisors, and proposed PhD committee members.
- v A report on the student from the thesis supervisor with any comments from members of the intended thesis committee. This report will be submitted on the form provided [\[link: TBC\]](#).

5.3.11.4. Oral defence of thesis proposal

An oral examination will be conducted in which the student will be required to give an oral defence of the thesis proposal. In the oral examination the student may be asked questions about matters relevant to the subject of the thesis.

The Dean's committee may approve or decline progression. If necessary the Dean's committee may recommend additional course work, or the student may be judged unable to progress to PhD thesis research.

5.3.11.5. Failure to qualify for thesis research

A student who fails to meet requirements for the award of a PhD may be considered for the award of the MSc degree. This is known as "exit with MSc". In such cases the Independent Research Project may be developed into an MSc Thesis. The students will be required to achieve

the necessary course credits and typically submit their Masters thesis within three years of entering the graduate school. The conditions regarding continuation of financial support are stipulated in the chapter 5.4 [\[link: 5.4\]](#). The examination for exit with MSc is stipulated separately [\[link: TBC\]](#).

5.3.12. Monitoring the student's progress in research

From the commencement of the thesis research period, the Thesis Supervisor will take primary responsibility for monitoring progress of the student, assisted by the Thesis Committee. The Academic Mentor will continue to act as a support person and an advisor who can act in a confidential manner in case of problems between the student and the Thesis Supervisor.

5.3.12.1. Research progress reports

Confirmed students are required to submit an annual progress report on the progress of the student's thesis research. The student will prepare the report, which will be endorsed by all members of the Thesis Committee, and forwarded to the Dean.

Satisfactory progress is required for continuation in the program. In case of lack of progress or poor quality of research, the Dean may intervene and suggest solutions. If the lack of progress or poor quality of research continues, the Dean may, in consultation with the Dean's committee, order discontinuation.

5.3.12.2. Discontinuation

A candidature may be discontinued:

iif academic progress is not satisfactory; or

iiif the student has failed to meet the requirements as stipulated elsewhere [\[link: 5.4. \]](#).

5.3.13. Notification of Intention to Submit Thesis

Following completion of sufficient research, with the approval of the Thesis Committee, the student will notify the Graduate School of his or her intention to submit a thesis at least 2 months prior to the submission date, allowing time for the appointment of examiners. The student will then submit a written thesis for examination.

5.3.13.1. Submission of Theses for Examination

A candidate for the degree of PhD is required to submit four copies of his/her thesis for examination, in accordance with the regulations governing the format, binding and presentation of theses [\[link: TBC\]](#), together with a signed, written declaration that the thesis represents the candidate's own work [\[link: TBC\]](#). Initially, the student should submit soft-bound copies since corrections may be required. Hard-bound

copies should only be submitted after the student has undergone their examination and all corrections have been approved by the examiners.

The PhD Thesis Examination process is strictly confidential and no correspondence between the candidate or supervisor and examiners may be entered into. All questions about the progress of a particular examination must be addressed to Academic Services.

A candidate shall not submit work that has been included in a thesis, dissertation, or report that has been previously submitted by the student towards a degree qualification at this or any other institution.

All work submitted for examination must be the candidates own work in compliance with the rules regarding plagiarism [\[link: 5.7.3\]](#), good scientific conduct [\[link: 5.7.2\]](#), and copyright [\[link: 5.7.3\]](#).

Original work of the student related to the thesis published prior to submission of the thesis may be included in the thesis. In the case of work published as a multi-author publication, such work shall include a statement describing the contribution of coauthors and the candidate. Similarly, in the case of collaborative projects where the same work is presented in the thesis of another student, a statement describing the contribution of the collaborating student and the candidate shall be included.

5.3.13.2. PhD Thesis Examinations

A candidate shall be examined by examiners appointed for this purpose both on the thesis itself and at an oral examination on the subject of the thesis and/or the approved course of study and research.

The Dean's Committee will select the thesis examiners from within and outside the University, to form a Thesis Examination Committee, which shall comprise:

- i One internal examiner (a faculty member of the OIST graduate school, familiar with the OIST standards and regulations concerning PhD examinations).
- ii At least two external examiners with expertise in the field of study.
- iii A Chair appointed by the Dean (a faculty member of the OIST graduate school, familiar with the OIST standards and regulations concerning PhD examinations).

The Thesis Supervisor and members of the Thesis Committee will be asked for recommendations for examiners. Such recommendations will be taken into account but the Dean's Committee may appoint different

examiners. In such cases the Dean will discuss the recommendations with the Thesis Supervisor. The Thesis Supervisor and members of the Thesis Committee may not themselves be members of the Thesis Examination Committee.

All examiners will be asked to read the thesis, separately prepare a report and provide recommendations regarding the acceptability of the thesis for a PhD. Each examiner is required to choose a recommendation from the following:

- i accept,
- ii accept subject to satisfactory minor revisions (reviewed by the internal examiner).
- iii revise and resubmit (reexamination by the Thesis Examination Committee).
- iv recommend the thesis be considered for a lesser degree,
- v reject outright.

The Chairperson of the Thesis Examination Committee will review the recommendations and formulate a summary recommendation.

5.3.13.3. Public presentation and oral examination

When the summary recommendation is 'accept' or 'accept subject to satisfactory minor revisions' a public presentation of the thesis will take place. This will be followed by an oral examination conducted by the examiners. The Chair of the Thesis Examination Committee will convene a meeting of the committee to conduct the oral examination.

On the day of the oral examination the student shall first make a public presentation of the thesis as a seminar open to all OIST members. After the public presentation the oral examination will be conducted separately by the Thesis Examination Committee. Members of the Thesis Examination Committee shall not ask examination questions in the public presentation.

The oral examination will be conducted in private. The Thesis Supervisor and members of the Thesis Committee may attend the oral examination as observers but may not participate in the examination. After the oral examination the committee will meet in private and determine a committee recommendation.

It is mandatory for the external examiners to participate in the oral examination. If one or both of the external examiners is not available in Okinawa at a time convenient for a meeting of the Thesis Examination Committee, a meeting by teleconferencing or video-conferencing shall be held.

