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Chapter 1. Undergraduate School

Section 1. Purpose

(Purpose of undergraduate school)

Article 1. The purpose of the undergraduate school of Kyushu Institute of Technology (hereinafter “Kyutech”) is to teach and research specialized arts and sciences related to engineering, and to contribute to cultural improvement and social development by educating and training a student to become “a person of integrity with technological expertise,” the motto of the Kyutech since its foundation – in other words, by fostering personnel who are competent and well versed in science and technology, and cultivating within them an education that is both deep and broad, a well-rounded and versatile ability to make good judgments and a rich sense of humanity.

Section 2. Organization

(School and department)

Article 2. Kyutech is comprised of the following schools:

(1) School of Engineering

In engineering fields based on “monozukuri (creative engineering),” the school aims to foster specialized engineers with a rich education, engineering ethics and communication skills who possess the basic engineering skills and specialized technological skills to keep pace with advances in science and technology who can play an active role in the global society.

(2) School of Computer Science and Systems Engineering

In information-based science and technology fields, the school aims to foster specialized engineers who are capable of leading an information-oriented society by acquiring advanced expertise who possess basic engineering skills to keep pace with advances in science and technology as well as internationally applicable capabilities who can promote advanced technological development.

2. The schools are comprised of the following departments:

School	Department
School of Engineering	Department of Civil Engineering and

	Architecture
	Department of Mechanical and Control Engineering
	Department of Space Systems Engineering
	Department of Electrical and Electronic Engineering
	Department of Applied Chemistry
	Department of Materials Science and Engineering
School of Computer Science and Systems Engineering	Department of Artificial Intelligence
	Department of Computer Science and Networks
	Department of Intelligent and Control Systems
	Department of Physics and Information Technology
	Department of Bioscience and Bioinformatics

3. The purpose of each department shall be stipulated separately.
4. The school may have an endowed course.
5. Matters relating to an endowed course shall be stipulated separately.

Article 3. Deleted

### Section 3. Student capacity

(Student capacity)

Article 4. The student capacity of each department shall be as follows.

School	Department	Enrollment Quota	Enrollment Quota for Transfer of Juniors	Department Capacity
School of Engineering	Department of Civil Engineering and Architecture	80	1	322
	Department of Mechanical and Control Engineering	136	7	558
	Department of Space Systems Engineering	55	2	224
	Department of Electrical	126	8	520

	and Electronic Engineering			
	Department of Applied Chemistry	74	1	298
	Department of Materials Science and Engineering	60	1	242
	Subtotal	531	20	2,164
School of Computer Science and Systems Engineering	Department of Artificial Intelligence	93	7	386
	Department of Computer Science and Networks	93	9	390
	Department of Intelligent and Control Systems	94	9	394
	Department of Physics and Information Technology	65	5	270
	Department of Bioscience and Bioinformatics	65	5	270
	Subtotal	410	35	1,710
Total		941	55	3,874

#### Section 4. Academic year, semester, and lecture-free day

(Academic year)

Article 5. The academic year shall begin on April 1 and end on March 31 of the following year.

(Semester)

Article 6. The academic year shall be divided into the following two semesters:

First semester April 1 to September 30

Second semester October 1 to March 31 of the following year

2. The provisions of the preceding paragraph notwithstanding, the president may make changes depending on school circumstances.

(Lecture-free day)

Article 7. There shall be no classes in the following days:

(1) Saturdays and Sundays

(2) National holidays (Act No. 178 of 1948)

(3) The opening day of the Kyutech: May 28

(4) Spring lecture-free period

(5) Summer lecture-free period

(6) Winter break

(7) Temporary lecture-free day

2. Lecture-free days in spring, summer and winter shall be determined on a year-by-year basis.

3. A temporary lecture-free day shall be determined each time.
4. A class may be given even in the above days.

Section 5. Term of study, period of enrollment, curriculum, course registration method, etc.

(Term of study and period of enrollment)

Article 8. The standard term of study shall be a period of four years.

2. The period of enrollment may not exceed eight years.
3. The provisions of the preceding paragraph notwithstanding, a transfer student may not be enrolled in Kyutech longer than twice the term of study required on an individual basis.
4. The period of enrollment of a student who has re-enrolled pursuant to the provisions of Article 22 may not exceed the period specified in Paragraph 2; the period of enrollment prior to withdrawal or expulsion shall be inclusive.
5. For a student who is deemed to have already completed a portion of the curriculum because of a certain number of credits earned as a non-degree seeking student as set forth in Article 35 prior to the entrance to Kyutech, a period of time corresponding to the earned number of credits may be counted toward the completion of the term of study, up to a half of the term of study.

(Curriculum class method, etc.)

Article 9. Curricula shall be organized to offer the classes necessary to achieve the educational objectives of the schools and departments.

2. When organizing curricula, appropriate consideration shall be given not only to teach essential technical issues but also to educate students so that they would be cultured engineers with a well-rounded and versatile ability to make good judgments and a rich sense of humanity.
3. A class shall be given in the form of a lecture, a seminar, laboratory work, practical training, skill practice or a combination of them.
4. The class set forth in the preceding paragraph may be taken in a location other than a classroom, etc. where it is conducted by making advanced use of a diverse range of media, as specified separately, by Minister of Education, Culture, Sports, Science and Technology (hereinafter "MEXT Minister").
5. No more than 60 out of the credits required for graduation may be earned through the class methods set forth in the preceding paragraph.
6. The provisions of the preceding paragraph notwithstanding, when more than 124 credits are required for graduation, more than 60 of these credits may be earned through the class methods set forth in Paragraph 4, provided that 64 or more credits are earned

through the class methods described in Paragraph 3.

7. Matters relating to curricula, class subjects, course registration criteria, and course registration method shall be specified separately.

(Credit)

Article 10. The method of calculating credits for a class subject shall be based on the standard that one credit is awarded to the content that requires 45 hours of study. The following criteria are applied:

(1) Lecture and Seminar

The class length for one credit, which varies from 15 to 30 hours, is to be given separately.

