

# Authorized Absence Online System

(available on the Web System for Students and Faculty)

## Guide for Faculty

Student Division, Student Services Department  
Tokyo Institute of Technology  
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## Overview

The below list summarizes the process from receiving a request for authorized absence from a student to notifying the decision to the student. The Tokyo Tech web system enables course instructors to review absence requests and submit their decisions entirely online.

1. A student submits a request for authorized absence to the Student Division.
2. The Student Division reviews the request and supporting documentation, and registers the contents on the Web System for Students and Faculty for review by a primary instructor.
3. The Student Division notifies the primary instructor of the course for which the student has requested the authorized absence.
4. The instructor reviews the request and decides whether to grant authorized absence or not. They can complete and submit the “Notice of Decision on Request for Authorized Absence” form through the Web System for Students and Faculty.
5. The notice of decision is sent to the student who has requested the authorized absence.

## 1. Notification to the course instructor

The Student Division will notify the primary instructor of the course for which the student has requested authorized absence, by email (sent to your Tokyo Tech Mail address ending with “@m.titech.ac.jp”) and through the Web System for Students and Faculty.

If the absence request is made for a course taught by a part-time lecturer, the Student Division will contact the administrative office that will be in charge of handling the request or a faculty member acting as a contact person for the part-time lecturer.

### ◆ The “News (お知らせ)” screen on the Web System for Students and Faculty

#### News

Mon., Sep. 12, 2022 10:34 Authorized Absence Request from Student

To: [Redacted]

A request for authorized absence was submitted by a student as per below.

To review the request, please access the Web System for Students and Faculty. You should complete the Notice of Decision on Request for Authorized Absence form and submit it online.

This email notice is sent to the primary instructor of the course for which the student will be unable to attend class(es) and/or exam(s).

If you teach the course with other instructors, they are also allowed to access the request and complete the notice of decision form. Please kindly forward this email to the instructor whom you would like to ask to act on your behalf, if necessary.

The Student Division has already confirmed the validity of the supporting documentation attached to the request.

Student ID No. : [Redacted]

Course number : [Redacted]

Course title : [Redacted]

Period : [Redacted]

## 2. Notice of Decision on Request for Authorized Absence

- 1) When you receive a request for authorized absence from a student (and thus the notification described in the previous section), you will see a “Response required” icon in the “Authorized absence/long-term absence request” column in the list of your course(s). Click the “View” button above the “Response required” icon to view details of the absence request.

Note: If you teach the course with (an)other instructor(s), they (including part-time lecturers) will also be able to see the “View” button and fill in the notice of decision form.

Course Information: My Courses

2022 Spring Semester

**To respond to a request for authorized absence from your student**

- The instructor may refuse student registration by submitting a Registration Denial form after the undergraduate course registration Period.
- Students will automatically be permitted to register if processing is not conducted during the set Period.
- Within the set Period, permission to register can be revised.
- No processing is required for graduate school courses.

**To respond to a request for authorized absence from your student**

- Click the “View” button displayed in the “Authorized absence/long-term absence request” column. Review details of the absence request and fill out the Notice of Decision on Request for Authorized Absence form.
- An email notification regarding the absence request is sent to the primary instructor of the course for which the student will be unable to attend class(es) and/or exam(s). If the course has multiple instructors, those other than the primary instructor can also complete the notice of decision form, regardless of whether they receive the email notification.
- Once the notice of decision form is submitted, please avoid revising it. The Student Division will check its contents and send the notice to the student who requested the authorized absence. Revision, if required, must be done before the Student Division contacts the student.
- If the absence request is made for a course taught by a part-time lecturer, the Student Division will contact the administrative office that will be in charge of handling the request.

Filter :

Undergraduate Program Courses

My Courses

Class Days/Periods	Course number	Course Title ▼/▲	Instructor ▼/▲	Number of Applicants ▼/▲	List of Applicants	List of Registration Rejection	Authorized absence/long-term absence request
2Q: 2Q:					<a href="#">View</a>	<a href="#">Registration</a>	<a href="#">View (1)</a> <a href="#">Response required</a>



Authorized absence/long-term absence request

[View \(1\)](#)

[Response required](#)

- 2) Please review details of the request (information on the student, period and reason for the absence, etc.), then click the “Fill out the form” button shown in the “Decision on authorized absence request” column (on the far right of the table displayed on the screen), and start on the notice of decision form.

Authorized absence/long-term absence request

View all courses

- Request for authorized absence: The student will be granted authorized absence when it is recognized as legitimate.
- Request for long-term absence: The student will be deemed to be absent from class(es) and/or exam(s).

Faculty / Major ▼/▲	Student ▼/▲	Period ▼/▲	Type ▼/▲	Course ▼/▲	Class Days/Periods	Decision
			Authorized absence Infectious disease			<input type="button" value="Fill out the form"/> <input type="button" value="Response required"/>

- 3) Complete the notice of decision form and register your decision to grant authorized absence or not, actions to be taken for specific situations, etc. Upon receiving the completed form, the Student Division will check its contents, and send the notice to the student who requested the absence. After submitting the notice of decision form, please avoid revising it. Revisions, if required, must be done before the Student Division contacts the student.

