

# | Hiroshima University Student Exchange Regulations

(April 1, 2004 Regulation No. 7)

## Hiroshima University Student Exchange Regulations

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### Chapter 1 General Provisions

#### Purpose:

Article 1. These Regulations shall prescribe matters necessary to treatment of outbound exchange students and special auditors at Hiroshima University (hereafter, This University), based on stipulation in Paragraph 5 of Article 28, Paragraph 7 of Article 29, and Paragraph 4 of Article 30 in Hiroshima University General Provisions (April 1, 2004 Regulation No. 2) and Article 35, Paragraph 4 in Hiroshima University Graduate School Regulations (January 5, 2008 Regulation No. 2).

#### Definitions:

Article 2. In these Regulations, “outbound exchange student” shall refer to a student enrolled at This University who completes class subjects at another university, etc. as a part of the curriculum at This University (including a person who studies abroad at a foreign university or junior college (including an institution of higher learning other than a university; hereafter, the Foreign University, etc.), a person who completes class subjects in Japan conducted by an educational facility positioned as a facility that has the curriculum of a foreign university or junior college under said foreign country’s school education system and designated separately by the Minister of Education, Culture, Sports, Science and Technology, and a person who completes class subjects in a course at the United Nations University, established based on the December 11, 1972 United Nations General Assembly resolution stipulated in Article 1, Paragraph 2 of the Act on Special Measures (Act No. 72 of 1976) incidental to enforcement of the agreement between the United Nations and Japan regarding the headquarters of the United Nations University (hereafter, the United Nations University)).

(2) In these Regulations, “special auditor” shall refer to a student enrolled at another university, etc. who completes class subjects at This University as part of the curriculum at that university, etc.

(3) In these Regulations, “another university, etc.” shall refer to an institution falling under any of the following items.

[1] A university, junior college (including an advanced course; hereafter the same shall apply), or college of technology (including an advanced course; hereafter the same shall apply) that conducts a student exchange with This University

[2] The Foreign University, etc. and educational facility positioned as a facility that has the curriculum of a foreign university, or junior college under said foreign country’s school education system and designated separately by the Minister of Education, Culture, Sports, Science and Technology

[3] United Nations University

(4) In these Regulations, “inter-university consultation” shall refer to consultation that takes place in advance between This University and another university, etc. over student exchange regarding the range of class subjects that may be completed, the number of eligible students, methods of credit approval, methods of handling fees such as tuition, and other specific measures that shall be deemed necessary.

(5) In these Regulations, “interdepartmental consultation” shall refer to consultation that takes place in advance between schools or graduate schools at This university (hereafter, the Schools, etc.) and the other university, etc. over student exchange regarding the range of class subjects that may be completed, the number of eligible students, methods of credit approval, methods of handling fees such as tuition and other specific measures that shall be deemed necessary.

## Chapter 2 Outbound Exchange Students

### Handling Requirements:

Article 3. As a rule, the treatment of outbound exchange students shall take place regarding matters established by inter-university consultation or interdepartmental consultation.

(2) The inter-university consultation set forth in the preceding paragraph shall be carried out by the president following Faculty Meeting deliberations at a school for school-related matters and Faculty Meeting deliberations at a graduate school for graduate school-related matters (hereafter, the Relevant Faculty Meeting).

(3) The interdepartmental consultation set forth in Paragraph 1 shall be carried out by the dean of the relevant school, etc. following discussions by the Relevant Faculty Meeting.

### Application Procedure:

Article 4. A person applying to be an outbound exchange student must submit an application to the president along with a prescribed application and documents filled out with information stipulated by the inter-university consultation or interdepartmental consultation.

(2) The period of application submission shall be as provided by the inter-university consultation or interdepartmental consultation.

Permission for Dispatch:

Article 5. When an application to become an outbound exchange student is submitted, the president shall grant permission for dispatch following discussion by the Relevant Faculty Meeting.

