

# Guidelines for Incoming Students at the Graduate School of Economics, the University of Tokyo

## I Graduate Office of the Graduate School of Economics (5<sup>th</sup> floor of Economics Research Bldg.)

Graduate Office deals with various application procedures, which are required in your student life at the Graduate School of Economics, and it also offers student counseling services. In principle, current **students should come to office for inquiries or information in general, instead of calling or mailing us except in an emergency. (You should always bring your student ID card with you)** **If you come to the office, please check the service hours on our website, [https://www.student.e.u-tokyo.ac.jp/index\\_annnai-e.html](https://www.student.e.u-tokyo.ac.jp/index_annnai-e.html)**

## II Announcements and Notices

**In principle, notices and fliers for the graduate students, including information about calling students in, information about class cancellation or classroom change are posted on UTAS.** Information about Examination Schedule or Procedures of Master's Theses are posted on the website of the Graduate School of Economics (GSE website; <https://www.e.u-tokyo.ac.jp/index-e.html>). You are expected to check UTAS and GSE website regularly and get access to important information. Failure to do so may be disadvantage to you.

★Graduate Office uses UTAS information (such as E-mail address) in some cases to call students.

Please keep your personal data updated all the time on UTAS.

[How to update] UTAS> Student Info> Register Address Update, etc

## III Issuance of Certificates

See the website of the Graduate School of Economics at the University of Tokyo.

“Current Students” » ”Student Life” » ”Certificates - ▶Graduate” (<https://www.student.e.u-tokyo.ac.jp/grad/shomeisho-e.html> )

## IV Notifications

If you are in such a case as mentioned below, immediately notify Graduate Office by in writing. Each notification form is provided at Graduate Office. **In particular, the notifications for ④ to ⑧ should be made at least one month prior to the situation for notification occurs.** Late notification may cause you a damage such as unexpected tuition fee payments.

- ① When you change your address, phone number or mail address → Submit Notification for Change of Address (JUSHO HENKO TODOKE)

◆ Please update your personal data on UTAS, follow the procedure below.

Log in to UTAS → Select “Register Address Update, etc. (現住所等変更入力)” under “Student Info (学生情報)” in the main menu.

- ② When you change your name → Submit a Notification for Name Change (KAISEIMEI TODOKE) and an official proof to certify the change.

- ③ When you lose your student ID card → Call to Utility Card Management Section (0120-240-751) immediately to report the loss. Then submit Graduate Office Reissuance of Student ID Card (GAKUSEISHOU SAIKOUFU NEGAI). Notify the police nearby to prevent unauthorized use of

your lost card.

- ④ When you take a leave of absence → Obtain Request for Leave of Absence form (KYUUGAKU NEGAI) at Graduate Office and submit it to the office. Depending on your reason for absence, you may need a certificate verifying the reason. Make sure to get instructions from the office beforehand. When you extend the period of absence, please follow the same procedure. The period of absence will not be extended automatically.
- ⑤ When you want to study abroad → Contact the Graduate Office.
- ⑥ When you withdraw from school → Obtain Request for Withdrawal (TAIGAKU NEGAI) form at Graduate Office and submit it to the office.  
**(Note) When you withdraw from GSE, make sure to submit Request for Withdrawal. Even if you do not indicate your intention of resumption of study when your period of absence has expired, you are not automatically regarded as withdrawn without your application. Failure to submit the Request for Withdrawal may result in owing financial obligation for tuition payment against your intention.**
- ⑦ When you resume your study → Request for Resumption (FUKUGAKU NEGAI)  
When your period of absence expires, make sure to submit the request for resumption.
- ⑧ When you extend your enrollment period → Notification for Extension of Enrollment Period (ZAIGAKUKIKAN ENCHOU TODOKE)  
When you extend the enrollment period and the period exceeds the standard program length (Master's courses: 2 years, Doctoral courses: 3 years, \* the period of your leave of absence will not be included), please make sure to submit the notification for extension of enrollment period.
- ⑨ When you leave Japan temporarily (international students only) → Notification for Temporary Absence from Japan (ICHIJI KIKOKU/SHUKKOKU TODOKE)

## V Course Registration

Register online to take courses. More details about registration can be obtained from *Registration Instructions*. **When you take some courses such as “Research Guidance (RONBUN SHIDOU)”, you are required to submit the registration form in addition to the online registry.** When you have questions, please ask at Graduate Office.

## VI Tuition Fee

Tuition fee for the first half year will be charged on late May.

Tuition fee for the second half year will be charged on late November.

Tuition fee for the first half year : 267,900yen (Master's program)

260,400yen (Doctoral program)

## VII Miscellaneous

Contact Graduate Office if you have any questions about student life at the Graduate School of Economics.

Graduate School of Economics, The University of Tokyo,  
7-3-1, Hongo, Bunkyo-ku, Tokyo, 113-0033  
Phone: (03) 5841-5555

令和 6 年 4 月 1 日  
April 1st, 2024

令和 6 年 4 月入学者の保護者の皆様へ  
Dear guardians of April 2024 enrollees

東京大学大学院経済学研究科  
研究科長  
Dean at Graduate School of Economics, the University of Tokyo

保護者の連絡先メールアドレスのご登録について（依頼）  
(Request) Registration of email address of the guardian

この度は、ご入学おめでとうございます。  
本研究科には、在籍されているお子様に関することで保護者の方からご相談いただくこと  
ができる窓口があり、相談窓口のご案内や活動報告等をメールにてご連絡させていただき  
ますので、以下より保護者の連絡先メールアドレスをご登録いただけますようご協力をお  
願いいたします。

Congratulations on your child's admission to the Graduate School of Economics, UTokyo.  
The Graduate School has a window where parents can consult about enrolled children with.  
We would like to send you information such as consultation desks and its activity reports by  
emails. For that purpose, you are kindly asked to register your email address by accessing  
the Forms address given in below.