(2) Laboratory Work, Practical Training and Skills Practice

The class length for one credit, which varies from 30 to 45 hours, is to be given separately.

(3) Combination of Two or More Class Methods

The number of credits shall be calculated based on the specific combination of two or more methods from among a lecture, a seminar, laboratory work and practical training, taking into consideration the criteria set forth in the preceding two items. The class length for one credit is to be given separately.

2. The preceding article notwithstanding, in regard to graduation thesis and class subjects such as graduation research, if deemed appropriate to award credits in recognition of the outcome, the president shall determine the number of credits after the deliberation by the faculty council of the school concerned on the amount of study required, etc.

(Conferment of credit)

Article 11. A student who has taken a class subject shall be awarded the designated number of credits if the result of examination, report, etc. is satisfactory. As for class subjects set forth in Paragraph 2 of the preceding article, credits may be conferred based on the study outcome evaluated by different means.

2. The president shall confer the credits described in the preceding article after the deliberation by the faculty council of the school concerned.
3. Criteria for passing class subjects and for assessing performance shall be specified separately.

(Taking class subject in other undergraduate school)

Article 12. When deemed educationally beneficial, a student may take class subjects in the other school.

2. In addition to the provisions of the preceding paragraph, necessary matters relating to taking class subjects in the other undergraduate school shall be specified separately.

(Taking class subject at another university or junior college)

Article 13. When deemed educationally beneficial, a student may take class subjects at another university or junior college based on negotiations with the university or junior college concerned.

2. The president may deem credits earned pursuant to the preceding paragraph as having been earned at Kyutech after the deliberation by the faculty council of the school concerned.
3. The provisions of the preceding two paragraphs shall correspondingly apply in the case of studying at an overseas university or junior college.

(Study conducted at educational institute, etc. other than university)

Article 13-2. When deemed educationally beneficial, the president may deem the study conducted by a student at an advanced course of a junior college/a technical college or the other study specified by MEXT Minister as equivalent to having taken a class subject at Kyutech and confer credits after the deliberation by the faculty council of the school concerned.

(Approval of credit earned prior to admission, etc.)

Article 14. When deemed educationally beneficial, the president may deem credits earned by a student through class subjects at a university or junior college prior to enrollment in Kyutech (including credits earned as a non-degree seeking student at a university) as having been earned through class subjects at Kyutech after the deliberation by the faculty council of the school concerned.

2. When deemed educationally beneficial, the president may deem study pursuant to the preceding article conducted by the student prior to enrolling in Kyutech as equivalent to having taken a class subject at Kyutech and confer credits after the deliberation by the faculty council of the school concerned.

(Approval of credit from another university, etc.)

Article 15. No more than a total of 60 credits may be conferred pursuant to the provisions of Article 13 and Article 14 (except for the case of enrollment via transfer).

## Section 6. Admission, withdrawal, leave of absence, etc.

(Time of enrollment)

Article 16. Enrollment shall take place at the beginning of the academic year.

(Admission qualification)

Article 17. An applicant who falls under any of the following groups may enroll in Kyutech.

- (1) Those who have graduated from high school or secondary school
- (2) Those who have completed 12 years of school education in the regular curriculum

- or those who have completed the equivalent
- (3) Those who have completed 12 years of school education in a foreign country or those who have been designated by MEXT Minister as being the equivalent
  - (4) Those who have completed a course at an overseas educational institution accredited by MEXT Minister as having a curriculum equivalent to a high school
  - (5) Those who have completed an advanced course at a specialized training college (limited to courses that satisfy criteria specified by MEXT Minister, such as having a term of study of at least 3 years) designated separately by MEXT Minister on or after a date specified by MEXT Minister
  - (6) Those recognized by MEXT Minister as possessing academic abilities equivalent or superior to those of a high school graduate
  - (7) Those who have passed a high school equivalency examination conducted by MEXT Minister (including those who have passed the University Entrance Qualification Examination)
  - (8) Those who have enrolled in a university pursuant to the provisions of Paragraph 2, Article 90 of the School Education Act (Act No. 26 of 1947; hereinafter “the Act”), and who have been recognized by Kyutech as possessing the academic ability to receive a university education
  - (9) Those who are at least 18 years of age and who have been recognized by Kyutech as possessing academic abilities equivalent or superior to those of a high school graduate through individual screening of enrollment qualifications
- (Selection of successful applicants)

Article 18. Applicants shall be selected as specified separately.

(Permission for enrollment)

Article 19. Applicants who have been selected pursuant to the preceding article and have completed the designated procedures shall be granted permission to enroll.

- 2. The applicants selected pursuant to the preceding article and under special circumstances shall be granted permission to enroll, provided that an application is submitted as set forth in Paragraph 1 of Article 86

(Oath of entrance)

Article 20. Applicants permitted to enroll must take the oath of entrance.

(Transfer when not currently enrolled)

Article 21. An applicant not currently enrolled in a university, etc. who falls under any of the following groups who wishes to transfer to Kyutech may be permitted to transfer into the appropriate year of study following a screening process.

- (1) Those who have graduated from a technical college or a junior college

- (2) Those who have completed an advanced course at a high school, as prescribed in Article 58-2 of the Act
  - (3) Those who have graduated from a university, or who have been awarded a bachelor's degree pursuant to the provisions of Paragraph 7, Article 104 of the Act
  - (4) Those who have completed a postsecondary course at a specialized training college, as prescribed in Article 132 of the Act
  - (5) Those who have been enrolled for two years or more at another university and have earned the designated credits
  - (6) Those who have completed a course equivalent to any of the preceding five items in a country other than Japan
  - (7) Those recognized in accordance with laws and regulations as being able to enroll in a certain year of study
2. After deliberation by the Faculty Council of the school concerned, the president shall determine how to handle class subjects already completed and the number of credits earned by an applicant permitted to transfer pursuant to the provisions of the preceding paragraph.  
(Re-enrollment)

Article 22. If a former student who falls under any of the following groups applies for re-enrollment into the same department (the department that has undergone a name change, inclusive) within three years, the president may permit re-enrollment into the appropriate year of study after deliberation by the Faculty Council of the school concerned, provided that such re-enrollment does not interfere with education:

- (1) Those who withdrew pursuant to Article 25
  - (2) Those who were expelled in accordance with the provisions of Item 1 or Item 5 of Article 29
2. After deliberation by the Faculty Council of the school concerned, the president shall determine how to handle class subjects already completed and the number of credits earned by the applicant permitted to re-enroll pursuant to the provisions of the preceding paragraph.  
(Transfer when currently enrolled)

Article 23. If a student currently enrolled in another university (a university in a country other than Japan, inclusive) applies for transfer to Kyutech with the approval of the university concerned, the student may be permitted to transfer into the appropriate year of study following a screening process.

