

Date (YYYY/MM/DD): / /

Notification of Authorized Absence

Course Instructor	Course Title	Day • Period

※Please fill out an extra Notification of Authorized Absence form if all your classes do not fit in the above table.

Student Number	
School	
Grade	
Name	

Please excuse my absence from class for the following reason.

1. Reason (Please check (✓) the applicable box)

- ☐ I have contracted an infection as stipulated in Article 18 of the implementation guidelines for the School Health and Safety Act, or infection is likely.
- ☐ Commuting to classes is difficult due to bad weather warnings or the stoppage of public transportation.
- ☐ A relative has died. (Relation to student: _____)
- ☐ I have been called to serve as a citizen judge or have been selected as a candidate to be a citizen judge.
- ☐ I will be participating in teacher training or nursing care training.
(Name of training institute or organization: _____)
(excluding prior instruction, meetings, or travel days for teacher training or nursing care training)
- ☐ Other reasons approved by the University President (Reason: _____)

2. Duration of Authorized Absence

From Date (YYYY/MM/DD): / / - To Date (YYYY/MM/DD): / /

Instructors who have received a Notification of Authorized Absence, please note the following:

Students who have submitted a Notification of Authorized Absence using this form, bearing the official seal of the Educational Affairs Division, are recognized as students who meet the criteria for authorized absence as defined in the “Tokyo University of Foreign Studies Agreement Regarding Undergraduate and Graduate Class Absences.” We kindly request that you treat the period specified in item “2” above as not being considered as absence from classes.

Furthermore, the “Tokyo University of Foreign Studies Agreement Regarding Undergraduate and Graduate Class Absences” stipulates that, in principle, the number of times an official absence can be granted for a single course cannot exceed one-quarter of the total number of classes for that course.

(Educational Affairs Division)

Educational Affairs Division Stamp

Tokyo University of Foreign Studies Agreement Regarding Undergraduate and Graduate Class Absences (Excerpt)

Article 3 Authorized absence

1. When a student is absent from a class for any of the unavoidable reasons given below, the absence will be treated as an authorized absence.

- (1) When the student has contracted an infection as stipulated in Article 18 of the implementation guidelines for the School Health and Safety Act, or when infection is likely.
- (2) When commuting to classes is difficult due to bad weather warnings or the stoppage of public transportation.
- (3) When a relative of the student has died.
- (4) When a student has been called to serve as a citizen judge or has been selected as a candidate to be a citizen judge.
- (5) When the student will be participating in teacher training or nursing care training (excluding prior instruction, meetings, or travel days for teacher training or nursing care training).
- (6) Other reasons approved by the University President.

Appended Table 1 (Article 3)

Category	Reason	Authorized Absence Duration	Required Documents	Department to submit required documents	Procedures after submitting required documents
1	Infection as stipulated in Article 18 of the implementation guidelines for the School Health and Safety Act, or when infection is likely	Duration required in medical certificate or equivalent document	Medical certificate issued by a medical facility, treatment certificate or equivalent	Educational Affairs Division	After the “Notification of Authorized Absence” is stamped by the Educational Affairs Division, it must be submitted to your class instructor.
2	Commuting to classes is difficult due to bad weather warnings or the stoppage of public transportation	All affected class times	Train delay slip issued at a train station or equivalent (not required when notice of University closure is posted on the University website)	Educational Affairs Division	
3	Death of relative (spouse, or relative in first or second degree of kinship)	For the death of spouse or first-degree relative, 7 consecutive days including the date of the funeral (including holidays)	Funeral announcement or equivalent document	Educational Affairs Division	
		For the death of a second-degree relative, 3 consecutive days including the date of the funeral (including holidays)			
4	Called to serve as a citizen judge or selected as a candidate to be a citizen judge	About a half day when required to go to court for citizen judge candidate registration procedures	Court summons for citizen judge duty or equivalent document	Educational Affairs Division	
		For duration of trial, deliberations, court ruling, etc., when selected as a citizen judge			
5	Teacher training or nursing care training	For duration of teacher training or nursing care training course (excluding prior instruction, meetings, or travel days for teacher training or nursing care training)	None required	Educational Affairs Division	

※ If any of the reasons for authorized absences as defined in Article 3 arise, please complete the prescribed procedures as soon as the reason for the authorized absence is resolved. Please note that in each case, you will need to submit the university's prescribed "Notification of Authorized Absence" which is available at the counter on the 1st floor of the Administration Building, and can also be downloaded from the university's website.

Article 6 Limits on authorized absence per class

For each class, authorized absence, in principle, is not allowed for more than one-fourth of the total number of class meetings.