5.3.13.4. PhD examination results

A candidate who has satisfied the examiners shall be recommended for conferment of the degree of Doctor of Philosophy. The academic record for the student will record the name of the Thesis Supervisor and list separately the names of the members of the Thesis Committee.

A candidate who has not satisfied the examiners may be:

- i required to resubmit the thesis within a specified period, after making corrections and amendments as required by the examiners, without a new examination; or
- ii required to revise and resubmit the thesis for a new examination within a specified period, and may also be required to satisfy the examiners at a new oral examination;
- iii awarded the lesser degree of an MSc;
- iv failed outright.

For appeal/grievance mechanisms see TBC [\[link: TBC\]](#).

5.3.13.5. Exit with MSc (“Non-continuation” outcome of evaluation for progression).

A candidate who does not qualify for continuation to thesis research may submit their thesis proposal for an MSc as detailed TBC [\[link: TBC\]](#). An MSc may be awarded if the candidate has successfully completed the following minimum requirements:

- i at least 30 points (20 from courses, 10 from research work),
- ii submission of a thesis describing their own research work at a level judged to be suitable for the award of MSc by a panel of examiners including at least one external examiner.

5.3.13.6. Exit with MSc (“Award lesser degree” outcome of PhD thesis examination)

A student who fails to meet requirements for the award of a PhD may be awarded the lesser degree of MSc on the recommendation of the Thesis Examination Committee.

5.3.14. Prizes

The graduate university may establish prizes.

5.3.15. Graduation

To be completed.

5.3.16. Student professional development

Student professional development is integrated into the academic program as professional development courses. In addition, the graduate school organizes a mentoring program for students and postdoctoral fellows. The school also

facilitates support for career development, which is mostly provided through the academic staff, through regular meetings with students and staff.

5.3.16.1. Mentoring program

To be completed.

5.3.16.2. Careers Advice

To be completed.

5.3.17. Leave of Absence

Research study in the Graduate School is considered a year-round activity that continues between teaching terms. A student who wishes to be absent from Okinawa and / or the approved course of study and research, or who proposes to take vacation, shall be required to submit a written application for leave of absence. There are four types of leave of absence, namely, Annual Leave, Study Leave, Non-study Leave and Special Leave. Apart from Sick Leave, a student must seek and receive approval BEFORE going on leave.

5.3.17.1. Annual Leave

Students are granted 20 days of Annual Leave per Academic Year, adjusted pro rata from their first day, or 10 days if the entire period of study is less than one year. At the start of each Academic Year thereafter, students are granted an additional 20 days Annual Leave. For students taking courses, this leave must be taken in the designated break periods between terms; Annual Leave will not usually be approved during term. For students engaged in thesis research work, the approval of the Thesis Supervisor (or in the case of Special Research Students, the University supervisor) is required for Annual Leave, which may be taken during term time. Annual Leave newly granted and not used in the current year will be carried over to the following year. The carried over Annual Leave must be used prior to the Annual Leave newly granted in the following year.

5.3.17.2. Study Leave

A student may be granted Study Leave for the purposes of study while taking approved courses at other institutions outside Okinawa. A student may be granted Study Leave for the purpose of research outside Okinawa only at a partner institution with which the University has entered into a formal exchange agreement. Any period of Study Leave granted shall be counted towards the period of study. Conference, summer school and workshop attendance outside Okinawa, and field work are not normally considered as Study Leave but as a business trip.

5.3.17.3. Non-study leave

A student may request or be asked to take Non-study Leave when he / she is best advised for personal, health, or other reasons to have time

completely away from his / her academic responsibilities. Under no circumstances shall leave of absence under this category be granted on each occasion or cumulatively for a period of more than two years for the entire period of study. Any period of Non-study Leave granted shall result in the extension of the period of study by the period of absence.

5.3.17.4. Special Leave

Students may be granted Special Leave for a variety of reasons with approval by the Graduate School. The table below indicates acceptable reasons and length of leave:

	Category	Reason	Period
1	Sick Leave	Unable to work due to injury or illness. Medical certificate required. Extension beyond 6 days is considered to be Non-study Leave, with approval.	2 to 6 days
2	Marriage	• The Student	Up to 5 days
		• Child of a student	Up to 2 days
		• Sibling of a student	1 day
3	Funeral	• Parent, spouse, or child of the student	Up to 7 days
		• Grandparent, sibling, or spouse's parent	Up to 5 days
		• Relatives other than above within the third degree	Up to 3 days
4	Maternity	Special arrangements for reduced study load, etc., for students before and after birth of their child are available. See Childbirth Accommodation Policy, Chapter 5.3.18.	Up to 2 terms
5	Paternity	Special arrangements for reduced study load, etc., for students before and after birth of their child are available. See Childbirth Accommodation Policy, Chapter 5.3.18.	Up to 2 terms
		• Wife's delivery of child	Up to 3 days

		<ul style="list-style-type: none"> To provide care to a new born baby or for another child of the same family who has not entered elementary school during the period from 8 weeks (14 weeks for multiple pregnancies) before the expected date of wife's delivery to 6 weeks after the actual date of delivery. 	Up to 5 days
6	Child Medical Care	To provide care to a child who has not entered elementary school when the child is sick or injured or when the child takes vaccination or medical check-up.	Up to 5 days for one child or up to 10 days for two or more children per calendar year
7	Family Care (Short-term)	To provide care to a family member with a condition requiring care.	Up to 5 days for one family member or up to 10 days for two or more family members per calendar year
8	Jury Service	To serve as juror or supplemental juror, or to become a candidate for jury duty.	Days and hours necessary for the purpose
9	Bone Marrow Donor	To register as a bone marrow donor, or to offer bone marrow to a person other than family members, or to take examinations and hospitalizations required for bone marrow donors.	Days and hours necessary for the purpose

5.3.18. Childbirth Accommodation Policy

The OIST Graduate University promotes diversity and supports balance in work and family life. It recognizes the need to accommodate the demands on students associated with pregnancy, childbirth, and the care of children. The University encourages women to undertake postgraduate education and supports women who decide to have children while at graduate school. It also recognizes the demands on

partners who share in the care of a newborn child, on parents who adopt, and foster parents. The Childbirth Accommodation Policy comprises a set of measures designed to accommodate these needs, supporting family life during graduate studies.