2. After deliberation by the Faculty Council of the school concerned, the president shall determine how to handle class subjects already completed and the number of credits

earned by the applicant permitted to transfer pursuant to the provisions of the preceding paragraph.

(Transfer to other school or another department)

Article 24. When a student requests to transfer to the other school or another department, the president may permit the transfer after deliberation by the Faculty Council of the school concerned.

2. After deliberation by the Faculty Council of the school concerned, the president shall determine how to handle class subjects already completed and the number of credits earned by the applicant permitted to transfer pursuant to the provisions of the preceding paragraph.

(Withdrawal or transfer by request)

Article 25. A student wishing to withdraw or transfer to another university must request approval.

(Studying abroad)

Article 26. A student wishing to study abroad at a university or junior college must apply to the president via the dean for permission.

2. The period of studying abroad with the permission of the president may be counted toward the required term of study as set forth in Article 8.

(Leave of absence and reinstatement)

Article 27. When a student is unable to study for a period of two months or longer due to illness or another unavoidable reason, and wishes to take a leave of absence, the student must apply to the president via the dean for permission.

2. When the permitted period of the leave of absence has expired or when the reason for the leave of absence no longer exists, and the student wishes to return to school, the student must apply to the president via the dean for permission.
3. A student who is deemed inappropriate to study due to illness may be ordered to take a leave of absence.

(Period of leave of absence and the handling thereof)

Article 28. A leave of absence may not exceed two years in succession or three years in total.

2. The provisions of the preceding paragraph notwithstanding, the maximum period of a leave of absence for a re-enrolled student shall be stipulated separately.
3. The period of a leave of absence shall not be included in the period of enrollment.

(Expulsion)

Article 29. A student who falls under any of the following groups shall be expelled:

- (1) Those who fail to pay tuition even after being called on to do so
- (2) Those who are unable to graduate even after completing the period of enrollment set

- forth in Paragraphs 2 and 3 of Article 8
- (3) Those who are unable to return to school even after the period of a leave of absence, as set forth in Paragraph 1 of Article 28, expires
  - (4) Those who are lack of prospect for academic achievement
  - (5) Those specified in Paragraph 2 of Article 19 who have not paid the entrance fee by the designated deadline
  - (6) Those who have died
2. Those who fall under any of Item 2 to Item 4 and Item 6 of the preceding paragraph shall be expelled following a report from the dean of the school concerned.

#### Section 7. Graduation and degree

(Graduation requirement)

Article 30. Graduation requirements, other than that of being enrolled for the minimum required term of study specified in Article 8, shall be stipulated separately.

(Requirement for early graduation)

Article 30-2. The provisions of the preceding article notwithstanding, if a student has earned the credits specified by Kyutech with excellent grades, the minimum required term of study of the student concerned shall be shortened to three years.

2. In addition to the provisions of the preceding paragraph, necessary matters relating to early graduation shall be specified separately.

(Conferment of degree)

Article 31. A Student who meets Kyutech's graduation requirements shall be awarded a bachelor's degree in recognition of the graduation.

2. Matters relating to the conferral of a degree shall be stipulated separately.

(Teaching license , etc.)

Article 32. Matters relating to the acquisition of a teaching license and other qualifications shall be stipulated separately.

#### Section 8. Research student, auditing student, non-degree seeking student, special auditing student, short-term visiting student, and international student

(Research student)

Article 33. An applicant wishing to conduct a specific research at Kyutech shall be permitted to enroll as a research student, following a screening process.

2. Matters relating to a research student shall be stipulated separately.

(Auditing student)

Article 34. An applicant wishing to audit a specific class subject at Kyutech shall be permitted to enroll as an auditing student, following a screening process.

2. Matters relating to an auditing student shall be stipulated separately.

(Non-degree seeking student)

Article 35. An applicant wishing to take a specific class subject at Kyutech shall be permitted to enroll as a non-degree seeking student, following a screening process.

2. Matters relating to a non-degree seeking student shall be stipulated separately.

(Special auditing student)

Article 36. A student enrolled at another university or technical college (an equivalent school in an country other than Japan, inclusive; hereinafter “university, etc.”) wishing to audit a specific class subject at Kyutech shall be accepted as a special auditing student, based on negotiations with the university, etc. concerned.

2. Matters relating to a special auditing student shall be stipulated separately.

(Short-term visiting student)

Article 36-2. A student enrolled at another university in Japan or at an overseas university who wishes to receive short-term educational and research guidance at Kyutech shall be accepted as a short-term visiting student based on negotiations with the university concerned.

2. Matters relating to a short-term visiting student shall be stipulated separately.

(International students)

Article 37. A foreign national entering Japan for the purpose of receiving education who applies for admission to Kyutech shall be admitted as an international student, following a screening process.

2. Matters relating to an international student shall be stipulated separately.

## Chapter 2. Graduate School

### Section 1. Purpose

(Purpose of graduate school)

Article 38. The purpose of Kyutech’s Graduate School is to teach and research academic theories and applications, and to cultivate in-depth knowledge and outstanding abilities for occupations that require a high degree of specialization, thereby contributing to the development of Japanese industry and the advancement of science and technology.

### Section 2. Organization

(Graduate school)

Article 39. The graduate school is comprised of the following schools:

#### (1) Graduate School of Engineering

Graduate School of Engineering is to cultivate highly-advanced engineers who could play an active role in global society in state-of-the-art science and technology fields, based on “monozukuri (creative engineering).”