(2) When taking class subjects at another university, etc. is approved, the president shall send the necessary documents and request that the president of said other university, etc. accept the student. However, when the dispatch is based on interdepartmental consultation, the dean of the relevant school, etc. shall request the president of said other university, etc. to accept the student.

Study Period:

Article 6. The study period for an outbound exchange student shall be 1 semester or 1 academic year.

(2) Notwithstanding the stipulations set forth in the preceding paragraph, when unavoidable circumstances are recognized, the president may change the study period following discussions with the president of said other university, etc. (in regard to interdepartmental consultation, the dean of the relevant school, etc. shall hold discussions with the president of said other university, etc.). However, the study period may not exceed 2 years in total.

Inclusion in the Period of Enrollment:

Article 7. The study period stipulated in the preceding article shall be included in the enrollment period at This University.

Submitting a Study Completion Report:

Article 8. When the study period is concluded, an outbound exchange student must immediately (a student who studies abroad at the Foreign University, etc. must submit the report within 1 month after the day of his/her return to Japan) submit a study completion report to the president through the dean of the school, etc. to which s/he belongs.

Tuition, etc.:

Article 9. An outbound exchange student shall pay the normal tuition to This University.

(2) The handling of fees such as tuition at the university, etc. that accepts the exchange student shall be as provided for by the inter-university consultation or interdepartmental consultation.

(3) In accordance with the stipulations set forth in the preceding paragraph, in cases where an outbound exchange student undertakes the burden of fees such as tuition at the university, etc. that accepts the exchange student, notwithstanding the stipulations set

forth in Paragraph 1, the tuition for This University shall not be collected during a period to be determined by the executive (International/Peace/Fund) for each said inter-university consultation or interdepartmental consultation.

Retraction of Permission for Dispatch:

Article 10. When an outbound exchange student is recognized as demonstrating poor performance, manifesting inappropriate behavior or neglects to pay tuition, etc., the president may retract permission for dispatch following discussion with the president of said another university, etc. (in regard to interdepartmental consultation, the dean of the relevant school, etc. shall hold discussions with the president of said another university, etc.).

### Chapter 3 Special Auditors

Applying the Handling Requirements, etc.:

Article 11. Stipulations set forth in Article 3, Paragraph 1 of Article 5, Article 6, and Article 10 shall apply mutatis mutandis to special auditors. In this case, the phrase "outbound exchange student" that appears in Article 3, Paragraph 1 of Article 5, Article 6, and Article 10 shall be replaced with "special auditor," the term "dispatch" that appears in Article 5 shall be replaced with "acceptance," and the phrase "permission for dispatch" that appears in Article 10 shall be changed to "permission for acceptance."

(2) In the case set forth in the preceding paragraph, when a special auditor is accepted based on the interdepartmental consultation established between the School of Dentistry and a foreign university, the phrase "1 semester or 1 academic year" that appears in Article 6, Paragraph 1 shall be changed to "4 academics," and the phrase "2 years" that appears in the proviso to Article 6, Paragraph 2 shall be changed to "5 years."

Application Procedure:

Article 12. A person applying to be a special auditor (excluding persons applying to the Hiroshima University Morito Higher Education Institution 3+1 Program) must submit the documents listed in the following items (excluding Item 4 for students of other universities, etc. (excluding the Foreign University, et al. and the United Nations University)) to the president through the president of the university, et al. to which s/he belongs 2 months prior to the start of the semester in which/he intends to study (as a rule, 6 months prior for students from the Foreign University, etc.; however, when stipulations exist in the inter-university consultation or interdepartmental consultation with a Foreign University, etc., that date shall be enforced).

[1] The prescribed Application for Special Auditor Status for This University

[2] Certificate of student status and transcript

[3] Letter of recommendation from the president of the university, et al. to which a student belongs

[4] Certificate of health from a doctor

Notification of Acceptance:

Article 13. When a person is granted acceptance as a special auditor, the president shall so notify the person through the president of the university, etc. to which s/he belongs.