The measures are designed to make it possible to maintain the mother's full-time, registered student status before and after childbirth, and to facilitate her return to full participation in class work and research in a seamless manner. It is also designed to support partners, adoptive and foster parents sharing in the care of a newborn child.

This policy is intended to complement and not replace the communication and cooperation between student and academic mentor, thesis supervisor, and course coordinators in their good-faith efforts to accommodate the new family needs. It is the intention of this policy to reinforce the importance of that cooperation, and to provide support where needed to make that accommodation possible. A faculty member may not discontinue supervising a student's thesis research on the basis of the student's decision to give birth to, adopt or foster a child.

Summary of Provisions of the Childbirth Accommodation Policy

The Childbirth Accommodation Policy has four components:

- (1) an Academic Accommodation Period of up to two consecutive academic terms around the time of the birth, during which the student may postpone course assignments, examinations, and other academic requirements;
- (2) continuation of full-time registration as a graduate student with continued access to OIST facilities and housing during the Academic Accommodation Period;
- (3) full financial support through the Academic Accommodation Period; and,
- (4) leave from regular duties as a Research Assistant in accordance with the Maternity Leave provisions for Full-time employees, as follows:

Prenatal Leave. Research Assistants who expect to give birth within 6 weeks (14 weeks for multiple pregnancies) are granted prenatal maternity leave. When the actual delivery is after the expected delivery date, the additional days are included in the maternity leave.

Postpartum Leave. Research Assistants are granted 8-week paid postpartum maternity leave after giving birth. In this period, the University may not require them to work. However, up on their request, the Research Assistant may return to work for duties approved by a doctor.

Eligibility

The Childbirth Accommodation Policy applies to registered OIST graduate students, who are anticipating or experiencing a birth, adoption, or delivery by surrogacy.

An Academic Accommodation Period can be granted to the father of the child or partner of the mother in cases where graduate student couples share the care of newborn children and the partner is the primary caregiver for the infant.

An Academic Accommodation Period can also be extended to the new parents after adoption, fostering a child, or the birth of a biological child using a surrogate to bring to term.

Planning for the Academic Accommodation Period

The student should initiate discussions with the academic mentor and the Dean of the graduate school at least four months prior to the anticipated birth in order to make arrangements for an Academic Accommodation Period. These discussions should establish a timeline for academic issues (e.g., class attendance, rotations, examinations, thesis proposal, and other academic commitments) that will be affected by the birth of a child and by the postponement of academic requirements.

It is essential that students undertaking thesis research consult with the thesis supervisor well in advance of the birth. It is the student's responsibility to make arrangements with faculty and with graduate school administrators for course completion and for continuation of educational, research and professional development activities before and after the Academic Accommodation Period.

One of the purposes of the Childbirth Accommodation Policy is to make it possible for women to maintain their full-time student status. By remaining full-time students, the visa status of international students is not affected. Careful consultation should be undertaken to ensure that the implications for academic progress, visa status, and financial support have been thoroughly investigated. In completing the application for the Academic Accommodation Period, the student may optionally request up to two terms of part-time enrolment. If part-time enrolment status is approved, the student will retain all privileges of the Childbirth Accommodation Policy. Independent of making this request for part-time enrolment, if a serious medical problem were to arise for mother or newborn, the woman student would be eligible for extension of the period of Childbirth Accommodation Policy until the medical problem is resolved.

Residency requirements

The expectation is that the student will be in residence in Okinawa, and, assuming good health of the pregnant woman or new mother and the infant, will remain engaged in class work and research, even if at a reduced level.

Childbirth Accommodation Policy for students who are not in residence

A student may choose to take leave from the Academic Program and not be in residence for a period of time. In such a case a period of Non-study Leave may be granted in accordance with the Non-study Leave regulations (ref PRP 5.3.17.3) up

to a maximum of two consecutive academic terms around the time of the birth. The student may postpone course assignments, examinations, and other academic requirements during the period of absence and extension of the period of study by the period of absence. Registration as a graduate student with continued access to OIST facilities and housing will continue during the Non-study Leave period. Financial support will be in accordance with the provisions for Full-time employees for prenatal leave and postpartum leave as detailed in the Maternity Leave provisions <ref>.

Applying for an Academic Accommodation Period

Graduate students anticipating or experiencing the birth of a child may formally apply for an Academic Accommodation Period of up to two consecutive academic terms around the time of the birth. This Academic Accommodation Period is *not* a leave of absence from University responsibilities.

The Childbirth Policy is administered by the Office of the Dean of the Graduate School through an application process. In that application, the student specifies the dates on which the Academic Accommodation Period begins and ends, with the requirement that the maximum duration is two consecutive terms. A letter from the student's health-care provider stating the anticipated delivery date must accompany the application. If the childbirth occurs prior to filing the application, the accommodation period begins on the birth date.

The Dean's Office will notify the student, the student's academic mentor, and the relevant University administrative offices that the Academic Accommodation Period has been approved, along with the dates for the accommodation period.

During and After the Academic Accommodation Period

Funding

Once a student submits an application, the Dean's Office will ensure that students whose applications have been approved will see no change in their financial support as Research Assistants.

Students who are supported by fellowships external to OIST must adhere to the rules of the granting agency with respect to absences from academic and research work. If the granting agency requires suspension of fellowship benefits the student will be eligible for substitute payment from OIST under the terms of a temporary Research Assistant agreement.

Duration

The student, academic mentor, and thesis supervisor (if applicable) should recognize that it might not be feasible to return to a regular research assistant assignment immediately after the accommodation period. In that case, arrangements should be made to assign limited on-site duties. These issues should be negotiated sensitively with the student's needs in mind. The student should

work with the academic mentor, thesis supervisor, and Dean to make arrangements for ongoing support beyond the accommodation period if unable to return to normal duties immediately.