- ① In the Master’s Program, the graduate school fosters engineers who possess in-depth expertise and the ability to find, set, and solve problems based on this expertise, as well as global communication skills based on an understanding of diverse cultures, in addition to the knowledge and abilities acquired in School of Engineering.
- ② In the Doctoral Program, the graduate school fosters engineers who possess in-depth expertise in multiple fields, the capacity of innovation by integrating different fields and the capacity of exercising leadership in international collaborative projects, in addition to the knowledge and abilities acquired in the Master’s Program.

#### (2) Graduate School of Computer Science and Systems Engineering

Graduate School of Computer Science and Systems Engineering is to cultivate engineers and researchers in the field of computer science and systems engineering who are capable of contributing to the creation of a new society by discovering and solving problems in industry and society through the integration of advanced computer science and systems engineering with knowledge and technologies from a broad range of specialized fields.

- ① In the Master’s Program, the graduate school fosters engineers who possess the ability to use information technologies to drive society by acquiring knowledge and skills to solve various problems faced by industry and society and promoting collaboration between industry, academia and society based on the needs of society, using state-of-the-art information technologies as a driving force.
- ② In the Doctoral Program, the graduate school fosters engineers who possess the knowledge to comprehensively handle the most advanced technologies in computer science and systems engineering in addition to the knowledge and abilities learned in the Master’s Program who acquire the ability to independently construct advanced, innovative information systems who are capable of meeting the needs of industry, academia and society by discovering and overcoming the problems faced by industry and society as a leader guiding the progress of information-based society.

#### (3) Graduate School of Life Science and Systems Engineering

Graduate School of Life Science and Systems Engineering is to cultivate advanced,

specialized engineers who possess an in-depth understanding and knowledge of society who are capable of playing practical and active roles by conducting advanced interdisciplinary research and cross-disciplinary education and collaborating with society.

- ① In the Master's Program, the school fosters engineers who elucidate the functions, principles and structures of living organisms and humans in order to create engineering technologies to conserve resources, conserve energy and harmonize with the environment, which are the needs of modern society, as well as to create intelligent robots, intelligent information systems, welfare systems, etc. to support humans and society who possess the ability to contribute to the creation of a new society by realizing and applying these technologies in collaboration with others.
- ② In the Doctoral Program, the school fosters engineers who keep a close watch on the latest research and technological trends, in addition to the expertise acquired in the Master's Program who possess the ability to achieve innovation.

2. The graduate schools are comprised of the following departments and programs:

Graduate School	Department	Available Program
Graduate School of Engineering	Department of Engineering	Master's Program
	Department of Engineering	Doctoral Program
Graduate School of Computer Science and Systems Engineering	Department of Creative Informatics	Master's Program
	Department of Creative Informatics	Doctoral Program
Graduate School of Life Science and Systems Engineering	Department of Biological Functions Engineering	Master's Program
	Department of Human Intelligence Systems	
	Department of Life Science and Systems Engineering	Doctoral Program

- 3. The purpose of each department shall be stipulated separately.
- 4. Each graduate school may establish endowed courses.
- 5. Matters relating to endowed courses shall be stipulated separately.

Article 40. Deleted

### Section 3. Student capacity

(Student capacity)

Article 41. The student capacity of each department shall be as follows:

Graduate School	Department	Master's Program		Doctoral Program	
		Enrollment Quota	Department Capacity	Enrollment Quota	Department Capacity
Graduate School of Engineering	Department of Engineering	278	556	24	72
	Subtotal	278	556	24	72
Graduate School of Computer Science and Systems Engineering	Department of Creative Informatics	220	440	20	60
	Subtotal	220	440	20	60
Graduate School of Life Science and Systems Engineering	Department of Biological Functions Engineering	65	130		
	Department of Human Intelligence Systems	57	114		
	Department of Life Science and Systems Engineering			36	108
	Subtotal	122	244	36	108
Total		620	1,240	80	240

Section 4. Academic year, semester, and lecture-free day

(Academic year, semester, and lecture-free day)

Article 42. The provisions of Article 5 through Article 7 shall correspondingly apply to the academic year, the semesters, and the no-lecture days of the graduate school.

Section 5. Term of study, period of enrollment, curriculum, course registration method, etc.

(Term of study and period of enrollment)

Article 43. The standard term of study for the graduate program shall be a period of five years, which is divided into an initial two-year program (hereinafter "the Master's Program") and a subsequent three-year program (hereinafter "the Doctoral Program"). The Master's Program shall confer a master's degree.

2. The standard term of study for the Master's Program shall be a period of two years, and the standard term of study for the Doctoral Program shall be a period of three years.
3. The provisions of the preceding paragraph notwithstanding, the standard term of study

for the Master's Program may exceed two years if it is deemed necessary for education and research.

4. The provisions of Paragraph 2 notwithstanding, for students primarily with work experience, the standard term of study for the Master's Program may be shortened to a period between one year and two years when it is deemed necessary for education and research, and the study is conducted satisfactorily through appropriate methods, such as classes and/or research guidance at night, in addition to daytime, or in other specified times or during specified periods
5. The period of enrollment in the graduate school may not exceed a period of four years in the case of the Master's Program and six years in the case of the Doctoral Program.
6. The provisions of the preceding paragraph notwithstanding, the period of enrollment for students admitted pursuant to Paragraphs 3 and 4 of this article and Article 62 may not exceed twice the number of originally scheduled years of enrollment.
7. The period of enrollment for a student permitted to take courses for longer than the standard term of study pursuant to the provisions of Article 45 may not exceed the period of enrollment specified in Paragraph 5 by more than two years in the case of the Master's Program or by more than three years in the case of the Doctoral Program.
8. The period of enrollment for a student permitted to re-enroll pursuant to the provisions of Article 61, including the period of enrollment prior to withdrawal or expulsion, may not exceed the period specified in Paragraph 5.
9. When a student who has earned a certain number of credits as a non-degree seeking student as set forth in Article 75 enrolls in Kyutech and the student is deemed to have already completed a portion of the curriculum due to the earned credits, the period of time corresponding to the number of credits may be counted toward completion of the term of study, up to a maximum of half of the term of study.
10. When a student has earned credits prior to the enrollment in the graduate school pursuant to the provisions of Article 56 (limited to the credits earned after acquiring eligibility to enroll pursuant to the provisions of Paragraph 1, Article 102 of the School Education Act) and the credits are deemed to have been earned at the graduate school, the student may be deemed to have been enrolled in the graduate school for a period of time specified by the graduate school. The specified period shall be determined by taking into consideration the number of credits, the period of time required to earn the credits and other factors. In the Master's Program, the specified period shall not exceed one year and the student shall be enrolled for a period of one year at least.
11. The provisions of the preceding paragraph shall not apply to the period of enrollment in the Doctoral Program as set forth in Paragraphs 1 and 2 of Article 70 (excluding the period of enrollment in the Master's Program that is included in the period of enrollment