<保護者の連絡先メールアドレスご登録方法／How to register>

以下の Forms にアクセスしていただき、メールアドレスをご登録下さい。

Please access the following and register your e-mail address.

Forms URL:

<https://forms.office.com/r/tcEksMw87D>



【注意事項】 Note

- ・ 学生の学籍番号（29 より始まる 8 桁の番号）を入力いただく必要がありますので、  
事前にお子様にご確認下さい。
- ・ 添付資料等（PDF 等）を送付させていただくことがございますので、受け取ること  
が可能なメールアドレスをご登録下さい。
- ・ 学生 1 人につき、登録できる保護者のメールアドレスは 1 つまでとなります。

- ・保護者あてメールは、主に日本語での配信となります。恐れ入りますが、翻訳ソフト等をご利用くだされば幸いです。
- ・ You will need to enter the student's ID number (8-digit number starting from 29), so please check with your child in advance.
- ・ We may send you attached materials (PDF, etc.), so please register an email address which can receive such materials.
- ・ Only one email address of the guardian for each student can be registered.
- ・ Information will be provided mainly in Japanese. You are kindly asked to translate them by yourself using translation software or so.

保護者の連絡先メールアドレスを変更・修正される場合は、お手数ですが、お子様を通じて、大学院担当までお知らせ下さい。

Please contact the Graduate Office through your child when you need to change the registered email address.

個人情報につきましては、関連法令・規則を遵守するとともに、適正な管理・利用に務めます。なお、保護者より、学生の個人情報に関してお問い合わせいただいても原則、回答できませんので、ご了承をお願いいたします。

We will comply with relevant laws and regulations to manage and use personal information appropriately. Please note that the Office will not be able to respond to inquiries regarding students' personal information asked to release by guardians.

<本件に関するお問い合わせ先>

東京大学大学院経済学研究科

教務チーム大学院担当

TEL : 03-5841-5555

Email : daigakuin.e@gs.mail.u-tokyo.ac.jp

## Request of registration/update of Personal Data

Your personal data is registered according to the information submitted at the time of enrollment. Please log in to UTAS and confirm your address, home phone number, mobile phone number and mail address. If there are any changes, please update them on UTAS by the way described below.

◆ To confirm or update

Log in to UTAS → Select “Register Address Update, etc（現住所等変更入力）” under “Student Info（学生情報）” in the main menu.

UTokyo would like to enhance Safety Confirmation System to confirm students’ safety and to provide information in case of an emergency. We appreciate your cooperation on this matter.

Your personal information will be properly handled based on the Guidelines for Information Ethics of The University of Tokyo.

Contact:

Graduate Office  
Graduate School of Economics  
The University of Tokyo  
Tel: 03-5841-5555

## **University of Tokyo Graduate School of Economics Measures for Preventing Research Misconduct**

Approved by Faculty Meeting  
on March 4, 2015

Amended by Faculty Meeting  
on February 3, 2016

In accord with the “Code of Conduct for Research, the University of Tokyo,” the Graduate School of Economics (GSE) at the University of Tokyo (UTokyo) has implemented the following measures to ensure that all GSE-affiliated researchers, as members of the scientific community, willingly guarantee the transparency and accountability of their research activities.

### **I. Thorough Training in Research Ethics**

1. In a manner appropriate to the nature of each learning environment, departments provide guidance to educate all undergraduate and graduate students about preventing research misconduct and adhering to research ethics.
2. All faculty affirm that establishing research ethics is the basis of specialized education, and in their classes they strive to teach students to adhere to the codes of conduct concerning research and the presentation of research findings. When acts of research misconduct such as a plagiarized report are found, they are handled strictly.
3. In accord with guidelines established at GSE and across UTokyo, doctoral dissertations are scanned by plagiarism-detection software.
4. In addition to providing training in research ethics for newly hired faculty, including project faculty, research ethicists regularly raise awareness about ethics compliance among all the faculty.

### **II. Preservation and Disclosure of Data**

Materials and data used in research are preserved and disclosed in keeping with the guidelines below to enable the scientific community to appropriately review and criticize published research findings.

1. GSE-affiliated researchers (including graduate students, here and below) must preserve materials, data, and computer programs used to produce published research findings for at least ten years. At the time of preservation, researchers are required to provide a clear explanation of those materials, data, and computer programs to ensure that analytical findings can be replicated.
2. Materials, data, and computer programs are preserved in the following formats, depending on the type of resource being preserved:

- (1) Experiential data (e.g., the results of a survey) are preserved in their raw or digitized form. If there is so much raw data that there is no space in which to store it, records of the data's contents will suffice.
  - (2) In the case of bibliographic sources, a bibliography of all sources providing the foundation of published research findings must be preserved. If the research findings include detailed footnotes regarding bibliographic sources, those notes may substitute for a bibliography.
  - (3) Originals or digitized copies must be preserved for images, audio, and video data.
  - (4) If data is stored on an external server and was not downloaded when it was accessed, the researcher must provide the server's URL and the access date and time.
3. Materials and data are to be made available in the following ways:
- (1) When other researchers seeking to verify research findings request information about materials or data stored on external servers or in institutions such as a library or an archive, researchers must be able to promptly divulge the location of those materials.
  - (2) When other researchers seeking to verify research findings request information about materials or data in a researcher's personal possession, those materials are to be made available unless there are special extenuating circumstances: for example, when research based on those materials or data is still underway; when disclosing that information would interfere with research; or when disclosing the information might have a harmful effect on a third party. Researchers must also be prepared to promptly submit their materials when requested by an investigative committee convened by the University of Tokyo or another institution on suspicion of research misconduct.
4. Research ethicists regularly raise awareness among all GSE-affiliated researchers about complying with the aforementioned procedures for preserving materials and data. When they deem it necessary, they can also request information about the location of materials and data, or request researchers to submit materials and data in their personal possession.

