

Graduate School (Department of Physics)
AY2021 Autumn Guidance for New Students

28 September, 2021

【Facility and Access】

○**Faculty of Science Bldg. 1&4**

Faculty of Science Building 1 (FSB1)

Entrance opening hours: Weekdays 8:00AM - 8:00 PM

You can enter the building with your student ID card during the closing hour.

-> Entry is limited to the card holders only at any time of the day due to the entry restriction policy. (as of 26 March, 2021)

Entry restriction policy for each campus

<https://www.u-tokyo.ac.jp/covid-19/en/safety/entry-restrictions.html>

Student Lounges: Room 210, 2F / Room 339, 3F, FSB1

Students (including those who do not have their rooms at the Hongo Campus) can use these rooms for study, a coffee break, lunch and so on.

->The current situation: https://www.phys.s.u-tokyo.ac.jp/g_info/25230/

PC for students in Room 1215, FSB4

Science Library in Room 374, 3F, FSB1

No printer is currently available for students in the Dept. of Physics.

->Closed

You can use the wireless LAN network.

Please check the Department of Physics website for details.

<http://www.phys.s.u-tokyo.ac.jp/GIJUTSU/>

Lecture rooms open for students (in Japanese only):

https://www.phys.s.u-tokyo.ac.jp/g_info/24266/

○**List of offices of the Department of Physics**

Opening hour: 9:00 to 17:00 on weekdays, closed 12:00 to 12:45 for lunchtime.

Physics Academic Affairs Office: Room 208, 2F, FSB1

(Tel: 03-5841-4221 or 8866)

Physics General Affairs Office: Room 234, 2F, FSB1

(Tel: 03-5841-4241 or 4050)

Career Support Office: Room 301a, 3F, FSB1

(Tel: 03-5841-4248)

【Career Support Office】

Teaching staffs in charge: Prof. HASEGAWA Shuji (Hongo Campus) and Prof. TAKADA

Masahiro of IPMU (Kashiwa Campus)

You can find job offer information and related documents in the Office. Please advise the Career Support Office when you got a job etc.

For more details, please check the website below.

[\(http://www.phys.s.u-tokyo.ac.jp/g_info/143/\)](http://www.phys.s.u-tokyo.ac.jp/g_info/143/)

【UTAS and the Mailing List】

-UTAS (online system for academic affairs)

<https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do>

You can register your courses and check class cancellation, your academic records and other personal data on UTAS.

How to log in

Students from the University of Tokyo: Use the same ID and password.

Students from other universities: Use the "initial password (for **【UTAS】**)" distributed.

Register your latest personal information on UTAS.

(compulsory: your residential address, mobile phone number, e-mail addresses and information of your parents or guardians)

Enter your personal data **by October 12 (Tue)**.

The Department of Physics sends new information and request via our mailing list.

Your Student Personal Data E-mail(1) is added to the mailing list.

When you would like to change your mailing list email address, update your information on UTAS and register your new email address to the URL below:

<http://www.phys.s.u-tokyo.ac.jp/about/2683>

*If your E-mail (1) is your mobile phone email address, make sure it receives e-mails from our address(gakumu-physics@gs.mail.u-tokyo.ac.jp) since our emails are sometimes regarded as spam.

【Three Websites for Notices】

Various information (timetable, syllabus, class cancellation, exams, assignments, scholarship and entrance ceremony) is posted on the following websites. Make sure you visit them regularly. "Notification" offers information for the Department of Physics.

Please click "for Students" and "Notification" in the website of the Department.

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| <ol style="list-style-type: none">1. Website of the Dept. of Physics: http://www.phys.s.u-tokyo.ac.jp/2. UTAS(class cancellation and assignments):
https://utas.adm.u-tokyo.ac.jp/campusweb/campusportal.do3. Website of the School of Science:for graduate students NEWS:
http://www.s.u-tokyo.ac.jp/ja/current/graduate.html |
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○Bulletin Boards

In front of Rooms 207 and 208, 2F, FSB1

【Academic Information】

○Lecture style of the Dept. of Physics

All lectures are held online. One lecture takes 90 minutes.

The following courses will be held in person or online, depending on the lecturers.

Seminar in Theoretical Physics I~V, Experimental Research I~V

The latest information will be posted on the website.

<http://www.phys.s.u-tokyo.ac.jp/about/3828/>

Please refer to the website, “Preparing for online classes at the University of Tokyo”: <https://utelecon.adm.u-tokyo.ac.jp/en/oc/>

○Semester schedule and course registration

-Check the Graduate School Course Guide and the bulletin boards for the course schedule.