in the Doctoral Program concerned pursuant to the provisions of Paragraph 1 of Article 70).

(Policy on curriculum)

Article 44. In addition to offering class subjects necessary to achieve their educational purpose, the graduate schools and their departments shall formulate plans to provide guidance on the preparation of dissertations (hereinafter "research guidance") and organize curricula systematically.

2. When organizing the curricula, in addition to enabling students to acquire advanced, knowledge and abilities in their major field of study, appropriate consideration shall be given to cultivate basic knowledge in the related fields.

(Extended enrollment)

Article 45. When a student wishes to complete a graduate program for a certain period of time that exceeds the standard term of study (hereinafter "extended enrollment") due to the circumstances such as having a job, etc., the graduate school may approve the request for extended enrollment.

2. The approved period of study shall be the standard term of study for the student with extended enrollment.
3. Matters necessary for handling the extended enrollment shall be stipulated separately.

(Academic supervisor)

Article 46. Professors or faculty members in charge of research guidance shall be assigned to the graduate schools .

2. Matters relating to the qualifications of the faculty members prescribed in the preceding paragraph shall be stipulated separately.

(Classes and research guidance)

Article 47. Graduate school education shall be conducted through classes on class subjects and research guidance.

(Class methods, etc.)

Article 48. In addition to applying the provisions of Article 9 correspondingly, students shall be clearly informed, in advance, of methods and contents of classes, those of research guidance, annual syllabuses of the classes and plan on the research guidance.

(Credits)

Article 49. The provisions of Paragraph 1 of Article 10 shall apply correspondingly to the method of calculating credits for a graduate class subject.

(Conferment of credits)

Article 50. A student who has completed a class subject and have received a passing grade, either by examination or research report, shall be awarded the designated credits.

2. The president shall confer the credits described in the preceding article after deliberation by the Faculty Council of the graduate school, etc. concerned.
3. Criteria for grades and passing class subjects shall be stipulated separately.  
(Dissertation and final examination)

Article 51. The final examination shall mainly cover class subjects related to the dissertation.

2. The Faculty Council of the graduate school concerned shall review the dissertation and conduct the final examination.
3. When necessary in reviewing the dissertation, as prescribed in the preceding paragraph, the graduate school may obtain the cooperation of faculty members, etc. from another graduate school of Kyutech, a graduate school of another university (hereinafter “another graduate school”) or a research institute , etc. after deliberation by the Faculty Council of the graduate school concerned.  
(Exceptions to educational methods)

Article 52. When a special educational need is recognized, education may be given by an appropriate method such as providing classes and/or research guidance at night or other specified times/periods.  
(Grade evaluation, etc.)

Article 53. Criteria for grade evaluation and the approval of completion shall be stipulated by each graduate school.  
(Taking a class subject in another graduate school)

Article 54. When deemed educationally beneficial, students may take a class subject in another graduate school.

2. In addition to the provisions of the preceding paragraph, necessary matters relating to taking a class subject in another graduate school shall be specified separately.  
(Taking a class subject and receiving research guidance at another graduate school)

Article 55. When deemed educationally beneficial, based on negotiations with the graduate school concerned, a student may be permitted to take a class subject at a another graduate school, a graduate school of an overseas university (hereinafter “overseas graduate school”), or at the United Nations University (hereinafter “UNU”), which was established through a resolution by the United Nations General Assembly on December 11, 1972, pursuant to Paragraph 2, Article 1 of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University (Act No. 72 of 1976).

2. When deemed educationally beneficial, a student may be permitted to receive necessary research guidance at another graduate school or research institute, etc. However, even if approved, the student in the Master’s Program shall not receive such research

guidance for a period longer than one year.

3. The president may deem credits earned through class subjects taken pursuant to the preceding two paragraphs to count toward the completion of the Master's Program or the Doctoral Program after deliberation by the Faculty Council of the graduate school concerned, etc.

(Approval of credits earned prior to admission)

Article 56. When deemed educationally beneficial, the president may deem credits earned at Kyutech, another graduate school (including an overseas graduate school), or UNU prior to enrollment in the graduate school (including credits earned as a non-degree seeking student at a graduate school; hereinafter "previously earned credits") as having been earned through class subjects at the graduate school after deliberation by the Faculty Council of the graduate school, etc. concerned.

2. The president may deem credits earned through class subjects taken pursuant to the preceding paragraph to count toward completion of the Master's Program or the Doctoral Program after deliberation by the Faculty Council of the graduate school, etc. concerned.

(Approval of credits from another graduate school, etc.)

Article 57. The number of credits that may be conferred pursuant to the provisions of Article 55 and Article 56 shall not exceed 15 credits each (except in the case of transfer enrollment) and 20 credits in total.

#### Section 6. Admission, withdrawal, leave of absence, etc.

(Time of enrollment)

Article 58. The provisions of Article 16 shall correspondingly apply to the time of enrollment.

However, a student may be admitted even in the middle of the academic year between semesters or in the middle of a semester.

