

Guide for Issuance of Extracurricular Activities Certificate

(Approved by the president March 2, 2016)

Guide for Issuance of Extracurricular Activities Certificate

Purpose:

1. This Guide prescribes matters necessary to issuing certificates for proving a student of Hiroshima University (hereafter, This University) has engaged in extracurricular activities, based on the stipulations set forth in Article 56, Paragraph 2 of Hiroshima University General Provisions (April 1, 2004 Regulation No. 2) (including mutatis mutandis application of Article 56, Paragraph 2 of Hiroshima University Graduate School Regulations (January 15, 2008 Regulation No. 2) and Article 24 of Hiroshima University Special Needs Education: Regulations for the Program in Special Education (March 20, 2007 Regulation No. 44)).

Objective:

2. The objective of this Guide is to support extracurricular activities carried out by students by issuing certificates to those who have engaged in extracurricular activities such as sports and other physical activities, artistic and cultural activities, and volunteer activities.

Requesting Issuance of Certificates:

3. Students enrolled in a school, graduate school, or advanced course at This University who belong to a student group of This University and have engaged in extracurricular activities may request issuance of a certificate from the president by submitting a Certificate Issuance Request (Extracurricular Activities). (Appended Form 1; hereafter, Issuance Request).
- (2) The student group stipulated in the preceding paragraph must be a student group that has submitted a Student Group Notice based on the stipulations set forth in Article 5 of Hiroshima University Regulations Regarding Student Life (April 1, 2004 Regulation No. 15; hereafter, Regulations) whose manager or advisor was an employee of This University during the time the student requesting issuance of the certificate engaged in extracurricular activities or on the day the issuance of the certificate was requested.

Issuance of Certificates:

4. When the request specified in Article 3, Paragraph 1 has been submitted, the president shall, upon reviewing the details of said request, issue a certificate (Appended Form 2) if h/she can confirm that said student belonged to a student group based on the Formation of Club Notice or renewal notice stipulated in Article 5, Items 1 through 3 of the Regulations, or other documents.

Cancellation:

5. If the student wrote, or it is discovered the student wrote, false information on the Issuance Request, the president shall rescind the certificate retroactively to the time it was issued.

Administration:

6. Administration of the issuance of the certificate shall be conducted by the General Student Support Center.

Mutatis Mutandis Application:

7. The stipulations set forth in this Guide shall apply mutatis mutandis to research students (including foreign research students) and credited auditors.

Supplementary Provisions

This Guide shall come into effect from April 1, 2016.

Supplementary Provisions (May 1, 2019 Partial Revision)

This Guide shall come into effect from May 1, 2019.

Appended Form 1 (related to 2.)

Certificate Issuance Request (Extracurricular Activities)

Appended Form 2 (related to 4.)

Certificate