-Course registration period: <http://www.phys.s.u-tokyo.ac.jp/about/3828/>

A Semester:

October 4 (Mon) – October 15 (Fri.) Course registration on UTAS

October 22 (Fri) 17:00: Deadline of the copy of your registration with the seal/signature of your academic supervisor (please send the PDF file of your “courses registered” to your academic supervisor and ask for his/her seal/signature.)

S Semester:

April (TBA) Course registration on UTAS

End of April (TBA): Deadline of the copy of your registration

*Intensive course registration: at the Graduate School Office

(Room 275, 2F, FSB1) by 17:00 on the day before the course

(Registration form (download): “Notification of Course Registration for Intensive Course”)

○ITC-LMS <https://itc-lms.ecc.u-tokyo.ac.jp/login?changeLangCd=en>

It is used to download reference documents and to submit assignments.

The URL for online classes, e.g. Zoom meeting URL, will be posted in the “online class information” on ITC-LMS.

○Necessary credits for completion

Master’s program: 30 credits(Compulsory courses : 20 credits)+ Research Ethics(0.5 credit)

Doctoral program: 20 credits(Compulsory courses : 18 credits)+ Research Ethics(0.5 credit)

*Excess credits earned during the Master’s program can be transferred to the Doctoral program. (Attached: “Notification of credit transfer”)

○Compulsory courses in the Department of Physics (for each academic year)

Register the compulsory experimental/theoretical course, following the instruction of your academic supervisor.

Year	Experimental	Theoretical	Credits
M1	35603-3001A Experimental Research I	35603-2001A Seminar in Theoretical Physics I	10
M2	35603-3002A Experimental Research II	35603-2003A Seminar in Theoretical Physics II	10
D1	35603-3003A Experimental Research III	35603-2004A Seminar in Theoretical Physics III	6
D2	35603-3004A Experimental Research IV	35603-2005A Seminar in Theoretical Physics IV	6
D3	35603-3005A Experimental Research V	35603-2006A Seminar in Theoretical Physics V	6

○ **Choosing courses (Graduate School Course Guide (大学院履修案内), p.56-57)**

-Taking courses in the Undergraduate Program:

The Department of Physics allows you to take undergraduate courses and obtain credits from them. Four credits can be recognized in total throughout the Master's and Doctoral programs. Approval from your academic supervisor is required. Furthermore, credits will not be provided twice, even if you took the same course in the undergraduate and graduate program.

-Taking courses in other Departments, Graduate Schools or the Education Department
The Department of Physics imposes no restriction, as long as the course you would like to take has its own condition. However, consult your academic supervisor before course registration. You need to submit a copy of your course registration with the seal and signature of your academic supervisor.

-Taking duplicated courses

(Read “(7)Handling of Overlapping Courses” in p. 56-57 of Graduate School Course Guide (大学院履修案内) for more detail.)

*Refer to the notes described in p.20-22 of Graduate School Course Guide (大学院履修案内) as well for the common courses for both the undergraduate and graduate programs.

【Research Ethics (three types)】

1. Research Ethics (lecture with 0.5 credit)

All students are required to take the “Research Ethics” (0.5 credit) before they complete their programs.

The schedule of “Research Ethics” will be posted on the website.

https://www.phys.s.u-tokyo.ac.jp/g_info/5998/

2. Education of Research Ethics (this educational content is different from the “Research Ethics” (0.5 credit) described above.)

All graduate students are required to choose one of the contents read through the content, and submit the “Certificate A”, or take a lecture.

- (I) e-Learning (APRIN): Recommended by the Department of Physics, your ID will be noticed in the end of April.
- (II) “For the Sound Development of Science – The Attitude of a Conscientious Scientist” published by Japan Society for the Promotion of Science

3. Code of Research Ethics and Guidelines for Doctoral Dissertations (Website)

Make sure to read through the codes until the submission of your dissertation

○Application for doctoral programs

Application is scheduled to be in July.

For Master's students of the University of Tokyo, the admission fee is free.

○Courses available at other universities (Tokyo Institute of Technology, Ochanomizu University, the Graduate University for Advanced Studies (SOKENDAI))

For more details (only in Japanese): https://www.phys.s.u-tokyo.ac.jp/g_info/5449/

○Credit Certification of Teacher-training course

Contact: Student Affairs Section in the Graduate School Office, Room 275, 2F, FSB1

【Student Life / Student Support】

○Student Commuter Certificate (Hongo / Kashiwa / Komaba)

(For purchase of a student commuter pass by student discount)

The certificate for Hongo Campus is distributed at PAAO. The Student Affairs Section in Room 275 will replace it for another campus, if necessary. A student can receive only one commuter certificate (even if you use both Hongo and Kashiwa Campus) and the certificate needs to be replaced every year. The certificate is required when you purchase a student commuter pass by student discount.