The maximum duration of the Academic Accommodation Period is two consecutive academic terms. If need extends beyond this limit due to ongoing issues associated with childbirth, different leave provisions may apply depending on the nature of the issues. In such case the affected student should make the situation known to the Dean of the graduate school as early as possible so that measures can be taken.

Coursework and Research Activities

Approval of an Academic Accommodation Period will include an automatic extension of due dates for assignments and other class work and research-related requirements. Faculty are expected to work with the student to make arrangements for submitting work for completion of requirements when the student returns.

Access to the Child Development Center

Students are strongly advised to register, at the earliest possible time, for the waiting list of the Child Development Center for access to on-campus nursery care and early childhood education.

Additional Comment

The Childbirth Accommodation Policy establishes *minimum* standards for accommodation for a graduate student giving birth or acting as the primary caregiver for a newborn or adoptive infant. It is expected that academic mentors, faculty, and the graduate school administration will work with sensitivity and imagination to provide more than this minimum, according to the particular circumstances of the student. For example, women whose research involves working with toxic chemicals or fieldwork may need some form of accommodation during the entire pregnancy and during lactation. Taking care of an infant is time-consuming and sleep-depriving, so advisors need to have realistic expectations about rates of progress on research. For their part, new parents need to keep the lines of communication with their advisors open, and demonstrate to their advisors that they are academically engaged and making progress on coursework and research, even if it is at a somewhat slower pace than prior to giving birth. In other words, the Childbirth Accommodation Policy is intended to support—not replace—the open communication and good will that should characterize the relationship between student, mentor and thesis supervisor at the Graduate University.

5.4. Student support

5.4.1. Financial support for students

The mission of OIST is to create an international graduate university that is best in the world. This requires attracting the best students in the world. Other leading international universities at this level provide support for tuition costs and living expenses. The OIST Graduate University offers financial support comparable to that offered by other leading research universities.

5.4.1.1. OIST Graduate University Research Assistantship

OIST Graduate University Research Assistantships (Assistantships) are awarded by the Graduate School, on the recommendation of the Admissions Committee, to students for full-time study in the doctoral program at the OIST Graduate School.

During tenure of the Assistantship the student must undertake full-time doctoral studies in Okinawa, unless a special case for exemption from this requirement has been previously approved by the Graduate School.

Tenure of an Assistantship is for five years, or until the thesis is submitted (whichever period is the shorter). Continued financial support for students in the doctoral program depends on maintained performance in study and research, and is based on the provision of satisfactory annual Progress Reports. Assistantships will be discontinued in the event of unexcused absence, failure to maintain adequate academic performance, unethical behavior, or other reasons determined by the academic oversight process to be incompatible with good standing.

Overseas tenure of an Assistantship is not normally permitted. In exceptional circumstances, a period of overseas tenure may be granted by the Graduate School, if it can be shown that access to research guidance, facilities or opportunities overseas is essential to the completion of the project. In such circumstances the emolument of the Assistantship shall continue to be paid in Japanese currency and into a Japanese bank account.

Financial assistance for travel or other expenses incurred if a period of overseas tenure is approved is separately stipulated.

The Assistantship consists of the following components:

- i Tuition fee. The tuition fees of Assistantship recipients will be paid by OIST on completion of registration formalities.
- ii Financial living support for each year of approved full-time study. Financial living support is paid in equal monthly installments. Continuation of financial living support is

subject to annual confirmation of the Budget. In 2012, the standard emolument is 2.4 million yen per calendar year.

5.4.1.2. External fellowships and awards

While the University guarantees support, students are strongly encouraged to apply for external fellowships. In order to reward success, financial support provided by the university will be used to supplement external fellowships, up to a maximum of 3.0 million yen total, which is 0.6 million yen above the standard level. An OIST Research Assistantship may be held concurrently with any other scholarship on this basis. There is an obligation on the student to report external fellowships to the Graduate School office.

5.4.1.3. Travel support for educational purposes

The University does not provide grants for home leave. However, the University provides travel support for visiting an educational institution. The amount of support will be based on the cheapest of three quotes for a round trip economy flight to the student's destination, no per-diem and lodging allowance will be provided. As long as there is no hindrance to study and the Research Assistant work, it is possible to take paid annual leave or other types of leave during the travel period. This support is available once each year of study. For a student who does not yet have an approved thesis supervisor, the travel itinerary is approved by the Dean. When students do have an approved thesis supervisor, the thesis supervisor and the Dean approve the travel.

5.4.1.4. Travel grants for students to attend conferences

Rules for travel grants for students to attend conferences and other educational activities are stipulated in PRP Chapter 29[link: 29].

5.4.1.5. Relocation

5.4.1.5.1. Transfer Allowance

Transfer Allowance can be provided stipulated in the table below:

Domestic	¥36, 600
International	¥62, 800

Family relocation allowance:

Spouse & Child 12+ = 2/3

Child 12- = 1/3

5.4.1.5.2. Relocation Expenses

Actual relocation expenses can be reimbursed up to the maximum level stipulated in the table below:

	Maximum level per household
Domestic	¥250,000*
International	¥500,000

*¥350,000 if transferring a car from mainland Japan

Reimbursement of relocation expenses can only be provided once.

If a Student voluntarily terminates the agreement within the first three months, OIST S.C. may request return of the total amount provided. If the termination is due to unavoidable circumstances (including family health reasons), OIST S.C. may waive the claim regarding return of the above amount.

5.4.2. Assistance with visa requirements

The student support section provides assistance with student visas. Students must have completed visa requirements prior to registration. Students needing assistance must contact the student support section at least three months prior to registration dates. Students who do not have a valid student visa cannot be registered.

5.4.3. Student health and welfare

The mission of the student support section is to ensure a worry-free student experience at OIST. The student support section is the first point of contact for students in need of assistance.

5.4.3.1. Student health and counselling

OIST has a Campus Clinic service during working hours. If necessary, the clinic refers students to local health services. Excellent hospitals and clinics are available in Okinawa, and assistance with English and other languages is available.

Counseling services are available as separately described.

5.4.3.2. Health insurance

Subscription to an approved health insurance scheme is a mandatory requirement. The cost of Health Insurance to a student receiving an Assistantship is on the order of 120,000 yen per year.

