

○Kyushu Institute of Technology, Graduate School of Life Science and Systems Engineering
Study Bylaws

April 1, 2001

Kyutech, Graduate School of Life Science and Systems Engineering Bylaws No.1

Final revision on January 25, 2024 Kyutech, Graduate School of Life Science and
Systems Engineering Bylaws No.1

*These Study Bylaws apply to students who enrolled in the 2024 academic year.

Students who enrolled prior to this should see the Study Bylaws that apply to the appropriate academic year.

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(Purpose)

Article 1. The purpose of these Bylaws is to prescribe necessary matters relating to class subjects, number of credits, registration methods, etc. in the Graduate School of Life Science and Systems Engineering at Kyushu Institute of Technology (hereinafter “the Graduate School”).

(Class subjects and number of credits)

Article 2. The class subjects and number of credits for each department in the Graduate School shall be as provided for in Appendix 1.

(Method of calculating credits)

Article 2-2. The method of calculating credits for class subjects shall be based on the following criteria, with the standard being that each credit awarded for a class subject shall consist of content that requires 45 hours of study.

(1) One credit shall be awarded for lectures and seminars of 15 to 30 hours in length, with class lengths to be determined separately.

(2) One credit shall be awarded for laboratory work, practical training and skills practice of 30 to 45 hours in length, with class lengths to be determined separately.

2. When calculating the number of credits for a class subject that is taught using a combination of two or more methods from among lectures, seminars, laboratory work, practical training, or skills practice, one credit shall be awarded based on the specific combination in accordance with the criteria set forth in the items of the preceding paragraph, with class lengths to be determined separately.

3. The provisions of the preceding two paragraphs notwithstanding, when establishing class subjects related to preparation of a dissertation, if deemed appropriate to award credits in recognition of the results of these studies, the number of credits awarded shall be determined in consideration of the amount of study required, etc.

(Course registration criteria)

Article 3. Students must acquire the designated credits in accordance with criteria prescribed in Appendix 2.

(Academic supervisors)

Article 4. Students shall receive guidance from an academic supervisor in regard to registering for class subjects, preparing dissertations, etc.

(Course plan and course registration method)

Article 5. Students shall decide which class subjects to take during the academic year concerned based on guidance from an academic supervisor, and after obtaining the approval of the academic supervisor concerned, students must submit a declaration of registration by the designated deadline. In addition, students may cancel a course registration by submitting a notification to that effect by the designated deadline.

2. If the academic supervisor deems it to be educationally beneficial, the student may take newly offered class subjects after enrollment, and these subjects may be treated as credits necessary for course completion in accordance with the classification of the subjects in the academic year in which they are offered.
3. Students who wish to take class subjects in other graduate schools must obtain the approval of an academic supervisor and submit the designated application form to the Administrative Office of the Graduate School of Life Science and Systems Engineering within the course registration period of the graduate school concerned.
4. If the academic supervisor deems it to be educationally beneficial, the student may take class subjects at another graduate school after deliberation by the Faculty Council of the Graduate School of Life Science and Systems Engineering (hereinafter “the Faculty Council of the Graduate School”).
5. Up to a maximum of 15 credits obtained by taking class subjects pursuant to the provisions of Paragraph 2 and the preceding paragraph may be approved as credits necessary for course completion. However, in combination with the number of credits approved pursuant to provisions on credits earned prior to enrollment, as set forth in Article 56 of the Kyushu Institute of Technology Regulations (2007 KIT Regulations No. 1; hereinafter “the Regulations”), the total number of credits earned in this way shall not exceed 20 credits.
6. Students may not register for more than 32 credits worth of class subjects in a single academic

year. However, intensive lectures or class subjects conducted in an equivalent format as well as subjects classified as “supervised research, special laboratory work, or seminar,” as shown in the Appendix, shall not be counted toward this maximum number of credits.