○Second supervisor

The Department of Physics will allocate you a second supervisor. For any issues that you would not wish to consult with your supervisor, feel free to consult with your second supervisor.

○Bank account information and My Number detail

Your bank account information and My Number, social security and tax number system in Japan, are required for reimbursement of your business trip, payment for TA/RA and so on. Please contact the Physics Academic Affairs Office for application form. No payment will be made if you do not submit the form.

○TA (Teaching Assistant)

The Department of Physics recruits approximately 15-20 graduate students as teaching assistants for experiments, exercises and lectures at Hongo Campus during the S and A semester. The job recruitment usually begins at the end of February every year.

*Note that students in the WINGS program and JSPS Research Fellowship for Young Scientists have restriction in working hour.

○RA (Research Assistant)

Only doctoral students are eligible to RA. Recruitment information will be announced via mailing list of the Dept.

○Scholarships

Related information will be put up in the following URL.

- School of Science Website:
<http://www.s.u-tokyo.ac.jp/ja/current/scholarship.html> (Japanese)
<http://www.s.u-tokyo.ac.jp/en/offices/ilo/scholarship.html> (English)
- U-Tokyo Website:
http://www.u-tokyo.ac.jp/index/h02_j.html (Japanese)
<http://www.u-tokyo.ac.jp/en/prospective-students/scholarships.html> (English)
- School of Science Support:
<https://student-support8.webnode.com/>

○Personal Accident Insurance for Students Pursuing Education and Research (PAS A course) (KEK or JAXA students in Japan are obliged to enroll in this insurance)

Application for the insurance at the Physics Academic Affairs Office is open by October 29 (Fri).

(Premium per person: for 2 years: 680JPY / for 3 years: 1,020JPY)

For more details:

<http://www.jees.or.jp/gakkensai/opt-baisho.htm>.

http://www.jees.or.jp/gakkensai/docs/publish/2018chohyo/2018gaikokugo/bai_shiori/2018bai_shiori_english.pdf (English)

○Procedures for Overseas Travel

When going abroad, please submit the “Request for Overseas Travel” or “Notification of Overseas Travel” two months prior to the trip. After returning to Japan, you need to submit the form of “Notification of Return”. Also, it is recommended to purchase an accident insurance policy individually.

[Forms] <https://www.s.u-tokyo.ac.jp/ja/current/notification-forms-under.html>

-> Another application is required for an overseas trip due to the pandemic situation. Please ask your academic supervisor to contact the Physics Academic Affairs Office.

○Bicycles and motorcycles Parking Permits in Hongo campus

-Bicycles (Fee: 1,000JPY/y)

Application: at Co-op store #2 or Agriculture’s shop, with your student ID card

-Motorcycles (Fee: 15,000JPY/y)

Application: at the Environment Group store

○Colloquium / “Danwa Kai” (Talk Assembly)

<http://www.phys.s.u-tokyo.ac.jp/colloquium/>

A colloquium of the Department of Physics for the undergraduate/graduate students and faculty staff is held at Koshiba Hall or Room 1220 once a month on Friday afternoon from 17:00. Also, a Danwa Kai is also planned irregularly. Information on colloquiums/“Danwa Kai” will be announced on the website above. Also, related posters will be displayed in the classrooms and laboratories.

○**Medical Checkup**

Schedule will be announced on website. Please check there at your own responsibility. The knit is going to be handed out at the Graduate School Office.

<http://www.hc.u-tokyo.ac.jp/checkups/students-2/>

Reservation/medical inquiry: 17:00~, 17 September 2021

Login ID: hoken23 PW: center24

○**Application Formats, Issue of Certificate**

<https://www.phys.s.u-tokyo.ac.jp/about/24466/>

If you have any question, please contact the Physics Academic Affairs Office (PAAO).

TEL: 03-5841-4221/8866

Email: gakumu-phys.s@gs.mail.u-tokyo.ac.jp

2021年度 部局別副担当教員一覧AY2021 Sub-Course Teaching Staff List

Sub-Course	Name	Room	e-mail	
物理学専攻主任 Chief	村尾 美緒 MURAO Mio	理1号館943 #943 Science Bldg.1	mura@phys.s.u-tokyo.ac.jp	
物理学専攻副主任 Sub-Chief	吉田 直紀 YOSHIDA Naoki	理1号館905 #905 Science Bldg.1	naoki.yoshida@phys.s.u-tokyo.ac.jp	
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KEK	小関 忠 KOSEKI Tadashi	つくばキャンパス 3号館510号室 # 501, Bldg.3, Tsukuba, KEK	tadashi.koseki@kek.jp	