

○Hiroshima University Regulations Regarding Credited Auditors

(April 1, 2004 Regulation No. 12)

Hiroshima University Regulations Regarding Credited Auditors

Purpose:

Article 1. These Regulations prescribe matters necessary to credited auditors at Hiroshima University (hereafter, This University), based on stipulations in Article 52-2, Paragraph 2 of Hiroshima University General Provisions (April 1, 2004 Regulation No. 2; hereafter, General Provisions) and Article 54, Paragraph 2 of Hiroshima University Graduate School Regulations (January 15, 2008 Regulation No. 2 hereafter, Graduate School Regulations).

Study Period:

Article 2. The study period for a credited auditor shall be 1 semester (first semester or second semester) or 1 academic year.

Admission Qualifications:

Article 3. Persons who may be admitted as a credited auditor are persons stipulated in the items set forth in Article 11 of the General Provisions in the case of a school, and persons stipulated in the items set forth in Article 15 of the Graduate School Regulations in the case of a graduate school, who are considered suitable credited auditors at This University.

(2) Notwithstanding the stipulations set forth in the preceding paragraph, a person who intends to obtain resident status by becoming a credited auditor at This University shall not be granted approval for admission.

Article 3-2 In addition to the persons provided for in the preceding Article, a student of a high school or in the latter course of a secondary educational school (hereinafter referred to as the “High School, etc.”) who desires to study the class subjects provided for the students of a school who are considered suitable may be admitted to a school as a credited auditor.

(2) Any matters necessary for the enrollment of the students of the High School, etc. shall be provided for separately.

Application Procedure:

Article 4. A person applying for admission as a credited auditor (hereafter, Applicant for Admission) must submit the following documents to the president through the school, graduate school or the basic organizations for the delivery of inter-graduate school programs of desired enrollment 1 month prior to the start of the academic year or semester, along with an examination fee of 9,800 yen.

[1] Application for Approval of Credited Auditor Status (Appended Form)

[2] Curriculum Vitae

- [3] Certificate of graduation from the last school attended
- [4] Letter of consent from supervisor (for persons currently employed at a public agency or company, etc.)
- [5] Copy of the residence card (for non-Japanese already residing in Japan (excluding permanent residents and special permanent residents))

(2) Notwithstanding the stipulations set forth in the preceding paragraph, when an Applicant for Admission is an in-service teacher dispatched by recommendation from an appropriate office (hereafter, In-service Teacher), a letter of referral from said appropriate office shall be attached to the documents set forth in Item 1 and Item 2 of the preceding paragraph.

Selection of Applicant for Admission and Approval of Admission:

Article 5. The selection of the Applicant for Admission set forth in the preceding article shall be conducted by a method prescribed by Faculty Meeting in the relevant school, graduate school or the basic organizations for the delivery of inter-graduate school programs.

- (2) A person who receives notification of acceptance based on the results of the selection set forth in the preceding paragraph must pay an admission fee of 28,200 yen and also submit a letter of commitment by the designated date.
- (3) The president shall grant admission to persons who have completed the procedure set forth in the preceding paragraph.

Changes to the Study Period:

Article 6. Notwithstanding the stipulations set forth in Article 2, when a credited auditor who has been granted admission for the study period in the first semester applies to continue studying in the second semester, the period of study may be renewed.

- (2) The stipulations set forth in the preceding 2 articles shall apply mutatis mutandis to the renewal procedure set forth in the preceding paragraph. In this case, payment of an admission fee shall not be required.

Tuition:

Article 7. A credited auditor must pay tuition of 14,800 yen for a class equal to 1 credit by the designated date in each semester (first semester or second semester) of study.

- (2) When the tuition is not paid by the predetermined due date, demand for payment will be made by a posted notice, etc. to the student, parents, etc.
- (3) Notwithstanding the stipulations set forth in Paragraph 1, in cases where a credited auditor is a student of the credit program prescribed in the Hiroshima University Credit Program Regulations (December 16, 2008 Regulation No. 172), and credits for class subjects registered in said credit program are acquired, payment of tuition related to said class subjects shall not be required.

Examination Fee, etc. for In-service Teachers:

Article 8. Notwithstanding the stipulations set forth in Article 4, Paragraph 1 and Article 5, Paragraph 2, an in-service teacher shall not be required to pay the examination fee or admission fee.

(2) In addition to the prescriptions set forth in the preceding paragraph and notwithstanding the stipulations set forth in the preceding article, payment of tuition shall not be required for an in-service teacher who does not receive approval of credits for completed class subjects.

Refund of the Examination Fee, Admission Fee, and Tuition Already Paid:

Article 9. Examination fees, admission fees, and tuition that have already been paid shall not be refunded.

Costs for Laboratory Work and Practical Training, etc.:

Article 10. Costs required for laboratory work and practical training, etc. shall be the responsibility of the credited auditor, as appropriate.

Granting of Credits:

Article 11. A person who intends to receive approval of credits for completed class subjects must take the examination for said class subjects.

(2) The predetermined credits shall be granted in accordance with the examination set forth in the preceding paragraph and attendance.

Issuance of Academic Records:

Article 12. Academic records for the credits granted in accordance with the preceding article shall be issued upon request from the credited auditor.

University Order of Dismissal:

Article 13. When a credited auditor is recognized as conducting any act against its duty as a student, the president may issue an order of dismissal.

Retraction of Approval to Study:

Article 14. When a credited auditor is recognized as demonstrating poor performance or neglects to pay tuition even after receiving demand for payment, the president may retract permission to complete said class subjects.

Miscellaneous Provisions:

Article 15. In addition to the regulations prescribed here, the stipulations set forth in the General Provisions or Graduate School Regulations regarding matters necessary to credited auditors shall apply *mutatis mutandis*.

Supplementary Provisions:

This regulation shall come into effect from April 1, 2004.

Supplementary Provisions: (April 1, 2005 Regulation No. 32)

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

Supplementary Provisions: (January 15, 2008 Regulation No. 10)

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

Supplementary Provisions: (February 26, 2009 Regulation No. 7)

This regulation shall come into effect from February 26, 2009.

Supplementary Provisions: (January 19, 2010 Regulation No. 1)

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

Supplementary Provisions: (August 30, 2012 Regulation No. 119)

This regulation shall come into effect from August 30, 2012, and the stipulations set forth in the Hiroshima University Regulations Regarding Credited Auditors revised in accordance with this regulation shall be applied from July 9, 2012.

Supplementary Provisions: (March 10, 2020 Regulation No.20)

This regulation shall come into effect from April 1, 2020.

Supplementary Provisions: (January 10, 2023 Regulation No.2)

This regulation shall come into effect from January 10, 2023.

Supplementary Provisions: (April 1, 2023 Regulation No.105)

This regulation shall come into effect from April 1, 2023.

Appended Form (related to Article 4, Paragraph 1)

Application for Approval of Credited Auditor Status