

○Hiroshima University Regulations Regarding Research Students

(April 1, 2004 Regulation No. 10)

Hiroshima University Regulations Regarding Research Students

Purpose:

Article 1. These Regulations prescribe matters necessary to research students conducting research on specific matters for a period of 1 semester or 1 academic year in a school, graduate school, attached research institute, national joint usage facility, or joint education and research facility on campus (hereafter, Schools, etc.) at Hiroshima University (hereafter, This University), based on the stipulations in Article 52, Paragraph 2 of Hiroshima University General Provisions (April 1, 2004 Regulation No. 2; hereafter, General Provisions) and Article 53, Paragraph 2 of Hiroshima University Graduate School Regulations (January 15, 2008 Regulation No. 2; hereafter, Graduate School Regulations).

Research Application and Examination Fee:

Article 2. A person falling under any of the following items shall be eligible for admission to a school, attached research institute, national joint usage facility, or joint education and research facility on campus as a research student.

[1] A person who has graduated from a university

[2] A person who graduated from a junior college or a college of technology

[3] A person at This University possessing considerable academic ability recognized as being a suitable research student

(2) A person falling under any of the following items shall be eligible for admission to a graduate school as a research student.

[1] A person who has graduated from a university

[2] A person at a graduate school at This University possessing considerable academic ability recognized as being a suitable research student

Article 3. A person applying for status as a research student must submit the following documents to the president through the School, etc. at which s/he desires to study up to 1 month prior to the start of the semester, along with an examination fee of 9,800 yen.

[1] Application for Research Student 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.)

(2) A person who is an in-service teacher dispatched by recommendation from an appropriate office shall attach a letter of referral from said appropriate office to the

documents set forth in Item 1 and Item 2 of the preceding paragraph. However, an examination fee shall not be collected.

Authorization of Acceptance:

Article 4. The acceptance of a research student shall be authorized by the president, following discussion at a Faculty Meeting (or a Steering Committee in the case of a national joint usage facility or joint education and research facility on campus; hereafter, the same shall apply) at the relevant School, etc.

Special Cases for Research Period and Application Term:

Article 5. When the existence of special circumstances is recognized, the president may acknowledge special cases for research period and application term, following discussion at a Faculty Meeting at the relevant School, etc., notwithstanding the stipulations set forth in Article 1 and Article 3, Paragraph 1.

Continuation of Research:

Article 6. When a research student desires to continue research after the conclusion of a research period, s/he must receive permission by submitting the following documents to the president through the relevant School, etc. up to 15 days prior to the conclusion of the research period. In this case, the stipulations set forth in Article 1 shall apply *mutatis mutandis* to the period of research.

[1] Application to Continue Research as a Research Student

[2] Letter of consent from supervisor (for persons currently employed at a public agency or company, etc.)

(2) The examination fee and admission fee shall not be collected for persons who continue research in accordance with the stipulations set forth in the preceding paragraph.

Admission Fee:

Article 7. A person who intends to accept the offer of admission must pay an admission fee of 84,600 yen by the designated date. However, the admission fee shall not be collected from persons to which the stipulations set forth in Article 3, Paragraph 2 apply.

Research Fee:

Article 8. A research student must pay a research fee of 29,700 yen per month by the designated date, for a 6-month period each time, in accordance with the research period (or the amount for that period when the research period is less than 6 months). However, the research fee shall not be collected from persons to which the stipulations set forth in Article 3, Paragraph 2 apply.

(2) When the research fee is not paid by the designated date, demand for payment shall be made by a posted notice, etc. to the student, parents, etc.

Teaching Advisor:

Article 9. The dean of the relevant School, etc. must designate a teaching advisor for the research student.

Burden of Fees:

Article 10. Fees required for research shall be the responsibility of the research student, as appropriate.

Retraction of Permission for Research:

Article 11. The president shall retract permission for research when a research student falls under one of the following items.

[1] When the research student is recognized as demonstrating poor research

[2] When the research student conducts any act against his/her duty as a student

[3] When the research student neglects to pay the research fee

Refunding Examination Fees, Admission Fees, and Research Fees Already Paid:

Article 12. Examination fees, admission fees, and research fees that have already been paid shall not be refunded.

Miscellaneous Provisions:

Article 13. In addition to the regulations prescribed here, stipulations set forth in the General Provisions or the Graduation School Regulations shall apply mutatis mutandis to matters necessary to research students.

#### Supplementary Provisions

1. This regulation shall come into effect from April 1, 2004.
2. When this regulation comes into effect, persons authorized to continue conducting research as a research student in accordance with the former Hiroshima University Rules Regarding Research Students (Hiroshima University Regulations of 1976 Regulation No. 1) shall be regarded as having been authorized to continue research as a research student in accordance with this regulation.
3. When a person approved to complete the Hiroshima University Graduate School Leader Education Program desires admission to a Faculty, etc. as a research student during the period up to the start of study and his/her acceptance is authorized, the examination fee, admission fee, and research fee shall not be collected, notwithstanding the stipulations set forth in Article 3, Paragraph 1, Article 7, and Article 8, Paragraph 1.

Supplementary Provisions (April 1, 2005 Regulation No. 33)

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

Supplementary Provisions (January 15, 2008 Regulation No. 12)

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

Supplementary Provisions (May 15, 2012 Regulation No. 103)

This regulation shall come into effect from May 15, 2012, and the stipulations set forth in Paragraph 3 of the Hiroshima University Regulations Regarding Research Students revised in accordance with this regulation shall be applied from April 1, 2012.

Appended Form (related to Article 3, Paragraph 1)

Application for Research Student Status