

○Hiroshima University By-Laws on the Treatment of Long-term Completion of Curricula

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

Hiroshima University By-Laws on the Treatment of Long-term Completion of Curricula

Purpose:

Article 1. These By-Laws prescribe matters necessary to the treatment of long-term completion of curricula at Hiroshima University (hereafter, This University), based on stipulations in Article 22, Paragraph 2 of Hiroshima University General Provisions (April 1, 2004 Regulation No. 2; hereafter, the General Provisions) and Article 32, Paragraph 2 of Hiroshima University Graduate School Regulations (January 15, 2008 Regulation No. 2; hereafter, the Graduate School Regulations).

Eligible Students:

Article 2. A person eligible to apply for long-term completion of curricula shall be any individual who falls under the following items and expresses the intent to systematically complete a course over a certain period of time that exceeds the term of study (the standard term of study in the case of a graduate school).

- (1) Individuals that are employed and working (including persons working part-time) for whom securing time for studies is especially difficult
- (2) Individuals that carry out domestic duties, childcare, or caregiving at home for whom securing time for studies is especially difficult
- (3) Individuals admitted through the Hiroshima University Phoenix Admission System

Period of Long-term Completion of Curricula:

Article 3. The maximum period of long-term completion of curricula shall be the number of years prescribed by each school or graduate school that falls within the maximum period of enrollment stipulated in Article 6 of the General Provisions or Article 10 of the Graduate School Regulations.

Procedure:

Article 4. A person intending to undertake long-term completion of curricula must submit the predetermined application for long-term completion of curricula to the president through the school or graduate school to which the student belongs (hereafter, School, etc. of Enrollment) between April 1st and April 15th in the first semester, and between October 1st and October 15th in the second semester.

- (2) When an application is submitted in accordance with the stipulations set forth in the preceding paragraph, the president shall grant approval following deliberations at the Faculty Meeting in the relevant school or graduate school.

- (3) When approval is granted in accordance with the stipulations set forth in the preceding paragraph, the president shall notify the dean of the School, etc. of Enrollment and issue a letter of permission to the student.

Changing the Study Arrangement:

Article 5. Changes to long-term completion of curricula during enrollment may be approved provided the number of students enrolled in the School, etc. of Enrollment (the number of persons enrolled as long-term study students shall be in accordance with a stipulated formula) does not exceed admission capacity. However, changes in expected year of graduation or completion shall not be approved.

- (2) The abbreviation of the period of completion (including the cancellation of long-term completion of curricula; hereafter, the same shall apply) may be approved for a person already authorized for long-term completion of curricula. However, an extension of the period of completion shall not be approved.
- (3) Changes to the long-term completion of curricula part way through enrollment and the abbreviation of the period of completion for a person already authorized for long-term completion of curricula (hereafter, Change in Study Arrangement) shall be approved only once.
- (4) The procedure for a Change in Study Arrangement shall be as provided for in the preceding article.

Supplementary Provisions

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

Supplementary Provisions (January 15, 2008 Partial Revision)

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

Supplementary Provisions (February 28, 2014 Partial Revision)

This by-law shall come into effect from April 1, 2014.