# Handling of IC Type Student ID Cards

Please keep this document safe while enrolled  
at the University

※This document contains important information concerning the IC Type Students ID Cards (from here on referred as ID Card).

## 1. On receiving your ID Card

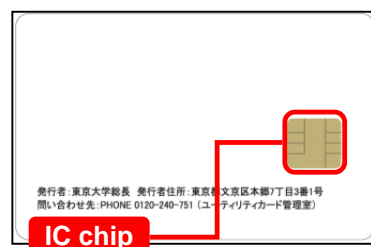
Please record the 18-digit number found on the front of the ID card below (see image to right). This number will be required in order to reissue your card in case of loss or theft.

0	0	0	0	0	0												
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--



## 2. Care to be taken when carrying your card

- ① The ID card contains **delicate electronic parts** (IC chip). Please take care not to damage or dirty the card. Also please keep the card away from water.
- ② **Please do not bend the card.** Please do not carry the card in places where unnecessary force is applied to the card, i.e. back pocket of pants etc. Also, please do not force the card onto the read-writer at an angle.



## 3. In case of loss or theft

Please call the number to the right immediately on noticing loss or theft of your ID card.

**Note:** The telephone number to the right is not to the University switchboard. Please do not use it unless contacting the Utility Card Management Section regarding the ID card

### Utility Card Management Section

(Hours of office: Everyday 09:00 – 18:00)  
[except New Years Holidays]

**0120-240-751** (Telephone only)

## 4. ID Card Re-issuing Office

Please contact the administration office handling academic affairs of your faculty/graduate school in person if you need the ID card re-issued due to loss, theft, damage, name change, etc. Please note that charges will apply if the ID card is re-issued due to loss, theft or damage.

## What can be done with an IC Type Student ID Card ?

### Issuing of various Certificates



Various  
Certificates

### Entry to Faculty Buildings and Classrooms



Varies according  
to faculties

### Entry to Libraries and checking out books





令和 6 年 4 月 1 日  
April 1, 2024

学 生 各 位  
To all students

経済学研究科等事務部  
Graduate School of Economics  
Administration Office

安否確認サービスの利用について  
Operation of Safety confirmation system

東京大学では、一部の部局を除き、安否確認サービスを導入しております。本サービスは、大規模地震等の災害が発生した際に、安否確認メールを送信し、大学構成員の安否状況を迅速に確認するものとなります。

つきましては、本サービスの利用にあたり必要な設定等のご対応をお願いいたします。

The University of Tokyo, except for some departments, has introduced a safety confirmation service. This service sends a confirmation email when a large-scale earthquake or other disaster occurs, and promptly checks the safety status of university members.

You are requested to, please make the necessary settings for using this service.

1. 安否確認サービスの概要

居住地または所属部局が所在する都道府県で、震度 5 弱以上の地震が発生した際に、安否確認メールを自動送信いたします。また、その他の災害時にもメールが送信されることがございますので、メールが届いた際は速やかにご回答ください。

1. Overview of safety confirmation service

When an earthquake with a seismic intensity of less than 5 occurs in your place of residence or in the prefecture where your department is located, a safety confirmation email will be sent automatically. Emails may also be sent during other disasters. Please respond to such emails as soon as you receive them.

2. 学務システム（UTAS）への情報登録について

別添「安否確認サービス利用スタートマニュアル学生用」p.2～p.3 を参照し、必要情報を登録・更新してください。また、同マニュアル p.4 以降に回答方法が記載されておりますので、あらかじめご承知おきください。

2. Registration of information to the academic affairs system UTAS

Please register and update the necessary information with reference to the attached "Safety Confirmation Service Start Manual for Students" p.2-p.3. Please note that the answer method is described on page 4 of the same manual.

# < Students > Start-up manual - Safety confirmation service

2023/6 ver.

Environment, Safety, and Health Department

## Table of contents – Using the safety confirmation service –

Register  
information

①Enter email address etc. . . . p.2  
User information registration



※ The Environment, Safety, and Health Department will register the information with the Safety Confirmation Service

To answer

②Receiving and answering safety confirmation emails . . . p.4  
Receipt and reply of safety confirmation email

【Reference】 . . . p.7  
Answering using the app

# 【Safety confirmation service】

## ①Registration of User information **Required**

Data registered within UTAS is used as user information for the safety confirmation service, so please keep the information updated at all times. (Some departments use their own data.)