5.4.3.3. Childcare

Students needing childcare will be eligible to use on-campus early-childhood education facilities when these become available.

5.4.3.4. Recreational, cultural and social activities

The student support section supports the welfare of students by organizing and facilitating recreational, cultural and social activities.

5.4.4. Accommodation

Subsidized accommodation is provided for students living in the Campus Housing. All students are expected to live in the accommodation provided at least 1 year. If a student is required to live off-campus due to unavoidable circumstances, such as shortage of housing in the Campus Housing, the University may lease off-campus housing for residence of the student. (Please refer Student Rental Housing Rules [\[link: \]](#).)

5.4.4.1. Apartments

All apartments have air conditioning in living room and bedrooms, and a gas cook-top in the kitchen. Furnished apartments also have a full set of the basic furniture and furnishings needed for daily life. However, items such as video players, stereos, televisions, personal computers, etc. are not included. Additional facilities are available on the first floor of the Village Center including: residents support desk, linen/dry-cleaning service, convenience store, coin laundry, gym, clinic, student lounge, common use kitchen with full size appliances, and meeting/event rooms. A storage locker is provided for each apartment at street level.

Apartments are rented on an annual basis (rent is paid monthly in advance, but contract is for 1 year, and there is no refund for holiday periods etc.). Utility charges will be the responsibility of the students. Students will have to pay for electricity, gas, water, plus optional landline phone, fiber internet, and cable TV if required.

Rents are as follows:

Apartment type	Use	Floor Area	Net Rent (Furnished)	Net Rent (Unfurnished)
1LDK	Single	45 m ²	¥ 21,600/mth	¥ 13,600/mth
2LDK	Single	70 m ²	¥ 80,000/mth	¥ 65,000/mth
2LDK	2 Share*	70 m ²	¥ 18,000/mth*	¥ 10,500/mth*
2LDK	Family	70 m ²	¥ 41,000/mth	¥ 21,000/mth
3LDK	3 Share*	100 m ²	Master BR: ¥ 20,000/mth* Other BR: ¥ 18,000/mth*	Master BR: ¥ 11,000/mth* Other BR: ¥ 10,000/mth*

* This applies only when both occupants are students.

Minor change in rates on the order of 10% is possible.

An application for housing should be made on the application form available from the Facility Management section.

5.5. Categories of students

The OIST Graduate University recognizes a student body comprising full-time PhD students registered in the OIST graduate program, and also Special Students who are attending OIST for educational purposes but not seeking the OIST degree. The Graduate School aims to ensure an optimal experience for all students at OIST and provides various kinds of support for students in different categories. The main categories of student defined in the University Rules [Link:] are (1) Registered OIST PhD Students or (2) Special Students in several categories.

5.5.1 Registered OIST PhD Students

All provisions concerning students in the OIST PhD Program including financial support as a Research Assistant, are stipulated in the Graduate School Handbook Chapter 5 [Link:] and are not elaborated here.

5.5.2 Special Students

Special Students are persons other than registered OIST PhD students, who are undertaking educational activity in the Graduate School. There are several categories of Special Student:

1. Special Research Students <*Tokubetsu-Kenkyu-Gakusei*>
2. Research Interns (formerly short-term student research assistants)
3. Visiting Students <*Kamoku-Tou-Risyuusei*> (students taking courses at OIST for credit at another university)
4. Course Auditors <*Choukousei*> (Not for credit students)

These categories are separately considered in the following sections.

5.5.2.1 Special Research Students <*Tokubetsu-Kenkyu-Gakusei*>
Students of other universities (referred to as the “partner institution”) who are permitted by the partner institution to receive research guidance at the OIST Graduate University under the terms of an agreement with the partner institution, may apply to become Special Research Students at OIST. Special Research Students are not OIST PhD degree candidates and there is no mechanism to change the status of a Special Research Student to become an OIST PhD student except by application to the OIST graduate program in the usual way.

Candidates for Special Research Student status must obtain approval from the Dean of the OIST Graduate School and Provost of the OIST Graduate University. The Dean will make a recommendation to the Provost after

consultation with the OIST research supervisor and partner institution. In general, such applications will be approved provided this poses no obstacles to the education and research activity of the Graduate School.

Faculty members of the OIST Graduate School can provide supervision to Special Research Students of the partner institution under the terms of an agreement with the partner institution. The period for which a student can receive research guidance as a Special Research Student must be stipulated in the agreement. This term is normally for one year, subject to renewal as needed. Upon the completion of the period of supervision at OIST, or annually, the OIST supervisor is required to submit a written report on the student to the Dean of the OIST Graduate School.

Special Research Students can take OIST courses as Course Auditors (see **5.5.2.4.**) or receive credits at their home University for completion of courses at OIST as Visiting Students (see **5.5.2.3.**).

Special Research Students must observe OIST Graduate University rules as defined in the Graduate School Handbook and the OIST Graduate University PRP. Rules concerning Intellectual Property are separately stipulated in Chapter 5 [Link:]. Special Research Students who violate the rules of the OIST Graduate University may be disqualified and have their research guidance terminated.

Special Research Students enjoy many of the same privileges of degree candidates in the University, with the exception of Financial Support, which is handled differently.

5.5.2.1.1. Financial Support for Special Research Students
No financial support is available from the Graduate School or other central fund at OIST. In some circumstances, financial support for Special Research Students may be available from the host research unit, in which case financial support for Special Research Students, including salary and other benefits, should be included in the budget of the host research unit. Students seeking such support must organize this with the Professor of the host research unit in advance. The usual mechanism of this type of

financial support is by employment as a Graduate Student Research Assistant.

The following benefits may be available to Special Research Students on the advice of the Graduate School with approval of the Provost and agreement of the Professor of the host Research Unit:

5.5.2.1.1.1. Relocation

5.5.2.1.1.1.1 Transfer Allowance

Transfer Allowance can be provided stipulated in the table below:

Domestic	¥36,600
International	¥62,800

Family relocation allowance:

Spouse & Child 12+ = 2/3

Child 12- = 1/3

5.5.2.1.1.1.2 Relocation Expenses

Special Research Students normally receive support for round trip travel (or two one-way tickets) and no relocation expenses. However, a Special Research Student may alternatively choose to receive a one-way ticket and relocation expenses at the following rate.

