

## 修業年限超過理由申立書

Reasons on Exceeding the Standard Term of Study

学籍番号

Student ID No.

氏名

Name

【本人理由記入欄】 Reason entry field for the applicant

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【指導教員理由等所見記入欄】 Academic supervisor's comment field

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**If you have exceeded the standard term of study due to any of the reasons below, please fill in and submit the “Reasons on Exceeding the Term of Study” in [Form 3]**

[When it is considered acceptable as a reason for receiving the exemption]

- When the applicant was absent from school due to long-term medical treatment.
- When the applicant needed a medical treatment due to illness (or injuries) for a shorter period than the period for a leave of absence, and was unable to earn credits.
- When the applicant was unable to earn credits due to illness on the day of the examination.
- When the applicant was unable to earn credits due to studying abroad.
- When the applicant’s enrollment exceeds the standard term of study due to reasons not on his/her side, such as research activities, etc.
- When the applicant took a leave of absence due to childbirth or childcare.
- When the applicant took a leave of absence in order to participate in a public project with the request from the government (participate in the Japan Overseas Cooperation Volunteers, military service by a foreigner, etc.)
- When the applicant has a part-time job or a full-time job to earn school expenses in parallel with school studies due to the absence of a person who bears school expenses or being in a household under protection.
- When the applicant has a physical disability which makes him/her difficult continue his/her studies.
- When the President recognizes his/her situation is as serious as those mentioned above.

[When it is not considered acceptable as a reason for receiving the exemption]

- When the applicant repeated the same school grade or exceeded the standard term of study due to an illness (or injuries) caused by a violation of law and regulation, etc.
- When the applicant took a trip which seems to fall under a sightseeing rather than studying abroad.
- When the applicant’s period of studying abroad is less than half a year.
- When the applicant’s research paper is not completed due to circumstances on the part of the applicant.
- When the applicant repeated the same school grade or exceeded the standard term of study in order to take national examinations (national medical examinations, civil service examinations, etc.).
- When the applicant repeated the same school grade or exceeded the standard term of study due to an employment standby.
- When the applicant repeated the same school grade or have exceeded the standard term of study due to the graduate school entrance examination.
- When the applicant repeated the same school grade or exceeded the standard term of study due to transferring to another university or course, etc.
- When the applicant repeated the same school grade or exceeded the standard term of study due to other personal reasons.