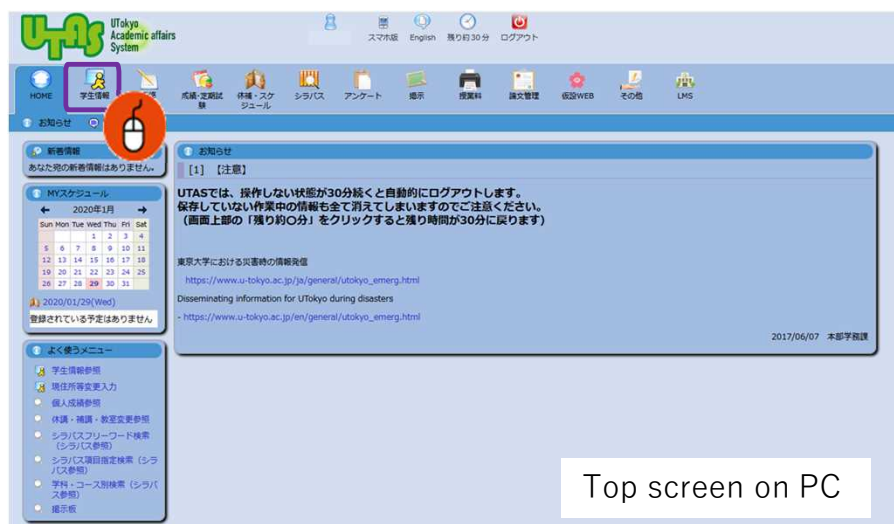
## 1. Access UTAS.



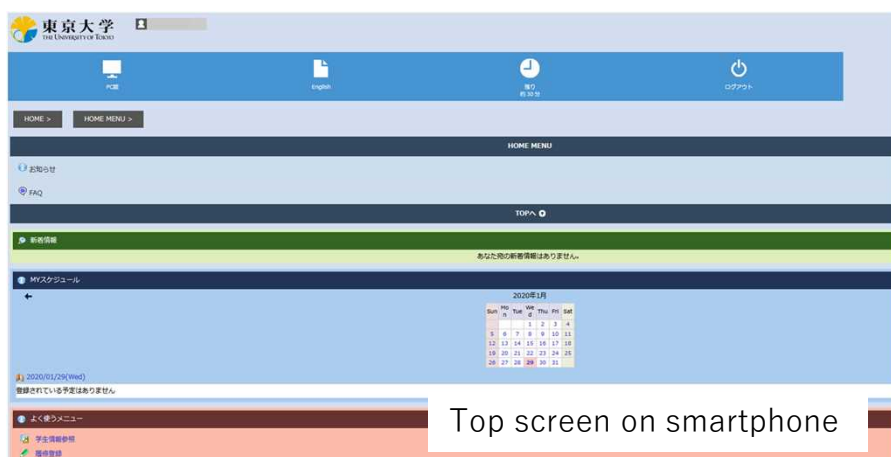
① Access UTAS (<https://utas.adm.u-tokyo.ac.jp/campusweb/>)

② Click "Login" and enter your UTokyo Account ID and password to log in.

## 2. Move to the information editing screen.



Click "Student Information" → "Change Current Address" to go to the personal information edit screen.



### 3. Register the information.

Enter your personal e-mail address used on devices such as mobile phones (including Gmail other than carrier mail) in **E-MAIL 1**.

- ① Enter the e-mail address used at the university in **E-MAIL 2**.

Personal information is used only for specific purposes and will not be otherwise disclosed.

❗ If an email address is registered to either A or B, it will be registered for the safety confirmation service, but please register both email addresses if possible.

❗ Make sure that A and B email addresses are not duplicated. Otherwise an error will occur when registering to the safety confirmation service.

✖ Messages from the safety confirmation service will be sent to both A and B.

- ② If your address changes, please update the latest information immediately.

- ③ After entering the necessary information, press “Confirm” to complete the registration.

# 【 Safety confirmation service 】

## ③ Receiving and answering safety confirmation mails **Required**

When an earthquake with a seismic intensity 5 lower or more occurs or a large tsunami warning is issued in the commuting destination and the region where you live, an email will be sent from the safety confirmation service <ut-safety@ems8.e-ansin.com> There are three response methods to the safety confirmation email: email response, web response, and app response.

### < Request to cancel the mobile phone's call-blocking >

If you do not disable the call-blocking function of your mobile phone for emails from the following domain, you will not be able to receive the safety confirmation emails in the event of a disaster. [e-ansin.com] Please perform the necessary procedures to ensure receipt of the email.

You can check the detailed domain-specific reception settings for each carrier in the “Unauthorized settings check for mobile device spam” file through the following link.

■UTokyo Portal> 環境安全・安全衛生ポータル> 安否確認サービス

[https://univtokyo.sharepoint.com/sites/EHS\\_portal/SitePages/d/Safety\\_Confirmation.aspx](https://univtokyo.sharepoint.com/sites/EHS_portal/SitePages/d/Safety_Confirmation.aspx)

## 1. The following e-mail (example) will be sent to your e-mail address (refer to \* on page 3).

Subject: [h0909048-1] 【UTokyo/東京大学】 安否状況確認について/Safety Confirmation

環境安全衛生担当理事

【UTokyo/東京大学】 安否状況確認について/Safety Confirmation

居住地もしくは通勤通学先の都道府県で震度5弱以上の地震が発生しました。  
ご自身の安全を確保の上、安否確認サービスに安否状況を必ず回答してください。  
「回答後に安否状況等が変化した場合」は、再度最新の状況を回答してください。

-----  
To: Employees and students of UTokyo  
From: Executive Vice President for Environment and Safety

A major earthquake has occurred in the area where you live or your place of work/study.  
Once you have ensured your safety, please make sure you reply to the safety confirmation service and let us know your safety status.

[Important] If your situation subsequently changes, please reply again with your latest situation.

安否/Condition?

1: 無事・軽傷/Safe・Hurt

2: 負傷(重傷)/Serious injury

避難場所/Evacuated?

3: 自宅/Home

4: 本郷/Hongo Campus

5: 駒1/Komaba 1 Campus

6: 駒2/Komaba 2 Campus

7: 柏1/Kashiwa 1 Campus

8: 柏2/Kashiwa 2 Campus

9: 白金台/Shirokanedai Campus

0: その他/The Others

・遅れても必ず回答してください。

・転送されたメールアドレスからの返信による回答は無効になりますが、転送された端末より下記URLからの回答は可能です。

・メール返信による回答の場合、該当する番号のみ記載ください。例.13

または下記URL（PCの方はスマホ用URL）・アプリから回答してください。

・ Please answer even if the mail came some time ago.