Article 14. Cancelled

Issuance of Academic Records:

Article 15. The dean of the school, etc. shall issue the academic records of a special auditor.

Student ID Card:

Article 16. A special auditor must receive a predetermined student ID card and must always have it on his/her person.

Examination Fee, Admission Fee & Tuition:

Article 17. An examination fee and admission fee for a special auditor shall not be collected.

(2) When a special auditor is a student at a national university, junior college, or college of technology, tuition shall not be collected at This University.

(3) When a special auditor is a student at a public or private university, junior college, college of technology, a Foreign University, etc. or the United Nations University, s/he must pay a tuition of 14,800 yen by a predetermined date for each class equivalent to 1 credit taken in a semester (first semester or second semester). However, when any of the following items apply, payment of tuition is not required.

[1] When the tuition for said student is covered mutually non-deductible through an inter-university credit exchange agreement that has been concluded with a public or private university, junior college, or college of technology

[2] When the tuition for said student is covered mutually non-deductible through an inter-university exchange agreement, interdepartmental exchange agreement, or the equivalent that has been concluded with the Foreign University, etc. or the United Nations University

(4) Notwithstanding the stipulations of the preceding paragraph, when the special auditor is a student accepted based on an inter-university exchange agreement for the Hiroshima University Morito Higher Education Institution 3+1 Program, tuition for the following items must be paid by a predetermined date in accordance with the period of completion.

1. Term 3: 399,600 yen

2. Term 4: 532,800 yen

(5) Tuition that has already been paid shall not be refunded.

Burden of Fees:

Article 18. Fees required for laboratory work and practical training shall be the responsibility of the special auditor, as appropriate.

Chapter 4 Miscellaneous Provisions

Miscellaneous Provisions:

Article 19. In addition to the regulations prescribed hereinafter, matters necessary to the implementation of these Regulations shall be prescribed by the schools, etc.

(2) In addition to the regulations prescribed hereinafter, matters necessary to the treatment of special auditors for the Hiroshima University Morito Higher Education Institution 3+1 Program shall be separately prescribed.

Supplementary Provisions

1. This regulation shall come into effect from April 1, 2004.
2. When this regulation comes into effect, students who have been granted outbound exchange student or special auditor status based on the former Hiroshima University Exchange Student Regulations (Hiroshima University Regulations of 1972 Regulation No. 32) shall be regarded as having been granted outbound exchange student and special auditor status in accordance with this regulation.

Supplementary Provisions (April 1, 2005 Regulation No. 30)

This regulation shall come into effect from April 1, 2005.

Supplementary Provisions (December 20, 2005 Regulation No. 138)

This regulation shall come into effect from December 20, 2005, and stipulations set forth in the Hiroshima University Student Exchange Regulations revised in accordance with this regulation shall be applied from December 1, 2005.

Supplementary Provisions (January 15, 2008 Regulation No. 8)

This regulation shall come into effect from April 1, 2008.

Supplementary Provisions (March 16, 2010 Regulation No. 9)

This regulation shall come into effect from April 1, 2010.

Supplementary Provisions (October 19, 2010 Regulation No. 129)

This regulation shall come into effect from October 19, 2010.

Supplementary Provisions (April 17, 2011 Regulation No. 86)

This regulation shall come into effect from May 17, 2011.

Supplementary Provisions (November 19, 2013 Regulation No. 94)

This regulation shall come into effect from November 19, 2013.

Supplementary Provisions (April 1, 2015 Regulation No. 69)

This regulation shall come into effect from April 1, 2015.

Supplementary Provisions (April 1, 2016 Regulation No. 84)

This regulation shall come into effect from April 1, 2016.

Supplementary Provisions (September 21, 2016 Regulation No. 217)

This regulation shall come into effect from October 1, 2016.