

○Hiroshima University By-Laws for the Completion of a Special Program

(March 14, 2006 Approved by the Vice President (Education/Research))

Hiroshima University By-Laws for the Completion of a Special Program

Purpose:

Article 1. These By-Laws shall prescribe matters necessary to the completion of a special program in an education program at Hiroshima University (hereafter, This University), based on the stipulations in Article 11, Paragraph 2 of Hiroshima University Education Program Regulations (February 14, 2006 Regulation No. 5; hereafter, the Regulations).

Names & Schools, etc. of Establishment:

Article 2. The names and schools, etc. of establishment (refers to schools, graduate schools, attached research institute, national joint usage facilities, and joint education and research facilities on campus; hereafter, the same shall apply) (hereafter, Schools, etc. of Establishment) for special programs shall be as provided for in the Appended Table.

Class Subjects & Methods of Completion:

Article 3. The class subjects and methods of completion for special programs shall be clearly stated in the Description of a Special Program (hereafter, the Description) prescribed in Article 15, Paragraph 3 of the Regulations.

Registration:

Article 4. In cases where a student fulfills the criteria prescribed by a special program, s/he may register for said special program.

(2) The procedure for the registration set forth in the preceding paragraph shall take place during a predetermined period at the end of each term or end of each semester, and the registration period and suitability of registration shall be determined by the individual in charge or teacher committee for said program.

(3) A student may count credits from a class subject in a special program acquired prior to the registration set forth in Paragraph 1 toward the credits required to complete said program.

(4) Matters necessary to registration for a special program shall be prescribed by the individual in charge or teacher committee for said program.

(5) While a student is registered for a special program, the dean of the school to which the student belongs shall note in his/her academic transcript that said student is completing the special program.

Completion Procedure:

Article 5. The class subjects offered in each semester and the names of the teachers in charge, etc. shall be made public by the School, etc. of Establishment at the start of each semester.

Article 6. A student intending to take a class subject must carry out a predetermined procedure for that class subject within a period in each term stipulated by the School, etc. of Establishment

Approval of Credits Acquired Prior to Admission as a 1st-Year Student:

Article 7. The number of approved credits, etc. (restricted to credits set forth in Paragraph 1 and Paragraph 2 of Article 31 of Hiroshima University General Provisions (April 1, 2004 Regulation No.2)) previously acquired relevant to a special program shall be prescribed as less than one-half the number of required credits, based on discussion in the teacher committee (when no teacher committee is established, it shall be based on the opinion of the individual in charge; the same shall apply to the following paragraph) for said program, and shall be clearly stated in the Description of said program.

(2) The number of approved credits, etc. (restricted to credits previously acquired at This University (including credits acquired as a credited auditor)) previously acquired relevant to a special program shall be prescribed based on discussion in the teacher committee for said program, and shall be clearly stated in the Description of said program.

Determination of Completion, etc.:

Article 8. The teacher committee or individual in charge of a special program shall determine completion for a person who has been granted approval for graduation and acquired credits of the class subjects listed in the Description of said program. However, even when a person is not granted approval for graduation, completion shall be determined when the dean of the school to which that person belongs grants approval and credits of the class subjects listed in the Description of said program have been acquired.

(2) The dean of the School, etc. of Establishment may confer a Certificate of Completion of a Special Program (Appended Form) on a person who has completed a special program.

(3) In cases where a student has completed a special program, the dean of the school to which the student belongs shall note the completion of the special program in his/her academic transcript.

Standards for Calculating No. of Credits:

Article 9. The calculation of the number of credits for each class subject shall be as provided for in the Hiroshima University Liberal Arts Education Course Completion Regulations (February 14, 2006 Regulation No.6) for liberal arts education courses, and as provided for in the by-laws for each school for specialized education courses.

(2) Notwithstanding the stipulations set forth in the preceding paragraph, the calculation of the number of credits for class subjects newly established by the School, etc. of Establishment for a special program shall be prescribed by the teacher committee or individual in charge of said program based on the standards stipulated in Article 19-3,

Paragraph 1 of the Hiroshima University General Provisions, and shall be clearly stated in the Description of said program.

Examinations & Supplementary Examinations:

Article 10. The implementation of examinations and supplementary examinations shall be as provided for in the Hiroshima University Liberal Arts Education Course Completion Regulations for liberal arts education courses, and as provided for in the by-laws for each school for specialized education courses.