・ Please reply using the applicable numbers only. Example "13" or answer using the following link (the top link is for mobile phones and the bottom link is for PCs and smartphones) or the Application.

・ Any reply to a forwarded e-mail will be invalid. However, you can reply using the link on a forwarded e-mail.

-----  
本メールは東京大学環境安全本部よりお送りしています。

お問い合わせは所属部局のご担当へお願いします。

This email is sent by the Division for Environment, Health and Safety, The University of

For any inquiries about this email, please contact the person in charge of your department

-----  
WEB回答URL(ケータイ用とスマホ用があります)

(ケータイの方はこちら)

<https://ems8.e-ansin.com/tky11/ut-safety/mobile/MobileWebAnswer.do+key=.....>

(スマホの方はこちら)

<https://ems8.e-ansin.com/tky11/ut-safety/smart/SmartWebAnswer.do+key=.....>

Web response link  
(Mobiles)  
(Smartphones, PC)

## 2. How to answer \*You can reply using any of the following methods.

### ■Reply with the number corresponding to the received mail

※Answers sent from a forwarded email address will be invalid.

### ■Click the web response link in the email and reply from the website

### ■Reply using the safety confirmation service app

※See the following pages for web responses and app responses.

**You can answer as many times as you like.  
(Response will be updated to your latest answer)**

#### List of choices

安否/Condition?

- 1: 無事・軽傷/Safe・Hurt
- 2: 負傷(重傷)/Serious injury



避難場所/Evacuated?

- 3: 自宅/Home
- 4: 本郷/Hongo Campus
- 5: 駒1/Komaba1Campus
- 6: 駒2/Komaba2Campus
- 7: 柏1 /Kashiwa1Campus
- 8: 柏2/Kashiwa2Campus
- 9: 白金台/Shirokanedai Campus
- 0: その他/The Others

Answer

example : 13

(image)

[宛先]〇〇〇@□□□.jp  
[題名]Re:[e1217094]安否確認

[本文]  
13

>こちらは、〇〇大学です。  
>△△地方にて災害が発生いたしました。  
>安否状況を回答してください。  
>

>安否/Condition?  
>1: 無事・軽傷/Safe・Hurt  
>2: 負傷(重傷)/Serious injury  
>避難場所/Evacuated?  
>3: 自宅/home

Once you have replied, an email confirming it has been received will be sent to you. Once you have answered, you can check your answer status by accessing the web answering link.

## < Reference > Web response method

- 1 Please access through the link in the mail text. (Use the link for smartphones if using PCs)

The following screen will be displayed. Select the answer and press “次項”.

Answer screen  
( image )

■■■■さんの回答状況

回答を入力し、最終ページの登録ボタンをクリックしてください。

■回答項目 1/2

☐ 1.無事/Safe

☐ 2.負傷/Injured

[回答を中止する](#)

- 2 When all items have been answered, a confirmation screen is displayed.  
If there are no errors in the contents, click “登録” completing the response.

緊急連絡／安否確認

以下が入力されました。

■回答項目

1.無事/Safe

4.本郷/Hongo Campus

回答内容をご確認の上、登録ボタンをクリックしてください。  
(なお、メッセージがある場合には以下に入力してください。)

[回答を中止する](#)

You can also enter a message as an option.

If you access the web through the link again after answering, you can check your answer.



# 【 Safety confirmation service 】

## － Reference － Answering using the app

You can also reply to the safety confirmation email from the app.

If you want to use the app, please register as follows.

(This cannot be used on multiple devices )

## 1. Perform the password initialization procedure.

If you do not have an email address registered in the HR information system The following operations cannot be performed as the address is not registered with the safety confirmation service.

You can register information in the personnel information system and perform the operation once the information has been updated by headquarters.

Also, for those who have newly entered their email address in the personnel information system, the email will not be sent to the new address until after the system has been updated by headquarters.

The Common IDs are used as the IDs for members of departments using the system. When logging on to the service for the first time, access through the following link. (There are some examples of external stations.)

\* Common ID: The last 10 digits of the 18 digit number on the lower right of the student / staff ID card

- Safety confirmation service login URL (PC)

<https://ems8.e-ansin.com/tky11/ut-safety/>

( Smartphone / Mobile )

<https://ems8.e-ansin.com/tky11/ut-safety/smart/>



URL for  
smartphone

- 1 Click “ユーザ情報登録・修正”.

- 2 Click “パスワードをお忘れの方はこちら”.



- 3 Enter your Common ID in the ID field and press [送信].

- 4 You will receive an “【緊急連絡/安否確認サービス】パスワード変更手続きのご案内” e-mail at the e-mail address registered on the HR Information System (marked \* on page 3). (Please perform the operation using one of the email addresses. You do not have to do the same for all email addresses.)

Access the initialization link from the received mail.

- 5 For mobile phones, go to the link for “ケータイの方はこちら”. For PCs or smartphones, go to the link for “スマホの方はこちら”.

Type in a new password of your choice in the password change screen and once you press the “Update” button will complete the change, and a confirmation email confirming that the password has been changed will be sent to your email address (marked \* on page 3).

## 2. Download the app.



1 iOS

Download the “安否確認アプリ (FujitsuLimited)” from the App Store.

※You can also download it from the link below.