	Maximum level per household
Domestic	¥250,000*
International	¥500,000

*¥350,000 if transferring a car from mainland Japan

Reimbursement of relocation expenses can only be provided once.

If a Special Research Student voluntarily terminates the agreement within the first three months, OIST S.C. may request return of the total amount provided. If the termination is due to unavoidable circumstances (including family health reasons), OIST S.C. may waive the claim regarding return of the above amount.

5.5.2.1.1.2. Commuting Expenses

OIST S.C. can reimburse commuting expenses incurred by a Special Research Student using public transport, up to a maximum of ¥45,000 per month.

5.5.2.1.1.3. Accommodation

Special Research Students have access to Campus Housing at student rates.

Apartment type	Use	Floor Area	Net Rent (Furnished)	Net Rent (Unfurnished)
1-BR	Single	45m ²	¥21,600/mth	¥13,600/mth
2-BR	Single	70m ²	¥80,000/mth	¥65,000/mth
2-BR	2 Share*	70m ²	¥18,000/mth*	¥10,500/mth*
2-BR	Family	70m ²	¥41,000/mth	¥21,000/mth

*This applies only when both parties are registered OIST graduate students.

If a Special Research Student is required to live off-campus due to unavoidable circumstances, such as shortage of housing in the Campus Housing, the University may lease off-campus housing for residence of the student. (Please refer Student Rental Housing Rules [\[link: \]](#).)

5.5.2.1.1.4. Business travel

Approved business travel for work may be undertaken in accordance with OIST PRP Chapter 29 [\[Link: \]](#). For the purpose of business travel, Special Research Students are considered as Category Group 5 employees [\[Link: https://groups.oist.jp/sites/default/files/imce/u302/26.9_AppendicesTable_o.pdf\]](https://groups.oist.jp/sites/default/files/imce/u302/26.9_AppendicesTable_o.pdf). Support for such travel must come from the Research Unit, not the Graduate School.

5.5.2.1.1.5. Salary

Salary (if applicable) is stipulated in the employment agreement signed individually by each student.

5.5.2.1.2. Procedures for Special Research Students

Special Research Students must be formally accepted and registered as Special Students at the OIST Graduate University in accordance with the University Rules [\[Link: \]](#). The Graduate School must be notified of the intention to host the student by the Professor of the Research Unit in a timely manner (at least 2 months prior to the expected start date). The procedure for acceptance and registration requires the student to submit the documents listed below:

- i) Application for admission as a Special Research Student (using the appropriate Form)
- ii) Recommendation letter from thesis supervisor in the partner institution
- iii) Brief outline of arrangements and plan of research at OIST from the OIST supervisor
- iv) Copy of transcript of the current degree at the home institution
- v) Brief Curriculum Vitae of the applicant
- vi) Digital image of student's photograph (on a white background) and a scan of the information page of the passport if a visa is required

In general, a written agreement with the partner institution is required to confirm the understanding of the arrangements and agreement of the partner institution. It is important that the degree requirements of the partner institution can be met at OIST. The Graduate School will complete such an agreement with the partner institution. Such an agreement may allow for mutual waiver of tuition fees. Where such an agreement does not exist, tuition fees may be charged to the student.

After acceptance of the student the Graduate School will make a recommendation to the Research Unit concerning the conditions of employment of the Special Research Student. The student must declare any external financial support from the partner institution or external funding agency and this will be taken into account in determining the recommended level of financial support and benefits at OIST.

If a Special Research Student is employed by OIST as a Graduate Student Research Assistant, the level of financial support and conditions of appointment are stipulated in the Employment Agreement prepared by the Student Support Section. If the Special Research Student is not receiving salary support, the conditions of appointment will be stipulated in an offer letter that will constitute the agreement between OIST and the Special Research Student after it is signed by both parties.

The host Research Unit is responsible for making travel and housing arrangements for the Special Research Student. As necessary, the Student Support Section will assist with visa processing requirements. Housing is available to Special Research Students at student rates (see above, section 5.5.2.1.1.3).

All Special Research Students must join the National Health Insurance scheme or provide evidence of similar medical insurance that is appropriate to their situation.

5.5.2.1.3. Students of newly-hired faculty
Students of newly hired faculty who relocate to OIST before completion of their PhD degree may need special arrangements to facilitate the successful completion of their PhD. If the student is able to complete their research at OIST while continuing to be enrolled at their original home institution, they can be received as Special Research Students receiving research guidance from the relocating faculty member. Such students would graduate with a degree from the home institution.

Students who desire to transfer their degree studies to the OIST Graduate University and graduate with the OIST degree must apply for admission as full-time graduate students. These candidates follow standard OIST admission procedures and selection is on a competitive basis with other applicants. Selected candidates are admitted to the OIST program and follow the OIST curriculum, according to the program outlined in Chapter 5 [Link: 5].

5.5.2.2. Research Interns (formerly Short-term Student Research Assistants)

Previously registered, current, or intending students of another university who wish to undertake educational activity at OIST may do so as Research Interns. Research Intern placements give talented students experience working in a research setting under the direction of a Professor at OIST.

The Graduate School administers a limited number of Research Intern positions as part of its student recruitment and outreach program. Research Interns may also be supported by Research Laboratories with approval of the Dean, provided this poses no obstacles to the education and research activities of the Graduate School. Places for Research Interns are awarded four times a year on a competitive basis, with application typically six months in advance.

5.5.2.2.1. Eligibility

Students enrolled at undergraduate programs in universities, colleges, junior colleges, and vocational schools in Japan or

overseas, or graduates of such institutions who intend to undertake further study are eligible to apply.

Applications from students who are already in PhD programs at other universities will also be considered, but undergraduate students will receive preference for funding from the Graduate School.

The applications of high ranking applicants who are already in PhD programs will be forwarded to the Faculty for consideration of placement in research units, supported by research unit funds.