Article 11. Notwithstanding the stipulations set forth in the preceding article, as a rule, examinations in class subjects newly established by the School, etc. of Establishment for a special program shall be held at the end of the term in which the classes for said class subjects were concluded. However, ordinary performance outcomes or a report relevant to a class subject may be substituted for examination results.

- (2) The examination method and date shall be announced in advance by the School, etc. of Establishment
- (3) In cases where a student attends less than two-thirds of the classes held, s/he will not be permitted to take an examination. However, in cases where absence follows a predetermined procedure and the absence is recognized as being due to illness or other unavoidable circumstances, the decision shall be left to the teacher in charge of said class subject.

Article 12. Notwithstanding the stipulations set forth in Article 10, a person who was unable to take an examination in a class subject newly established by the School, etc. of Establishment for a special program due to any of the following items may take a supplementary examination.

- [1] Absence due to the death of a spouse or a person within the third degree of kinship
- [2] Injury or illness (restricted to instances of hospitalization or equivalent circumstance)
- [3] Natural disaster or other extraordinary disaster
- [4] Sudden accident of public transport
- [5] Other unavoidable circumstances

- (2) As a rule, a person intending to take a supplementary examination must submit a request to the dean of the School, etc. of Establishment within 1 week after the implementation of the examination for said class subject, along with the predetermined application to take a supplementary examination and validation of the reason.
- (3) As a rule, a person who is permitted to take a supplementary examination must take the supplementary examination on a date and at a time designated by the teacher in charge.
- (4) The implementation period for the supplementary examination shall be within 3 weeks after the implementation of the examination for said class subject.

Treatment of Credits:

Article 13. Credits acquired in a special program may also be counted as required credits for a major program, in accordance with completion standards for the major program.

Miscellaneous Provisions:

Article 14. In addition to the by-laws prescribed here, matters necessary to the completion of a special program shall be as provided for by each teacher committee or individual in charge.

Supplemental Provisions

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

Supplemental Provisions (September 7, 2007 Partial Revision)

This by-law shall come into effect from September 7, 2007, and stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program revised in accordance with this by-law shall be applied from April 1, 2007.

Supplemental Provisions (March 31, 2008 Partial Revision)

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

Supplemental Provisions (February 16, 2010 Partial Revision)

1. This by-law shall come into effect from April 1, 2010.
2. Provisions then in force regarding completion of a special program relevant to students admitted in or before FY2008 shall remain applicable, regardless of stipulations (excluding stipulations set forth in Article 8, Paragraph 2, and portions related to the stipulations for the special program in Biomedical Technology and Informatics in the Appended Table) set forth in the Hiroshima University By-Laws for the Completion of a Special Program (hereafter, New By-Laws) revised in accordance with this by-law.
3. The portions related to the stipulations for the special program in Biomedical Technology and Informatics in the Appended Table for the New By-Laws shall not apply to students admitted in or before FY2007.
4. Notwithstanding the stipulations set forth in Paragraph 1 and Paragraph 2 of Article 7 in the New By-Laws, the no. of approved credits, etc. previously acquired in a special program by students admitted in FY2009 (including students admitted in FY2008 for the special program in Biomedical Technology and Informatics) shall be as shown in the following table.

Name of Program	No. of Approved Credits, etc. Previously Acquired at Another University, etc.	No. of Approved Credits, etc. (including credits acquired as a credited auditor) Previously Acquired at Hiroshima University
Molecular Basis of Life	No approval of	No approval of previously acquired

Science	previously acquired credits, etc.	credits, etc.
International Development and Cooperation	No approval of previously acquired credits, etc.	No approval of previously acquired credits, etc.
Information and Media Design	2 credits	2 credits
Building Professional English Skills	No approval of previously acquired credits, etc.	No approval of previously acquired credits, etc.
Building Professional German Skills	No approval of previously acquired credits, etc.	No approval of previously acquired credits, etc.
Curator Qualification Course	7 credits	15 credits
Social Researcher Qualification Course	5 credits	14 credits
Basic Qualification as a Supervisor of Adult and Community Education	10 credits	24 credits
Teacher Librarian Qualification Course	4 credits	10 credits
Clinical Medicine	No approval of previously acquired credits, etc.	No approval of previously acquired credits, etc.
Biomedical Technology and Informatics	No approval of previously acquired credits, etc.	No approval of previously acquired credits, etc.

