

To all those due to graduate in March 2023

At the graduation ceremony in March 2023, students will receive a "Diploma Supplement" along with diplomas and transcripts. The diploma supplement is an official certificate issued by the university, which records a wide range of academic achievements made while studying at the university. It is already widely used in Europe and is one of the documents that students are required to provide when entering or working in the EU. The university is preparing the diploma supplement so that it can be delivered to you without any drawbacks.

Therefore, we would like to inform you about the following four points.

- 1. Entering the title of Graduation Project Thesis into the education information system "GAKUMU Information System"**

From Thursday, December 22, 2022 to Monday, January 16, 2023, please enter the title of your thesis in English and Japanese in the education information system "GAKUMU Information System". Please note that if you have not entered the title of your thesis by the deadline, it will be displayed in the diploma supplement as if you had not written a Graduation Project Thesis.

- 2. Checking the English title of Graduation Thesis / Project at ELC**

The English title of Graduation Thesis / Project can be checked (online, Zoom) by ELC advisors from **December 19th to December 23rd, 2022 and January 12th and 16th, 2023.** **The booking deadline is December 5th (Mon).** Many graduates used this service to check their English titles every year.

Please refer to the "**Guidelines for Checking the English Title of Graduation Thesis / Project**" and the "**Guidelines for Translating the Title of Thesis into English**" for details.

When using the Diploma Supplement as a certificate abroad, the English title of thesis is important.

* Regarding the Japanese title, please check with your supervisor.

3. About Diploma Supplement correction period

Please check the Diploma Supplement (both Japanese and English versions) on the TUFS Record to ensure that all details are correct. If there are any study abroad, volunteer activities or internships conducted through the university that are not listed, please apply for them on the website. Also, if you have any results of external language proficiency tests (English or other language) that you have taken voluntarily and have not yet reported to the university, please report these to the Academic Support Center as well. Please use the Google Form on the TUFS Academic Support Center website (make sure to log in with your tufs account).

Diploma Supplement correction period: 11 /28 (Mon) - 12/22 (Thu) 2022

※Please note that no acceptances can be made after the deadline ※



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4. Notes on accessing the TUFS Record after graduation

After graduation, you will not be able to access your TUFS Record at all. Therefore, please make sure to download and save the data (PDF format) of the 'Curriculum Activity History Form' by yourself before graduation.

**For further information on Diploma Supplement, please contact:
tufsrecord@tufs.ac.jp (Academic Support Center)**