7. The provisions of the preceding paragraph notwithstanding, if a student wishes to take more than 32 credits worth of class subjects, and if the academic supervisor deems it to be educationally beneficial and gives permission, the student may take more than 32 credits worth of class subjects by completing the designated procedures.
8. If the academic supervisor deems it to be educationally beneficial, the student may receive research guidance at another graduate school or research institute, etc. after deliberation by the Faculty Council of the Graduate School. However, even if approved, students in a Master’s Program shall not receive such research guidance for a period longer than one year.

(Extended enrollment in a program)

Article 5-2. Deleted

(Submission of dissertations)

Article 6. After obtaining the approval of an academic supervisor, students must submit a dissertation to the president through the dean of the Graduate School of Life Science and Systems Engineering (hereinafter “the Dean”) by the designated deadline.

2. Only students who have earned or are expected to earn the credits required for course completion may submit a dissertation.

(Assessment of grades and conferment of credits)

Article 7. Grades received on class subject examinations shall be expressed using the rating codes A, B, C, D, and F. Grades of D and above are considered passing, and the designated credits shall be conferred.

2. To complete a class subject, students must attend at least two-thirds of the total class hours of the subject.
3. Credits may be conferred in an appropriate manner for the class subjects prescribed in Paragraph 3 of Article 2-2 in recognition of the results of study.
4. The following criteria shall be used when expressing grades in terms of rating codes.

(1) A (Pass)	90-100 points	Satisfactorily achieved the educational goals with outstanding performance.
(2) B (Pass)	80-89 points	Satisfactorily achieved the educational goals.
(3) C (Pass)	70-79 points	Achieved the educational goals.
(4) D (Pass)	60-69 points	Achieved the educational goals to the minimum acceptable degree.
(5) F (Fail)	0-59 points	Failed to achieve the educational goals.

5. Materials used in assessing grades (submitted reports, etc.) shall be retained for a period of 5 years in accordance with the provisions of Paragraph 5, Remark 1 of the Appendix to the National University Kyushu Institute of Technology Document Management Regulations (2011 KIT Regulations No. 9) to be used as basic materials to verify the validity of grade assessments when necessary.
6. If a student is dissatisfied with his or her grade assessment, the student may appeal for confirmation or submit a formal objection via procedures specified separately.
7. Once earned, credits may not be withdrawn or re-issued.

(Assessment of overall performance using GPA)

Article 7-2. The overall performance of students shall be expressed using a Grade Point Average (GPA).

2. All class subjects taken by a student are assigned a grade point, and GPA represents the average value of the student's grade points, weighted by the number of credits earned through each class subject. The following criteria shall apply when converting grade assessments into grade points.

90-100 points: 4.0	85-89 points: 3.5	80-84 points: 3.0	75-79 points: 2.5
70-74 points: 2.0	65-69 points: 1.5	60-64 points: 1.0	0-59 points: 0

3. Class subjects for which credits have been approved pursuant to provisions on credits earned prior to enrollment, as set forth in Article 56 of the Regulations, shall not be included in GPA calculations.
4. If a student takes the same class subject multiple time over different academic years, the grade points earned for the class subject in each year that it is taken shall be included in GPA calculations.

(Final examinations)

Article 8. Final examinations shall be given to students who have submitted a dissertation, and shall be conducted either orally or in writing and primarily cover the submitted dissertation as well as related matters.

(Assessments of dissertations and final examinations)

Article 9. Dissertation review results and final examination assessments shall be expressed as either pass or fail.

(Re-assessment and re-examination)

Article 10. Students who have failed the dissertation review or final examination may undergo re-assessment and re-examination with the approval of the dean after deliberation by the Faculty Council of the Graduate School.

(Cheating on examinations)

Article 11. Students who have cheated on an examination shall fail all or some of the class subjects for which they are registered in the semester concerned. They may also be subject to disciplinary action in accordance with Article 88 of the Kyushu Institute of Technology Regulations.

Supplementary Provisions (Final revision)

1. These Bylaws shall come into effect from April 1, 2024.
2. Students who enrolled prior to application of these Bylaws shall be handled in accordance with the provisions in effect at that time.