Please provide the student with teaching material, instructions, etc. as appropriate in accordance with actions and considerations to be taken for the student.

### Descriptions of the Notice of Decision on Request for Authorized Absence

- Decision to grant authorized absence or not, actions to be taken, etc.

Select the option relevant to your decision.

- ① Grant authorized absence (class)
- ② Grant authorized absence (exams, etc.)
- ①+② Grant authorized absence (class and exams)
- ③ Course not subject to authorized absence
- ④ Exceptional cases (student not permitted to register for the course)

When you grant authorized absence (in the case of ①, ②, or ①+②) you must treat the student as being not absent in the normal manner and grant the student special consideration by providing teaching material, etc. as necessary in order to avoid any disadvantage being incurred.

<p>When authorized absence is granted:</p> <p>Note: If the authorized absence occurs during both the course period and quarter-end exam period, please select ① and ②.</p>	
<p>In the case of class(es)</p>	<p>Select “① Grant authorized absence (class): provide teaching or other reference material.”</p> <p>In the “Actions to be taken, etc.” column, write the details of special consideration and how the student will be provided with teaching materials, etc.</p>
<p>In the case of exam(s)</p>	<p>Select “② Grant authorized absence (exams, etc.): give makeup exam(s), written assignment, etc.”</p> <p>For courses in the bachelor’s degree program:</p> <p>Select an applicable option for “Special consideration during the quarter-end exam period” and provide an explanation in the “Details of makeup exams and/or other measures” column.</p> <p>The Student Division will contact you when you select “① Give makeup exam(s) that will be facilitated by the Student Division.”</p> <p>For courses in graduate programs:</p> <p>Write how makeup exam(s) will be conducted, how to submit a report, etc. in the “Actions to be taken, etc.” column.</p>
<p>When a course is not subject to authorized absence (intensive courses; courses involving exercises, experiments, or group work; those of a specific nature; etc.):</p> <p>Select “③ Course not subject to authorized absence: course falls under the category stipulated in Article 4.2 of the Agreement.”</p> <p>State specific reasons why the course is not subject to authorized absence, such as how the course is taught, etc. in the “Actions to be taken, etc.” column.</p>	
<p>When the course is subject to authorized absence but extended absence affects attainment of course credits:</p> <p>Select “④ Student not permitted to register for the course: extended absence affects attainment of course credits.”</p> <p>When you select ④, we regard this Notice as a proposal by the course instructor to not permit the student to register for the course and will delete the course registration after notifying the student.</p>	

- Special consideration during the quarter-end exam period (limited to courses in the bachelor’s degree program)

When the period of authorized absence extends to the quarter-end exam period, grant

special consideration to the student regarding the exam.

When giving makeup exam(s) that will be facilitated by the Student Division after the quarter-end exam period	Select “ ① Give makeup exam(s) that will be facilitated by the Student Division” (The makeup exam(s) will be conducted within two to three weeks after the quarter-end exam period.)
When a course instructor responds to the student individually	Select “ ② Course instructor will respond to the student individually” and write how to respond in the “Details of makeup exams and/or other measures” column (e.g., makeup exam(s), written assignment)
When the quarter-end exam(s) is not conducted	Select “③ Quarter-end exam(s) not conducted” (If you have any necessary or additional comments, write them in the “Details of makeup exams and/or other measures” column.)

Details of the absence request

[Return to list](#)

Name and Student ID	[REDACTED]
Affiliation	[REDACTED]
Reason(s)	The student has contracted or is suspected to have contracted a notifiable infectious disease listed in Article 18 of the Ordinance for Enforcement of the School Health and Safety Act
Period	[REDACTED]
Course title and number	[REDACTED]

Decision on request for absence	<input type="radio"/> ① Grant authorized absence (class) <input type="radio"/> ② Grant authorized absence (exams, etc.) <input type="radio"/> ①+② Grant authorized absence (class and exams) <input type="radio"/> ③ Course not subject to authorized absence <input type="radio"/> ④ Exceptional cases (student not permitted to register for the course)
Contact information	Mail <input type="text"/>

[Register entries](#)

### 3. Other information

- Contact information for inquiries regarding handling of authorized absences at Tokyo Tech Undergraduate Services Group, Student Division ([kyo.gak@jim.titech.ac.jp](mailto:kyo.gak@jim.titech.ac.jp))  
 Graduate Services Group, Student Division ([kyo.dai@jim.titech.ac.jp](mailto:kyo.dai@jim.titech.ac.jp))  
If your affiliation is either of the following, please contact the Suzukakedai Student Group ([suz.kyo@jim.titech.ac.jp](mailto:suz.kyo@jim.titech.ac.jp)): School of Life Science and Technology; Graduate School of Bioscience and Biotechnology; Interdisciplinary Graduate School of Science and Engineering.

- Related information for students

“List of forms for current students”

<https://www.titech.ac.jp/english/student/students/certificates/submitting/forms-current>