

## 休学の手続について

### (1) 手続

休学をする場合は、理学系研究科ホームページ上もしくは大学院担当で休学願の用紙を受け必要事項を記入した後、指導教員の捺印を受けてから各専攻事務室へ提出すること。書類不備の場合は受理しない。

なお、申請時の休学期間は1年間（ただし、病気による休学は年度末まで）が最大で、休学を延長する場合は休学期間が終了する2ヶ月位前に休学の再手続きをすること。

休学のために必要な書類	
海外への修学	休学願 修学計画書 入学許可証明書または在学証明書
海外への学術調査	休学願 調査・見学計画書（日程表含む）
経済的理由	休学願 理由書（書式自由）
病気	休学願 診断書
上記以外※	休学願 添付書類については、各専攻事務室へ問い合わせること。

※休学をすることができる事由については「学生の休学の基準等」（東京大学大学院便覧に掲載）を参照すること。

### (2) 休学期間と修業年限及び在学年数

休学期間として認められる期間は2ヶ月以上で、修士課程においては2年、博士課程においては3年を超えることはできない。

休学した期間は、修業年限（修士2年・博士3年）及び在学年限（修士3年・博士5年）には算入されない。

（大学院学則第29条）

### (3) 復学

休学期間中に休学の事由が解消された場合は、理学系研究科ホームページ上もしくは大学院担当で復学願の用紙を受け、必要事項を記入した後、指導教員の捺印を受けてから各専攻事務室へ提出すること。また、休学期間が終了し復学する場合も、復学願を提出すること。

### (4) 授業料

休学する者は所定の提出期間内（前期分の場合は2月中旬、後期分の場合は8月下旬まで）に休学願を提出し、許可された場合に限り、休学期間中の授業料が免除される。

学期の途中で復学をした場合は、復学した月から当該学期末までの授業料を復学した月内に納入しなければならない。なお、すでに納入した授業料については返還しない。

### (5) 学位論文申請

休学期間中は、学位論文は提出できないので注意すること。

## Procedures for Leave of Absence

### (1) Procedures

If requesting a leave of absence, pick up a form requesting a leave of absence from the Graduate School Office or complete the form on the Graduate School of Science Website and enter the required information. Have the seals of your academic advisor on the request and submit it to your department office. Documents not properly completed cannot be processed.

In addition, the maximum period applicable at the time of application is one year (Leave of Absence due to illness: up to the end of the Fiscal Year). Any request for extension of leave of absence must be made at least two months before the last day of your current leave of absence.

Necessary Documents for Leave of Absence	
For Study Abroad	Request for Leave of Absence Study Plan Certificate of Admission or Certificate of Enrollment
For Academic Research Abroad	Request for Leave of Absence Investigation / Observation Visit Plan (including an Itinerary)
Due to Economic Reasons	Request for Leave of Absence Reasoned Statement (Free Format)
Due to Illness	Request for Leave of Absence Medical Certificate
Other than those above*	Request for Leave of Absence: Please contact the respective Department Office regarding the attached documents.

\*Please refer to “Criteria for Leave of Absence by Students” contained in 「東京大学大学院便覧」 regarding the reason for leave of absence.

### (2) A Period of Leave of Absence, Program Duration, Enrollment Period

A period of two or more months leave will be regarded as a Leave of Absence. A Leave of Absence cannot be extended to two or more years in a Master’s program and three years in Doctoral program.

The time spent on a Leave of Absence will not count towards the length of the Term of Study (two years for Master’s program, three years for Doctoral program) or Enrollment Period (three years for Master’s program and five years for Doctoral program).

(The Graduate School Regulations: Article 29)

### (3) Resumption of Studies

If the reason for your leave of absence should be resolved during your period of leave, print out or pick up a request for resumption of studies from the Graduate School of Science Website or the Graduate School Office and enter the required information. Have the seals of your academic advisor on the request and submit it to your department office. Also submit a request for resumption of studies if you are returning to the program at the end of your period of leave.

### (4) Tuition

Tuition during a Leave of Absence will be exempted only if a Request for Leave of Absence is submitted within the designated application period (for the first half term, by the middle of February and for the second half term, by the end of August) and the submitted Request is approved by the relevant committee. Students allowed to return to the University during the term must pay the tuition for the on-going semester (from the month of return until the end of the semester) within the month of their return. However, tuition fees that have been already paid will not be refunded.

### (5) Submission of Dissertation

Please note that dissertations will not be accepted during a Leave of Absence.