Applications from currently enrolled students must be supported by a recommendation letter from the Dean, Head of Department, or supervising professor of the program they are enrolled in.

5.5.2.2.2. Duration

The tenure of Research Intern placements is less than six months.

5.5.2.2.3. Financial Support

OIST expects that such Research Interns are independently funded but provides a small internship allowance, commuting support (where necessary), and accommodation either on campus or nearby. Successful applicants will receive a taxable Internship Allowance of ¥2,400 per day, seven days per week, while at OIST. In addition, where necessary, OIST will also provide up to a maximum of ¥45,000 per month as a Commuting Allowance and up to a maximum of ¥3,500 per day as Overnight Accommodation Costs (instead of provision of accommodation costs, accommodation is normally provided at no cost to the student).

5.5.2.2.4. Travel

OIST will pay for one direct round-trip travel for Research Interns between the home university or institution and the Research Unit or other facility where the internship will take place (usually Okinawa). The travel dates must be as close as possible to the term of the placement. On departure from OIST, overseas students may additionally stop over for up to 5 days (excluding weekends and Japanese holidays) as they transit through an international hub airport in Japan, at the rate of one day per week of tenure at OIST, provided that this poses no additional cost in terms of flights, and that they do so entirely at their own expense.

5.5.2.2.5. Other Support

The Student Support Section of the Graduate School will provide support for Research Interns at OIST with matters such as housing, visa acquisition, insurance on campus, and local registration. OIST regrets that support for dependents, family members, and persons other than the student is not available. Confirmation of sufficient and appropriate insurance coverage for travel and activities is necessary.

5.5.2.2.6. Admission Procedures

Places for Research Interns are awarded four times a year on a competitive basis. Applications must be made using the application form available from the OIST Student Support Section [Link:]. Application should be made according to the procedures and deadlines that are posted on the OIST website. Sufficient time must be allowed for the issue of a visa and other necessary Japanese government documentation.

Selection is competitive, and depends on suitability of the intended research, a student's academic background, and available funding and space. Professors accepting students under these programs will review the student's qualifications, research capabilities, and academic training in a comprehensive manner.

5.5.2.3. Visiting Students <Kamoku-Tou-Risyuusei>

Visiting Students are registered students of another university who wish to take one or more courses offered by the OIST Graduate School for credit at their home university. With the prior permission of the Dean, who will take into account such factors as class size, such a student may enroll as a Visiting Student. Applications for admission as a Visiting Student must be received one month before the start of the course, using the appropriate form (see Forms). Credit cannot be awarded to course auditors who are not formally enrolled as Visiting Students.

Registered graduate or undergraduate students of another university who seek credit for attending OIST International Workshops and Courses may enroll in approved courses as Visiting Students. Admission of Visiting Students to OIST International Workshops and Courses is decided by the course organizers. The process for approval of International Workshops and Courses for course credits is stipulated in Section 5.3.[Link: 5.3.].

Research Interns who intend to apply for admission to the OIST graduate program, or who have been admitted but wish to start early, may enroll for courses and receive credit at the OIST graduate

university as Visiting Students. The Graduate School will provide, on request, an individual student transcript of courses completed.

5.5.2.4. Course Auditors<Choukousei>

Members of the OIST community (including faculty, researchers, OIST students and special research students, research interns, administrative staff, and family members) may apply to become Course Auditors of specific courses. A formal request must be made to the Graduate School for permission to attend classes (see Forms). Where the presence of Course Auditors or their different level of background knowledge would impact on the quality of teaching of regular students, we reserve the right to decline such requests. The Professor in charge of a course has the final word on accepting Course Auditors and the behavior expected of them. An Auditing Student may attend and participate as a normal student. The Graduate School does not award credit or recognition for courses attended. Course Auditors are required to attend regularly so as not to disturb class numbers. At the discretion of the Professor in charge of a course, they may submit work for grading along with regular students. Information concerning current classes, times, and locations is available on the Graduate School website [Link:].

5.6. Degree regulations

5.6.1. Schedule of courses

(TBC)

5.6.2. Credit calculation, cross-credits and transfers

(TBC)

5.6.3. Course changes (additions, deletions, modifications)

(TBC)

5.7. Student conduct

5.7.1. Acknowledgement of university in publications

(TBC)

5.7.2. Ethics of research

(TBC)

5.7.3. Copyright and plagiarism

(TBC)

5.7.4. Falsification of data

(TBC)

5.7.5. Alcohol on campus

(TBC)

5.7.6. Smoking on campus

(TBC)

5.7.7. Traffic and parking

(TBC)

5.7.8. School closures

(TBC)

5.7.9. Safety and compliance

5.7.9.1. Use of animals in research and teaching

(TBC)

5.7.9.2. Gene recombination

(TBC)

5.7.9.3. Human subjects

(TBC)

5.8. Improvement of education

5.8.1. Basic Policy of Faculty Development

The Graduate University must maintain and improve the quality of its Faculty in order to provide an outstanding education at OIST and to meet the different educational needs of each student. The Graduate School will play an active role in the development of faculty members by implementing programs for faculty development in teaching and supervision of graduate students.

5.8.2. Methods

Specifically, the Graduate University will conduct the following:

5.8.2.1. Teaching Guidelines

The Faculty Development section of the Dean's office will create, maintain and distribute guidelines for quality teaching to ensure uniform best-practice teaching standards are observed at OIST.

5.8.2.2. Student Teaching Evaluations

Students will evaluate each course at the end of the course. The results of such evaluations will be distributed to the teacher, and will also be available to students. The student responses to a standard subset of questions will be reported to the Dean's office. The Faculty Development section of the Dean's office will assist the teacher to respond appropriately to this feedback.

5.8.2.3. Peer Review of Teaching

Faculty members will support the development of their colleagues by participating from time to time as classroom observers, with the agreement of the teacher. The date of such observation will be reported to the Dean's office, and the observer will discuss their observations with the teacher in a collegial and supportive manner.

5.8.2.4. Teacher Training

The Faculty Development section will arrange training sessions, and workshops for faculty development from suitably qualified facilitators, in order to enhance the teaching ability of OIST Faculty members.