<https://itunes.apple.com/jp/app/an-fou-que-renapuri/id949342058?mt=8&ign-mpt=uo%3D4>

Android

Download the “安否確認アプリ（富士通株式会社）” from GooglePlay etc.

※You can also download it from the link below.



<https://play.google.com/store/apps/details?id=safety.anpi.android>

2 Enter the required information on the initial setting screen that appears when you first open the app.

- Site identification information

Enter the following link directly or use the QR code.

ems8/tky11/ut-safety



- ID

Enter your Common ID number.

- Password

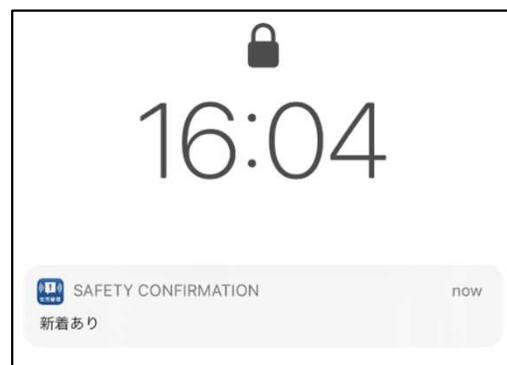
Enter the password set on pages 7 and 8.

3 Check “Send” for the location information when answering and press “Set”.

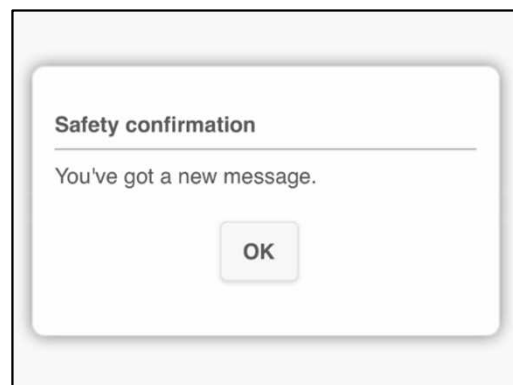
The settings are now complete.

## < Reference > App notification and answering method

- 1 You will receive a push notification like the example on the right when a message is sent. (Please set your smartphone to allow push notifications in advance)

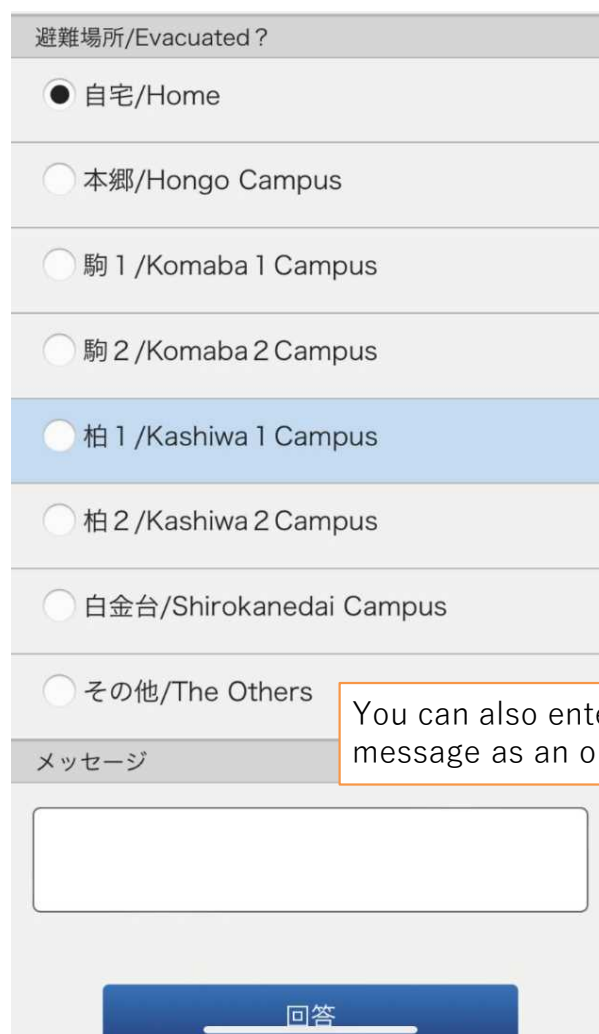


- 2 When you open the app, a screen like the one on the right will appear. Click "OK".



- 3 The mail text and answer items will be displayed. Check the corresponding item and press "Reply". When the confirmation screen is displayed, click "Yes". The answering is now complete. (You can check your response status from the "Reply History")

Answer screen (image)

A screenshot of the 'Answer' screen in the app. At the top is a blue header with a back arrow and the word '回答' (Reply). Below is a grey card with a person icon, the title '【UTokyo/東京大学】安否状況確認について/Safety Confirmation', and the timestamp '2023/02/25 22:39:11'. The card body contains the text '環境安全衛生担当理事' (Director of Environmental Safety and Health), another title '【UTokyo/東京大学】安否状況確認について/Safety Confirmation', and a message about an earthquake and the need to confirm safety status. It ends with '「回答後に安否状況等が変化した場合」は、再度最新の状況を回答してください。' (If the safety status changes after the answer, please answer the latest status again.) and 'To: Employees and students of UTokyo'. Below the card is a section titled '安否/Condition?' with two radio button options: '● 無事・軽傷/Safe・Hurt' (selected) and '○ 負傷(重傷)/Serious injury'.A screenshot of the '避難場所/Evacuated?' screen. It has a title '避難場所/Evacuated?' and a list of radio button options: '● 自宅/Home' (selected), '○ 本郷/Hongo Campus', '○ 駒1 /Komaba 1 Campus', '○ 駒2 /Komaba 2 Campus', '○ 柏1 /Kashiwa 1 Campus' (highlighted in blue), '○ 柏2 /Kashiwa 2 Campus', '○ 白金台/Shirokanedai Campus', and '○ その他/The Others'. Below the list is a section titled 'メッセージ' (Message) with a text input field and a blue '回答' (Reply) button at the bottom.