(Admission eligibility)

Article 59. An applicant who falls under any of the following groups may be admitted to the Master's Program:

- (1) Those who have graduated from university
- (2) Those who have been awarded a bachelor's degree pursuant to the provisions of Paragraph 7, Article 104 of the Act
- (3) Those who have completed a 16-year school curriculum in a country other than Japan
- (4) Those who have completed a 16-year school curriculum in a country other than Japan by taking online classes offered by an overseas school from Japan
- (5) Those who have completed a course at an educational institution located in Japan

- that is positioned within the education system of another country as possessing a university course of the country concerned that has been designated separately by MEXT Minister (limited to applicants considered to have completed a 16-year school curriculum in the country concerned)
- (6) Those who have been awarded a degree equivalent to a bachelor's degree through the completion of a course at an overseas university or an overseas school (limited to those for which the comprehensive status of its education and research activities, etc. have been certified by the government or a related organization of the foreign country concerned, or those designated separately by MEXT Minister as equivalent thereto) with the term of study of at least three years (including completion of the course by taking online classes offered by an overseas school from Japan and the completion of the course at an educational institution positioned within the school system of the country concerned that has been designated in the preceding item).
  - (7) Those who have completed a specialized course at a special vocational school (limited to courses that satisfy criteria specified by MEXT Minister, such as having the term of study of at least 4 years) designated separately by MEXT Minister on or after a date specified by MEXT Minister.
  - (8) Those who have been designated by MEXT Minister.
  - (9) Those who have been enrolled for at least three years in a university, who have completed a 15-year curriculum in a school in a country other than Japan, who have completed a 15-year curriculum in a school in a country other than Japan by taking online classes offered by an overseas school from Japan, or who have completed a course at an educational institution located in Japan that is positioned within the education system of another country as possessing a university course of the country concerned that has been designated separately by the MEXT Minister (limited to applicants considered to have completed a 15-year school curriculum in the country concerned), and who, in addition, have been deemed by the graduate school as having earned the designated credits with excellent grades
  - (10) Those who have enrolled in a graduate school pursuant to Paragraph 2, Article 102 of the Act who have been recognized by the graduate school into which the applicant will later enroll as possessing the academic ability to receive graduate education
  - (11) Those who are at least 22 years of age who have been recognized by the graduate school as possessing academic abilities equivalent or superior to those of a university graduate through individual screening of enrollment qualifications.
2. An applicant who falls under any of the following groups may enroll in the Doctoral Program:

- (1) Those who hold a master's degree
- (2) Those who have completed a course at a professional graduate school who hold a degree specified by Minister of Education, Culture, Sports, Science and Technology
- (3) Those who have been awarded a degree equivalent to a master's degree or a professional degree (meaning a professional degree as set forth in Article 5-2 of the Degree Regulations (Ordinance of the Ministry of Education, Culture, Sports, Science and Technology (hereinafter "Ordinance of MEXT") No. 9 of 1953) in accordance with the provisions of Paragraph 1, Article 104 of the Act; the same shall apply hereinafter) in a country other than Japan
- (4) Those who have been awarded a degree equivalent to a master's degree or a professional degree by online classes offered by an overseas school from Japan
- (5) Those who have been awarded a degree equivalent to a master's degree or a professional degree by completing a course at an educational institution located in Japan that is positioned within the education system of another country as possessing a graduate school course of the country concerned that has been designated separately by MEXT Minister
- (6) Those who have been awarded a degree equivalent to a master's degree by completing a course at UNU
- (7) Those who have been designated by MEXT Minister
- (8) Those who are at least 24 years of age who have been recognized by the graduate school as possessing academic abilities equivalent or superior to those with a master's degree or a professional degree through individual screening of enrollment qualifications

(Selection of successful applicant, permission for enrollment and oath of entrance)

Article 60. The provisions of Article 18 to Article 20 shall correspondingly apply to the selection of successful applicants, the permission for admission and the oath of entrance.

(Re-enrollment)

Article 61. If a former student who falls under any of the following groups applies for re-enrollment into a department in the same field within three years, the president may permit re-enrollment after deliberation by the Faculty Council of the graduate school concerned, provided that such re-enrollment does not interfere with education:

- (1) Those who withdrew pursuant to Article 64
  - (2) Those who were expelled in accordance with the provisions of Item 1 or Item 5 of Article 68
2. After deliberation by the Faculty Council of the graduate school, etc. concerned, the president shall determine how to handle class subjects already completed and the

number of credits earned by the applicant permitted to re-enroll pursuant to the provisions of the preceding paragraph.

(Transfer when currently enrolled)

Article 62. If a student who falls under any of the following groups applies for transfer into a graduate school in the same field, the dean of the graduate school concerned or the president may permit the transfer following a screening process:

(1) Those enrolled in another graduate school

(2) Those enrolled in a course at an educational institution located in Japan that is positioned within the education system of another country as possessing a graduate school course of the country concerned that has been designated separately by MEXT Minister (limited to applicants prescribed in Paragraph 1, Article 102 of the Act), and those enrolled in a course at UNU

2. After deliberation by the Faculty Council of the graduate school, etc. concerned, the president shall determine how to handle class subjects already completed and the number of credits earned by the applicant permitted to transfer pursuant to the provisions of the preceding paragraph.

(Transfer to another graduate school or department )

Article 63. When a student requests to change graduate schools or departments, the president may permit the transfer after deliberation by the Faculty Council of the graduate schools concerned.

2. Matters relating to course registration method, etc. for the student permitted to transfer, pursuant to the provisions of the preceding paragraph shall be stipulated separately.

(Withdrawal or transfer to another university by request)

Article 64. The provisions of Article 25 shall correspondingly apply to withdrawal and transfer to another university by request.

(Studying abroad at another graduate school, etc.)

Article 65. A student who wishes to carry out graduate study at another university or study abroad at an overseas graduate school, pursuant to the provisions of Article 55, must apply to the president via the dean for permission.

2. The period of the study at another university school and the period of studying abroad pursuant to the provisions of the preceding paragraph may be counted toward the required term of study as set forth in Article 43.

(Leave of absence and reinstatement)

Article 66. A student who is unable to study for a period of two months or longer due to illness or other unavoidable reasons that wishes to take a leave of absence must re to the president via the dean for permission.