5.8.2.5. Mentoring

A mentoring system will be established so that faculty with less experience in teaching and thesis supervision can meet with more experienced faculty to receive advice and support. As a part of this system the Thesis Committee supervising each student will include junior and senior Faculty members to facilitate the transfer of skills relating to supervision of research.

The Faculty Development section will implement these methods to ensure the improvement of the education and research of the Graduate University.

5.9. Library

Reference to the chapter 6 University Library [[Link: 6](#)]

5.10. Computer regulations

5.10.1. Access and use agreement

(TBC)

5.10.2. Consequences of misuse

(TBC)

5.10.3. Ownership of information technology

(TBC)

5.10.4. Emails

(TBC)

5.10.5. Right to monitor

(TBC)

5.11. Administrative rules

5.11.1. Discipline

(TBC)

5.11.2. Unsatisfactory performance or progress

(TBC)

5.11.3. Discontinuation of studies

(TBC)

5.11.4. Change of name

(TBC)

5.11.5. Transcripts and certification

(TBC)

- 5.11.6. Disciplinary body, powers and proceedings**
(TBC)
- 5.11.7. Diversity policies/equality/harassment/discrimination**
(TBC)
- 5.11.8. Grievance procedures**
(TBC)
- 5.11.9. Personal data (privacy)**
(TBC)

5.12. Academic dress
(TBC)

5.13. Committees of the Graduate School

5.13.1. Admissions Committee

The main purpose of the Admissions Committee is to deliberate and advise on matters related to graduate student recruitment and admissions, to ensure the recruitment and selection of excellent students. It has a particular role in the selection of individual candidates for admission to the graduate program.

5.13.1.1. Membership of the Committee

The Committee includes faculty members representing the major fields of research and education at OIST who are charged with providing advice on matters requiring academic input. The Dean appoints Committee members. The Provost, Manager, Academic Services Section, and Manager, Student Support Section are ex-officio members of the Committee. The Academic Services section provides administrative support for the Committee.

5.13.1.2. Chairperson of the Committee

The Dean shall preside at meetings of the Committee.

5.13.1.3. Frequency of convocation

The Chairperson will call meetings of the Committee at least two times per year.

5.13.1.4. Items to be discussed at meetings of the Committee

The Committee may consider specific matters as follows:

- i Graduate student admissions
- ii Graduate student recruiting
- iii Other matters

The Committee may also deliberate on policy matters in relation to admissions.

5.13.1.5. Meetings of the Committee

- i If there is not a majority of the members with voting rights in

- attendance, the Committee shall not transact its business.
- ii Resolutions of the Committee shall be passed by a majority. The Chairperson shall make a decision in case of tie in votes
 - iii As deemed necessary by the Chairperson members may participate in the Committee meeting by teleconference and exercise voting rights. Absent members may not exercise voting rights.
 - iv As deemed necessary by the Chairperson faculty members other than members of the Committee may be invited to attend the meeting and participate in proceedings or serve as advisors on panels. This may occur, for example, to ensure that certain fields of expertise are represented, or to achieve diversity.
 - v The agenda and decisions of the Committee shall be made available to all Faculty Assembly members.
 - vi The Committee shall include a member who is charged with ensuring that issues of diversity and equal opportunity are properly addressed. This shall be a trained member of staff from the diversity office or a member of the committee who has received appropriate training.
 - vii Members of the committee or panels must declare conflicts of interest or the appearance of a conflict when these exist. Conflicts of interest occur when a candidate has any of the following relationships to the Committee member or advisor:
 - (a) Former or present student;
 - (b) Student for whom the member has written a supporting letter;
 - (c) Former or current business partner or employer;
 - (d) Close friend or partner;
 - (e) Family member (spouse, child, sibling, sibling of spouse or child of sibling).

The existence of a conflict of interest is not a barrier to the selection of a candidate. However, special procedures must be followed to ensure the integrity of the process and the fair treatment of the candidate.

5.13.1.6. Procedures for dealing with a conflict of interest

Prior to a committee meeting in which a member of the Committee or advisor has a conflict of interest, the committee member having a conflict of interest shall disclose all facts that are relevant to the conflict of interest. Such disclosure shall be reflected in the minutes of the meeting. If a committee member is aware that members or advisors have a conflict of interest, they shall disclose the relevant facts. If an undeclared conflict of interest is discovered and the procedures have not been followed the matter shall be referred to the Provost and

President, who will determine the course of action to be taken in response.

Conflict of Interest in Relation to Applicants Who Are Family Members

There is no barrier to the candidacy or selection of a candidate who is a family member provided that proper procedures are followed. In the case of a family member, the conflict of interest shall be declared in writing to the Chairperson of the Admissions Committee. The committee member or advisor concerned shall thereafter take no part in the evaluations of any candidates or the decisions of the committee, and shall not have access to the proceedings and records of the committee, with respect to any other candidate, until a decision about the candidate who is a family member has been made.

The written declaration shall include the date of the declaration, the name of the committee member, the name of the candidate, and the nature of the relationship of the committee member to the candidate. The declaration shall include the following statement:

“I hereby recuse myself from any evaluation or decisions concerning the above candidate, and any other candidate in the same round of applications, immediately and until a decision about the above candidate has been made.”

Other Conflicts of Interest

In the case of other conflicts of interest, the conflict shall be declared to the Chairperson, who shall ensure that the committee member concerned takes no part in the decision of the committee with respect to the candidate, by requiring the member to leave the room when the candidate is discussed, or stronger measures as considered necessary by the Chairperson.

5.13.2. Thesis Examination Committees

(TBC)

5.13.3. Thesis Committees

(TBC)

5.14. Teaching Resource Management

5.14.1. Teaching timetable

(TBC)

5.14.2. Room bookings

(TBC)

5.14.3. Teaching equipment

(TBC)

5.15. Good practice of students, faculty and examiners

5.15.1. Good practices for postgraduate students

(TBC)

5.15.2. Good practices for supervisors

(TBC)

5.15.3. Duties of examiners (internal, external, additional)

(TBC)

5.15.4. Teaching staff obligations

(TBC)