

○ Special cases related to course registration of Common Graduate Courses
(Master's Course)

March 4, 2021

Approval by the Chairperson of the Council for Control Center of Education,
Headquarters for Education

1. Purpose

On-demand classes of the Common Graduate Courses (Master's Course) will be given to students without easy commuting access to regular classrooms in order to provide an opportunity for them to take these classes.

2. Students to whom the special cases apply

Master's Course students and Professional Degree Program students falling under any of the following conditions will be allowed to take the on-demand classes.

(1) Students who conduct their main research outside the Higashi-Hiroshima, Kasumi, and Higashi-Senda Campuses in the relevant term

(2) Working adult students

(3) Students who have difficulty commuting to the university during the relevant term due to family circumstances, such as childcare commitments

(4) Students who have difficulty commuting to the university during the relevant term due to injury or illness

(5) Students who have difficulty completing the course within the study term due to the scheduling of their degree program (limited to cases approved by the head of the relevant program)

3. Target subjects

Students will be notified of subjects that have on-demand classes prior to the course registration period of the relevant term.

4. Period of accepting course registration

Course registration for the special cases will be allowed during the specified period in the relevant term for general course registration and confirmation.

5. How to carry out the relevant procedure

(1) Students who wish to apply for on-demand courses based on these special cases shall submit the "Statement of Reasons for Course Registration" and materials, through which their claim to fall under any of the cases in item 2 above can be objectively understood, to their supervisor by email during the period described in item 4 above. The supervisor will then check the form and, if approving it, will enter a comment and his/her name and submit it to the Education Promotion Group via email (along with the supporting document that

objectively corroborates the reason in the form).

(2) The Chairperson of the Committee for Planning & Developing Education supervised by the Council for the Control Center of Education, Headquarters for Education, after confirming the details of the Statement of Reasons for the Course Registration and said materials, shall make a judgment on eligibility for the relevant course registration.

(3) The Education Promotion Group (Liberal Arts Education section) shall make the relevant course registration based on the judgment in (2) above.

6. Reporting

When carrying out the relevant procedures based on these special cases, the Education Promotion Group (Liberal Arts Education section) shall report to the instructor in charge of the relevant subject.

Supplementary Provisions:

These provision shall apply as of March 4, 2021.