

○Hiroshima University By-Laws Regarding School Transfer

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

Hiroshima University By-Laws Regarding School Transfer

Purpose:

Article 1. These By-Laws prescribe matters necessary to school transfer at Hiroshima University (hereafter, This University), based on the stipulations in Article 36, Paragraph 2 of Hiroshima University General Provisions (April 1, 2004 Regulation No. 2).

Qualifications:

Article 2. School transfer may be permitted to a student enrolled in This University when a Faculty Meeting of the school of enrollment and school of desired enrollment deems, in view of the student's aptitude, that the transfer of school would develop the student's abilities.

Disclosure:

Article 3. The dean of each school shall determine the selection method and other necessary matters for the academic year in regard to a person intending to transfer schools, and shall notify the president of them by December 15<sup>th</sup>.

(2) The president shall disclose the selection methods, etc. of each school by January 10<sup>th</sup>.

Procedure:

Article 4. A person intending to transfer schools must submit the Request for School Transfer (Appended Form No. 1) to the dean of the school of enrollment through a tutor in the school of enrollment between February 1<sup>st</sup> and 10<sup>th</sup>.

(2) An application in accordance with the preceding paragraph may only be submitted in regard to one school.

(3) A tutor in the school of enrollment shall draw up the Evaluation Report (Appended Form No. 2) after hearing the reasons for transfer from the person intending to transfer schools.

(4) The dean of the school of enrollment that approves the intent to transfer schools shall send the Request for School Transfer and Evaluation Report to the dean of the school of desired enrollment by the last day of February.

Selection Method:

Article 5. The school of desired enrollment that receives the Request for School Transfer shall make an overall judgment and determine acceptance or denial based on a combination of the motivation behind the intent, performance on the entrance examination, academic records, interview, short essay, written test, a proficiency test, etc.

(2) The dean of the school of desired enrollment shall complete a request to the president for permission to transfer schools by March 31<sup>st</sup>.

Period of Approval:

Article 6. The period of approval for school transfer shall be April 1<sup>st</sup>.

Year of Assignment:

Article 7. As a rule, the year of assignment for curriculum to be studied by a person approved for school transfer shall be in the 2<sup>nd</sup> year.

Period of Enrollment:

Article 8. The remaining period of enrollment for a person approved to transfer schools shall be the period obtained by subtracting the period of enrollment already passed from the predetermined period of enrollment for the school to which the student is to be transferred.

Restriction on School Transfer:

Article 9. As a rule, a person permitted to transfer schools may not apply again for school transfer.

#### Supplementary Provisions

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

#### Supplementary Provisions (February 20, 2006 Partial Revision)

1. This by-law shall come into effect from April 1, 2006.
2. The provisions then in force regarding faculty transfer for students admitted in or before FY2005 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws Regarding Faculty Transfer revised in accordance with this by-law.

#### Supplementary Provisions (May 1, 2019 Partial Revision)

This by-law shall come into effect from May 1, 2019.

#### Supplementary Provisions (April 1, 2020 Partial Revision)

1. This by-law shall come into effect from April 1, 2020.
2. The provisions then in force regarding faculty transfer for students admitted in or before FY2020 shall remain applicable, regardless of stipulations set forth in the Hiroshima University By-Laws Regarding Faculty Transfer revised in accordance with this by-law.

#### Supplementary Provisions (January 29, 2021 Partial Revision)

This by-law shall come into effect from January 29, 2021.

Appended Form No. 1 (related to Article 4, Paragraph 1)

Request for School Transfer

Appended Form No. 2 (related to Article 4, Paragraph 3)

Evaluation Report