You can also enter a message as an option.

論文作成ガイドライン

Guidelines  
for  
Writing Research Papers  
and Theses



東京大学大学院経済学研究科

Graduate School of Economics,  
The University of Tokyo

## 目次 (Table of Contents)

はじめに	1
第1部 全般的な注意点	3
剽窃 (Plagiarism) を避ける	3
第2部 各分野に特有の注意点	7
A. 統計・計量分析を使った論文を 作成する際の注意点	7
B. 経済実験を使った論文を 作成する際の注意点	8
C. インタビュー記録を使った論文を 作成する際の注意点	10
D. 歴史的な資料を使った論文を 作成する際の注意点	11
Introduction	13
Part 1 : General Instructions	14
Avoiding plagiarism	14
Part 2 : Specific Instructions	17
A. Statistical or econometric analysis	17
B. Economic experiments	18
C. Interview records	19
D. Historical materials	21

## **Introduction**

At the Graduate School of Economics, students are expected to maintain high ethical standards in the conduct of research. The instructions in this booklet provide the minimum standards to be observed when writing research papers and theses.

The Guidelines consist of two parts: Part 1 outlines the general instructions for writing research papers and theses that are generally applicable across all fields in economics; and Part 2 describes the specific instructions in different fields of research, which reflect the diverse approaches taken at the Graduate School of Economics.

We wish you all the best for writing great research papers and theses in accordance with the Guidelines.

April, 2011

Graduate School of Economics, The University of Tokyo



## **Part 1: General Instructions**

### **Avoiding plagiarism**

When you publish an academic paper, you should give proper reference to prior studies, and distinguish your study clearly from them by demonstrating your originality. An academic paper is evaluated on the basis of its originality. For that reason, it is essential that your research paper or thesis **makes a clear distinction between your original contributions and the citation of prior studies.**

Presenting ideas and findings which have been previously published by other researchers as if they are your own may constitute plagiarism, and, consequently, may be subject to punishment. It is needless to emphasize that you should avoid intentional plagiarism by all means. You must also prepare your research paper or thesis carefully in order to avoid inviting suspicion of unintentional plagiarism. Papers written in the English language in particular require closer attention than papers written in your native language.

The following conduct may be considered plagiarism:

- (1) Description of any part of a prior work which does not use a form of quotation (that is, presenting it as your own without identifying the source). There is no need to explain that this may be considered intentional plagiarism.
- (2) The source of a prior work is identified but the body text contains a similar expression without enclosing it in quotation marks. A sentence which is not enclosed in quotation marks will be deemed to be the author's original contribution. Using text written by another

author by making minor changes of words or expressions and without enclosing it in quotation marks may be considered plagiarism (even if you have clearly indicated that you are introducing a prior work and identified the source in the references).

- (3) Citation of figures, tables, data, statistical analysis, theorems and propositions of prior works without identifying their source.

In order to avoid suspicion of plagiarism described in Paragraph (2) above, the following are recommended:

- (i) Quote an expression from a prior work by enclosing it in quotation marks and identifying its source. If a significant term represents a unique concept proposed by a prior work, enclosing the term in quotation marks is recommended. Failure to enclose such a significant term in quotation marks may cause the misunderstanding that you are asserting the term to represent your own idea. If, however, the significant term has become the common property of an academic society, it is not necessary to enclose it in quotation marks every time it appears.
- (ii) If you wish to introduce a prior work without enclosing it in quotation marks, you must identify the source clearly, and significantly alter its expressions so as to make the sentence completely paraphrased and different from the original.

What is important is to demonstrate clearly that you appreciate the merits of prior work by highlighting your marginal contributions relative to the existing literature. Failure to do so may cause your quotation of prior work to be regarded as inappropriate. In order to avoid encountering these



unintentional problems, you should maintain a well-organized list of your reference materials.

You may refer to “Academic Integrity” (in particular the section under the heading of “How to Avoid Unintentional Plagiarism”) published by Drew University Theological School (<http://catalog.drew.edu/content.php?catoid=28&navoid=1317>) which provides concise description in this regard.

## **Part 2: Specific Instructions**

### **A. Statistical or econometric analysis**

1. You must clearly identify the source of data used in your research paper or thesis. If you used data which was in the public domain or purchased by you, identify the source or the vendor. If you collected the data yourself, describe clearly how the data was collected.
2. Protection of privacy: If any of the data used in your research paper or thesis contains personal information which may identify an individual, you must present it in a form which will protect the identity of the individual, such as the use of a pseudonym, when you publish the research paper or thesis. Any data containing personal information must be kept under strict control.  
  
\* For how to fulfill the requirements in Paragraphs 1 and 2 above, refer to latest papers published in internationally acclaimed journals, such as *American Economic Review*.
3. You must take all necessary steps to ensure that your statistical or econometric analysis can be replicated and confirmed by a third party. Some academic journals may require authors to furnish the data and the statistical program used at the time of the submission of a paper for publication. Even if you are not required to furnish such data and program, you must readily maintain them for disclosure to a third party upon request. (It should be noted that any data containing personal information, or the disclosure of which to a third party is restricted, must either be disclosed in a form which prevents the identification of

the individual, or with a notice to the third party of the restriction on disclosure.)

4. When you collect data which require ethical considerations, you must apply for an ethics review by the Office for Life Science Research Ethics and Safety of the University of Tokyo. (For details, see Section B.)

