

## Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits

(April 1, 2004 Approved by the Vice President (Education/Students))

### Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits

#### Purpose:

Article 1. These By-Laws prescribe matters necessary to the approval of credits acquired by a person prior to being newly admitted as a 1<sup>st</sup>-year student to a school at Hiroshima University (hereafter, This University) or to a graduate school, based on Article 31, Paragraph 4 of Hiroshima University General Provisions (April 1, 2004 Regulation No. 2; hereafter, General Provisions) and Article 36, Paragraph 3 of Hiroshima University Graduate School Regulations (January 15, 2008 Regulation No. 2; hereafter, Graduate School Regulations).

#### Number of Approved Credits, etc.:

Article 2. Each school or graduate school shall prescribe the number of approved credits previously acquired in accordance with the stipulations set forth in Paragraph 1 and Paragraph 2 of Article 31 of the General Provisions, provided that number falls within the stipulations set forth in Article 31, Paragraph 3 of the General Provisions and Article 36, Paragraph 2 of the Graduate School Regulations.

(2) Each school or graduate school shall prescribe the number of approved credits previously acquired at This University, etc. (including credits acquired as a credited auditor).

(3) The number of approved credits previously acquired in relation to a minor program or special program shall be as provided for in the Hiroshima University By-Laws for the Completion of a Minor Program (March 14, 2006 Approved by the Vice President (Education/Research)) or Hiroshima University By-Laws for the Completion of a Special Program (March 14, 2006 Approved by the Vice President (Education/Research)).

#### Procedure:

Article 3. A person intending to accept approval for previously acquired credits, etc. must submit the Application for Approval of Previously Acquired Credits (Appended Form No. 1), an academic transcript, and other necessary documents to the dean of the school or graduate school of enrollment (hereafter, School, etc. of Enrollment) by June 30<sup>th</sup> of the year of admission for students admitted in April, by December 28<sup>th</sup> of the year of admission for students admitted in October, and by June 30<sup>th</sup> of the year of registration for students registered in a minor program or special program.

Article 4. When an application is received in accordance with the stipulations set forth in the preceding article, the dean of the School, etc. of Enrollment shall grant approval of previously acquired credits provided they do not exceed the number of credits prescribed

based on the stipulations set forth in Paragraph 1 and Paragraph 2 of Article 2, following review by a Faculty Meeting in the School, etc. of Enrollment.

- (2) In the case of the preceding paragraph, as a rule, discussions shall take place in advance with the relevant school or graduate school, etc. (refers to a graduate school, attached research institute, national joint usage facilities, or joint education and research facilities on campus; hereafter, the same shall apply) regarding the class subjects at This University (excluding liberal arts education courses) to which a student applies for approval that are established by a facility other than the School, etc. of Enrollment.

Article 5. When approval is granted for previously acquired credits as a result of the review set forth in Paragraph 1 of the preceding article, the dean of the School, etc. of Enrollment shall immediately notify the applicant through the Notification of Approval for Previously Acquired Credits (Appended Form No. 2 or Appended Form No. 3), and when approval is not granted notification shall be made by an appropriate method.

- (2) When approval is granted for previously acquired credits for class subjects established by a facility other than the School, etc. of Enrollment (excluding liberal arts education courses), the dean of the School, etc. of Enrollment shall so notify the dean of the relevant school or graduate school, etc.

Guidance for Class Completion:

Article 6. When approval is granted for previously acquired credits, the School, etc. of Enrollment shall carry out appropriate guidance, such as allowing the completion of other electives, etc. in place of the approved credits.

Supplementary Provisions

This by-law shall come into effect from April 1, 2004.

Supplementary Provisions (April 25, 2006 Partial Revision)

This by-law shall come into effect from April 25, 2006, and the stipulations set forth in the Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits revised in accordance with this by-law shall be applied from April 1, 2006.

Supplementary Provisions (September 7, 2007 Partial Revision)

This by-law shall come into effect from September 7, 2007, and the stipulations set forth in the Hiroshima University By-Laws Regarding Approval of Previously Acquired Credits revised in accordance with this by-law shall be applied from April 1, 2007.

Supplementary Provisions (January 15, 2008 Partial Revision)

This by-law shall come into effect from April 1, 2008.

Supplementary Provisions (March 31, 2008 Partial Revision)

This by-law shall come into effect from April 1, 2008.

Supplementary Provisions (March 5, 2010 Partial Revision)

This by-law shall come into effect from April 1, 2010.

Appended Form No. 1 (related to Article 3)

Application for Approval of Previously Acquired Credits

Appended Form No. 2 (related to Article 5, Paragraph 1)

Notification of Approval for Previously Acquired Credits (for undergraduate school students)

Appended Form No. 3 (related to Article 5, Paragraph 1)

Notification of Approval for Previously Acquired Credits (for graduate school students)