2. When the period of the leave of absence has expired or when the reason for the leave of absence no longer exists, and the student wishes to return to school, the student must apply to the president via the dean for permission.
3. A student who is deemed inappropriate to study due to illness may be ordered to take a leave of absence.

(Period of leave of absence and handling thereof)

Article 67. A leave of absence shall not exceed a period of one year. Nevertheless, when deemed particularly necessary, the period may be extended.

2. A leave of absence from a graduate school may not exceed a total of two years in the case of the Master's Program and three years in the case of the Doctoral Program, respectively.
3. The provisions of the preceding paragraph notwithstanding, a period of a leave of absence for a 27 ed student shall be stipulated separately.
4. The period of a leave of absence shall not be included in the period of enrollment.

(Expulsion)

Article 68. A student who falls under any of the following groups shall be expelled:

- (1) Those who fail to pay tuition even after being called on to do so
- (2) Those who are unable to complete the program even after completing the period of enrollment set forth in Paragraphs 5 to 8 of Article 43
- (3) Those who are unable to return to school even after the period of a leave of absence, as set forth in Paragraph 2 of Article 67, expires
- (4) Those who are lack of prospect for academic achievement
- (5) Those to whom the provisions of Paragraph 2 of Article 19 pursuant to Article 60 correspondingly have applied who have not paid the entrance fee by the designated deadline

(6) Those who have died

2. Those who fall under any of Item 2 to Item 4 and Item 6 of the preceding paragraph shall be expelled following a report from the dean of the graduate school concerned.

## Section 7. Completion and degrees

(Completion requirement for Master's Program)

Article 69. To complete the Master's Program, a student must be enrolled in the graduate school for a period of at least two years (or for the standard term of study if it is different than a period of two years), earn the designated credits, receive necessary research guidance, pass the final examination and submit satisfactory a dissertation or research

achievement on a specified topic in line with the objective of the graduate school concerned. However, the provisions of Paragraph 2 of Article 43 notwithstanding, if the performance of a student is excellent, the minimum required term of study concerned may be shortened to one year.

(Completion requirement for Doctoral Program)

Article 70. To complete the Doctoral Program, a student must be enrolled in the graduate school for a period of at least five years (including the two-year period of enrollment in the Master's Program for a student who was enrolled in the Master's Program for at least two years who completed the program concerned), earn the designated credits, receive necessary research guidance, pass the final examination and submit a satisfactory doctoral dissertation. However, in regard to the period of enrollment, if the performance of a student is excellent, the minimum required term of study in the graduate school may be shortened to three years (including the two-year period of enrollment in the Master's Program for a student enrolled in the Master's Program for at least two years who completed the program concerned).

2. To complete the Doctoral Program, for a student who completed the Master's Program with a standard term of study of at least one year but less than two years, pursuant to the provisions of Paragraph 4 of Article 43, and a student who completed the Master's Program with a period of enrollment pursuant to the proviso of the preceding article, the phrase "a period of at least five years (including the two-year period of enrollment in the Master's Program for a student who was enrolled in the Master's Program for at least two years who completed the program concerned)" in the preceding paragraph shall be replaced with the phrase "a period equaling the period of enrollment in the Master's Program plus three years," and the phrase "shortened to three years (including the two-year period of enrollment in the Master's Program for a student enrolled in the Master's Program for at least two years who completed the program concerned)" shall be replaced with the phrase "shortened to three years (including the period of enrollment in the Master's Program)".
3. The provisions of the preceding two paragraphs notwithstanding, when a student deemed to possess academic abilities equal or superior to a master's degree holder or professional degree holder in regard to admission eligibility pursuant to the provisions of Article 156 of the Ordinance for Enforcement of the School Education Act (Ordinance of MEXT No. 11 of 1947) enrolls in the Doctoral Program, the student must be enrolled in the graduate school for a period of at least three years, receive necessary research guidance, pass the final examination and submit a satisfactory doctoral dissertation to complete the program. However, in regard to the period of enrollment, if the performance

of the student is excellent, the minimum required term of study concerned may be shortened to one year.

(Conferment of degrees)

Article 71. A student who meets the completion requirements for the Master's Program shall be awarded a master's degree.

2. A student who meets the completion requirements for the Doctoral Program shall be awarded a doctoral degree.
3. Matters relating to the conferment of degrees shall be stipulated separately.

(Teaching license , etc.)

Article 72. Matters relating to the acquisition of a teaching license and other qualifications shall be stipulated separately.

Section 8. Research student, auditing student, non-degree seeking student,  
special auditing student, short-term visiting student, and international  
student

(Research student)

Article 73. An applicant wishing to pursue specialized research in a specific academic field in a graduate school shall be permitted to enroll as a research student following a screening process.

2. Matters relating to a research student shall be stipulated separately.

(Auditing student)

Article 74. An applicant wishing to audit a specific class subject in a graduate school shall be permitted to enroll as an auditing student following a screening process.

2. Matters relating to an auditing student shall be stipulated separately.

(Non-degree seeking student)

Article 75. An applicant wishing to take a specific class subject in a graduate school shall be permitted to enroll as a non-degree seeking student following a screening process.

2. Matters relating to a non-degree seeking student shall be stipulated separately.

(Special auditing student)

Article 76. A student in another graduate school in Japan or in an overseas graduate school who wishes to audit a specific class subject in a graduate school shall be accepted as a special auditing student based on negotiation with the graduate schools concerned.

2. Matters relating to a special auditing student shall be stipulated separately.

(Special research student)

Article 77. A student in an another graduate school in Japan or in an overseas graduate school who wishes to receive research guidance in a graduate school shall be accepted

as a special research student based on negotiation with the graduate school concerned.

2. Matters relating to a special research student shall be stipulated separately.

(Short-term visiting student)

Article 77-2. A student in another graduate school in Japan or in an overseas graduate school who wishes to receive educational and research guidance at Kyutech in a short term shall be accepted as a short-term visiting student based on negotiations with the graduate school, etc. concerned.

2. Matters relating to a short-term visiting student shall be stipulated separately.

(International student)

Article 78. The provisions of Article 37 shall correspondingly apply to an international student.