## **B. Economic experiments**

For guidance on planning and procedures for an economic experiment, you can refer to several guide books in publication (e.g. D. Friedman and A. Cassar, *Econometrics Lab*, Routledge, 2004).

For guidance on writing a research paper or thesis using experiments, you can refer to the guidelines provided by *Econometrica*

(<https://www.econometricsociety.org/publications/econometrica/information-authors#Experimental>)

When you conduct an experiment or collect data using human subjects, you may be required to apply for an ethics review by the Research Ethics Committee of the Office for Life Science Research Ethics and Safety of the University of Tokyo. Although a request for an ethics review is not necessarily required in all cases, researchers are expected to make an appropriate decision on their own account and request a review without fail if they have determined that one is required. Submission of such a request will not be required under normal circumstances in economic experiments that are unlikely to cause psychological, physical or economic harm to human subjects. If, however, any of the following is applicable, you must submit a request for an ethics review:

author by making minor changes of words or expressions and without enclosing it in quotation marks may be considered plagiarism (even if you have clearly indicated that you are introducing a prior work and identified the source in the references).

- (3) Citation of figures, tables, data, statistical analysis, theorems and propositions of prior works without identifying their source.

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What is important is to demonstrate clearly that you appreciate the merits of prior work by highlighting your marginal contributions relative to the existing literature. Failure to do so may cause your quotation of prior work to be regarded as inappropriate. In order to avoid encountering these

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\* For how to fulfill the requirements in Paragraphs 1 and 2 above, refer to latest papers published in internationally acclaimed journals, such as *American Economic Review*.
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- An ethics review and approval by Research Ethics Committee are required by law or guidelines (e.g. under the Ethical Guidelines for Clinical Studies, Ethical Guidelines for Human Genome/Gene Analysis Research, etc.);
- A questionnaire or interview survey requires ethical considerations;
- A study which requires safety considerations for study subjects;
- A study which analyzes and stores information or data which may be detrimental to certain socially disadvantaged populations;
- A study which requires the informed consent of its participants; or
- A study for which an ethics review by Research Ethics Committee is required by academic journals.

When there is any doubt in respect of judgment, you should consult the Office for Life Science Research Ethics and Safety of the university headquarters(lifescience.adm@gs.mail.u-tokyo.ac.jp).

### **C. Interview records**

When you carry out interviews of the parties relevant to your research, you must take note of the following:

- (1) Obtain the unequivocal consent of the interviewee in advance;
- (2) Explain the purpose of the interview clearly to the interviewee;
- (3) If the interview needs to be recorded, obtain unequivocal consent of the interviewee;
- (4) Obtain unequivocal consent in respect of the format in which the interview will be published: whether the entire



content of the interview may be published, a part of it be quoted, or only be used as evidence for your assertion (not be quoted);

- (5) Maintain accurate information of the interviewee, his or her position, and date, time and place of the interview. Obtain an agreement as to the extent of the inclusion of the interview results in your research paper or thesis (e.g. whether the name or initials should be used, or his or her employer can be identified, etc.) Even when the entire content of the interview cannot be included in your research paper or thesis, you must keep it ready for presentation as evidence to the extent which does not breach the agreement with the interviewee, if required by a third party; and
- (6) Obtain an agreement as to whether the interviewee can review your research paper or thesis prior to publishing.

You should keep in mind that a breach of the above conditions will cause problems for not only yourself but other researchers who wish to conduct subsequent research (e.g. refusal to grant an interview).

It should be noted that there is no assurance that the information given in an interview necessarily be the objective truth. Accordingly, the use of the information requires your due attention.

The use of records of a field study of a factory requires the same consideration. If you obtain special data, or were allowed a special observation, upon a promise of confidentiality, you must comply. Taking photographs requires careful attention (that is, you must refrain from taking photographs where it is prohibited, or obtain prior permission whenever there is a concern).

You are advised to refer to the following literature for guidance:

- Takahiro Fujimoto, et al. *Research Mind: Study of Business Management*, Yuhikaku, 2005 (in Japanese).
- Kazuo Koike, *Etiquettes for Conducting Hearing Surveys*, Toyo Keizai Inc., 2000 (in Japanese).
- Kazuo Koike and Haruo Horaguchi, eds., *Field Research of Business Management*, Nikkei Inc., 2006 (in Japanese).
- Robert K. Yin, *Case Study Research: Design and Methods*, Third Edition, Sage Publishing, 2003.

#### **D. Historical materials**

1. When you use historical materials which are publicly available in archives, you must keep records of the names of the archives and the material, as well as their reference number so that researchers conducting subsequent research can refer to them. If the use of the material, which is deposited in archives, is permitted on the condition that you would submit your draft research paper or thesis to the depositor for a review in advance and receive his or her approval, you must comply with the condition.
2. When you will do statistical or econometric analysis with the data you obtained from archives, refer to the instructions in Section A. "Statistical and econometric analysis" above.
3. If you have received a special permission from an individual or corporation allowing you to examine materials, you must obtain prior agreement as to the extent of disclosure of the materials (including the name of the owner of the material) or disclosure of personal

information in your research paper or thesis, and comply with the terms of the agreement. Whether any facts revealed by materials for which ownership cannot be revealed will be generally acceptable, however, is another matter.

The following publication provides useful guidance in respect of this issue:

Kanji Ishii, Akira Hara and Haruto Takeda, eds., *History of Japanese Economy: 6. Introduction to Study of the History of Japanese Economy*, The University of Tokyo Press, 2010 (in Japanese).

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content of the interview may be published, a part of it be quoted, or only be used as evidence for your assertion (not be quoted);

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