Supplemental Provisions (December 6, 2011 Partial Revision)

1. This by-law shall come into effect from April 1, 2012.
2. Provisions then in force regarding completion of a special program relevant to students admitted in or before FY2011 shall remain applicable, regardless of stipulations (excluding portions related to the stipulations for the Training Program for Clinical Trial Specialist to Evaluate Functional Foods in the Appended Table) set forth in the Hiroshima University By-Laws for the Completion of a Special Program (hereafter, New By-Laws) revised in accordance with this by-law.
3. The portions relevant to the stipulations to the Training Program for Clinical Trial Specialist to Evaluate Functional Foods set forth in the Appended Table for the New By-Laws shall not apply to students admitted in or before FY2008.

Supplemental Provisions (November 6, 2012 Partial Revision)

1. This by-law shall come into effect from April 1, 2013.

2. The portions relevant to the stipulations for the special program in Accessibility Leader Program set forth in the Appended Table for the Hiroshima University By-Laws for the Completion of a Special Program revised in accordance with this by-law shall not apply to students admitted prior to FY2012.

Supplemental Provisions (March 28, 2013 Partial Revision)

1. This by-law shall come into effect from April 1, 2013.
2. Provisions then in force regarding completion of a special program relevant to students admitted prior to FY2012 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program revised in accordance with this by-law.

Supplemental Provisions (January 31, 2014 Partial Revision)

1. This by-law shall come into effect from April 1, 2014.
2. Provisions then in force regarding completion of a special program relevant to students admitted prior to FY2013 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program revised in accordance with this by-law.

Supplemental Provisions (February 5, 2016 Partial Revision)

1. This by-law shall come into effect from April 1, 2016.
2. The portions relevant to the stipulations for the special program in Global Teacher Training set forth in the Appended Table for the Hiroshima University By-Laws for the Completion of a Special Program revised in accordance with this by-law shall not apply to students admitted prior to FY2015.

Supplementary Provisions (February 14, 2017 Partial Revision)

1. This by-law shall come into effect from April 1, 2017.
2. Provisions then in force regarding completion of a special program pertaining to students admitted prior to FY2016 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program Appended Table revised in accordance with this by-law.

Supplementary Provisions (March 5, 2018 Partial Revision)

1. This by-law shall come into effect from April 1, 2018
2. Provisions then in force regarding completion of a special program pertaining to students admitted prior to FY2017 shall remain applicable, regardless of stipulations set forth in

the Hiroshima University By-Laws for the Completion of a Special Program Appended Table revised in accordance with this by-law (hereafter, New By-Laws). However, portions in stipulations set forth in the Appended Table of the New By-Laws related to the Hiroshima Peace Initiative Leader Program, Trilingual Program, and Legal Professional Program shall apply to students admitted in FY2017.

Supplementary Provisions (January 15, 2019 Partial Revision)

1. This by-law shall come into effect from April 1, 2019.
2. Provisions then in force regarding completion of a special program pertaining to students admitted prior to FY2018 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program Appended Table revised in accordance with this by-law (hereafter, New By-Laws). However, portions in stipulations set forth in the Appended Table of the New By-Laws related to the Science Communicator Program shall apply to students admitted in FY2018.

Supplemental Provisions (March 5, 2020 Partial Revision)

This by-law shall come into effect from March 5, 2020, and stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program revised in accordance with this by-law shall be applied from October 1, 2019.

Supplementary Provisions (March 6, 2020 Partial Revision)

1. This by-law shall come into effect from April 1, 2020.
2. Provisions then in force regarding completion of a special program pertaining to students admitted prior to FY2019 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program Appended Table revised in accordance with this by-law.

Supplementary Provisions (January 29, 2021 Partial Revision)

1. This by-law shall come into effect from April 1, 2021.
2. Provisions then in force regarding completion of a special program pertaining to students admitted prior to FY2020 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws for the Completion of a Special Program Appended Table revised in accordance with this by-law.

Appended Table (related to Article 2)

Names of Special Programs & Schools of Establishment, etc.

Appended Form (related to Article 8, Paragraph 2)

Certificate of Completion of a Special Program