### Chapter 3. Tuition, Entrance Fee, and Examination Fee

(Amount of examination fee, etc.)

Article 79. An examination fee, an entrance fee, and tuition shall equal the standard amounts set forth in the Ordinance on Tuition and Other Costs of National Universities, etc. (Ordinance of MEXT No. 16 of 2004; hereinafter “the Ordinance on Costs”).

2. Examination fees, entrance fees, and tuition for a research student, an auditing student, a non-degree seeking student, a special auditing student, and a special research student shall be stipulated separately.
3. Necessary matters relating to tuition for a student permitted extended enrollment pursuant to the provisions of Article 45 shall be stipulated separately.

(Payment of tuition)

Article 80. One-half of the annual tuition shall be charged in each of the two semesters.

Semester	Payment period
First	April 1 to April 30
Second	October 1 to October 31

2. The provisions of the preceding paragraph notwithstanding, if a student requests, the tuition for the second semester may be paid together with the tuition for the first semester.
3. The provisions of Paragraph 1 notwithstanding, if a student permitted to enroll requests, the first-semester tuition or the sum of the first semester tuition and the second semester tuition for the academic year of enrollment may be paid when the admission is permitted.

(Tuition upon reinstatement, etc.)

Article 81. Tuition for a student who returned or enrolled in the middle of either the first or second semester shall be charged in the month of return or enrollment, and the amount shall cover the period from the month of return or enrollment to the end of the semester

concerned. However, if the second semester begins prior to October 1, pursuant to the provisions of Paragraph 2 of Article 6, the student shall be exempt from paying for the month in which the student returned or enrolled when returning or enrolling on the first day of the second semester concerned.

(Tuition when graduating in the middle of academic year)

Article 82. A student expected to graduate in the middle of the academic year shall be required to pay tuition up to the month of the expected graduation.

(Tuition upon withdrawal, expulsion or suspension)

Article 83. A student who withdraws or is expelled in the middle of either the first or second semester shall be required to pay tuition for the semester concerned.

2. A student shall be required to pay tuition for a period of suspension.

(Tuition when taking a leave of absence)

Article 84. If a student is permitted or ordered to take a leave of absence prior to the tuition payment period set forth in Paragraph 1 of Article 80 (hereinafter "the payment period"), the student shall be exempt from paying for the period from the month following the month in which the student begins the leave of absence (or the month of the absence beginning if the leave of absence begins on the first day of the month) to the month prior to the month of the return to return.

2. If a student is permitted or ordered to take a leave of absence during the payment period, the student shall be exempt from paying for the period from the month following the month in which the student begins the leave of absence (or the month of the absence beginning if the absence begins on the first day of the month) to the month prior to the month of the return to return.

3. If the leave of absence is permitted or ordered after the payment period, the student must pay the full amount of tuition for the semester concerned.

(Received examination fees, etc.)

Article 85. An examination fee, an entrance fee, and tuition that have been paid already shall not be returned except the following fees under the specified circumstances:

(1) Standard amount for the second stage of selection pursuant to Article 4 of the Ordinance on Costs, when, after applying for the Kyutech entrance examination, an applicant is found ineligible due to failing to take the examinations of the required subjects offered by the National Center for University Entrance Examinations, etc.

(2) Tuition for the second semester, when a student who has paid tuition pursuant to Paragraph 2 of Article 80 takes a leave of absence, withdraws from Kyutech or is expelled/ordered to withdraw from Kyutech during the first semester.

(3) The first semester tuition or both of the first and second semester tuitions, when a

student who has paid tuition pursuant to Paragraph 3 of Article 80 declines enrollment by March 31 before the fiscal year of the enrollment.

- (4) An entrance fee and tuition, when the president deems it appropriate to return the fees due to special circumstances.

(Waiver of entrance fee and tuition or deferment of collection)

Article 86. The following shall apply if the payment of an entrance fee is deemed difficult due to financial reasons:

- (1) An undergraduate student may be exempt from paying an entrance fee, either wholly or in part.
- (2) A graduate student may be exempt from paying an entrance fee, either wholly or in part, or the collection of an entrance fee may be deferred.
2. A student may be exempt from paying tuition, either wholly or in part, if the payment is deemed difficult due to financial reasons and the academic performance of the student concerned is recognized as excellent, or other unavoidable reasons is recognized.
3. Necessary matters relating to the handling of the preceding two paragraphs shall be stipulated separately.

#### Chapter 4. Commendation and reprimand

(Commendation)

Article 87. A commendation shall be given to a student who has achieved an excellent academic performance or who has demonstrated exemplary behavior.

2. Necessary matters relating to a commendation shall be stipulated separately.

(Reprimands)

Article 88. The president shall reprimand a student who falls under any of the following groups after deliberation by the Faculty Council of the school or the graduate school concerned.

- (1) Those who have violated the Kyutech regulations
- (2) Those who have disturbed the order on campus or who have failed in the student duty
- (3) Those who have engaged in delinquent behavior who are deemed lack of the prospect of improvement
2. A reprimand shall be in the form of expulsion, suspension or admonition.
3. Necessary matters relating to a reprimand shall be stipulated separately.

#### Chapter 5. Dormitory, International House, and Welfare Facility

(Dormitory, international house, and welfare facility)

Article 89. Kyutech shall establish the dormitory, the international house and the welfare

facility.

2. Necessary matters relating to the administration, etc. of the dormitory, the international house and the welfare facility shall be stipulated separately.

#### Chapter 6. Special Course

(Special course)

Article 90. A special course for participants other than Kyutech students may be organized, and certificates of completion may be issued to those who complete the course.

2. Necessary matters relating to a special course shall be stipulated separately.

#### Chapter 7. Public Lecture

(Public lecture)

Article 91. Kyutech may offer a public lecture aimed at enriching the educations of working adults, etc. and contributing to the improvement of culture.

2. Necessary matters relating to a public lecture shall be stipulated separately.

#### Chapter 8. Miscellaneous Provision

(Others)

Article 92. Necessary matters not covered by the Kyutech regulations shall be stipulated separately.