

## Precautions

As a general rule, students who are enrolled beyond their standard course period cannot receive tuition exemption.

However, exemptions may be granted in cases where the excess period is less than one year and the student is recognized as having unavoidable circumstances.

### ○ Documents required for examination

- Form 8-1 "Reason for Extending Beyond the Standard Course Period"
- Form 8-2 "List of Publications" \* Doctoral students only
- Form 8-3 "Faculty Opinion"

\* If the reason for the extension is illness, childbirth, or childcare, you do not need to submit the Faculty Opinion (Form 8-3). In that case, please submit the medical certificate (original) or "Mother and child Handbook" (copy). If you are an undergraduate student or a student in the Law School and do not have an academic advisor, please request the office of your faculty/graduate school to prepare the faculty opinion.

\*Undergraduate students are judged whether they are enrolled beyond their standard course period in each of the junior and senior Divisions.

(Even if you have repeated a year in the junior division, it will not be treated as an excess if it is within the standard period of study after entering the senior division.)

### ○ Examples of unavoidable circumstances

#### 1. Illness

If the extension beyond the standard course period is due to illness, please attach relevant medical certificates (one that shows the period of illness).

#### 2. Childbirth/Childcare

If the extension beyond the standard course period is due to childbirth or childcare, please attach a copy of your "Mother and child Handbook".

#### 3. Preparation of graduate-school doctoral thesis

If the extension beyond the standard course period is due to doctoral thesis preparation, please attach form 8-2 "List of Publications".

## 修業年限を超えた理由書

Faculty/Graduate School

学部・研究科等

Course

課程

Department

科類・学科・専攻

Date

記入日

年 月 日

Year Month Day

Student ID Number

学生証番号

Name

フリガナ

申請者氏名

Admitted on

入進学年月

年 月

Year Month

修業年限を超えた理由 ※申請者本人が記入してください/ Applicants must provide reasons themselves.

\* 本理由書と併せて指導教員による様式8-3「教員意見書」を提出してください。指導教員に意見書を依頼する際には、本理由書及び様式8-2「業績一覧」(博士課程学生のみ)を事前に共有してください。

\* Please submit Form 8-3 "Faculty Opinion" together with this form. When requesting your supervisor's opinion, please share this form and the the form 8-2 (for doctoral students only) with him/her in advance.

\* 博士課程学生は別紙様式8-2「業績一覧」を本様式と併せて提出してください。提出後に業績が追加された場合は下記のメールアドレスに更新した様式8-2「業績一覧」を再提出ください。

\* Doctoral students must submit Form 8-2 "List of Publications" together with this form.

If research achievements are added after submission, please update Form 8-2 "List of Publications" and resubmit to the following e-mail address.

Student ID No.	
Name	

### List of Publications

Do you have any research papers that have already been published or accepted(進捗状況を確認できる論文等)? \*1

- No  
 Yes → Please fill out the following form.

Published date *2	Title *3	Name of Journal, Vol., No. *4	Page numbers	Authors *5	Review *6	Notes *7
				Single author · Co-author(s) *In the case of co-authorship ____ (total number of authors)人中 第____ (your order number) 番目	Y · N	
				Single author · Co-author(s) *In the case of co-authorship ____ (total number of authors)人中 第____ (your order number) 番目	Y · N	
				Single author · Co-author(s) *In the case of co-authorship ____ (total number of authors)人中 第____ (your order number) 番目	Y · N	
				Single author · Co-author(s) *In the case of co-authorship ____ (total number of authors)人中 第____ (your order number) 番目	Y · N	
				Single author · Co-author(s) *In the case of co-authorship ____ (total number of authors)人中 第____ (your order number) 番目	Y · N	
				Single author · Co-author(s) *In the case of co-authorship ____ (total number of authors)人中 第____ (your order number) 番目	Y · N	

- (1) For academic treatises that have been accepted but have not yet been published, please submit proof of acceptance (e.g. copy of acceptance email, etc.)
- (2) Please arrange in chronological order of published date.
- (3) Please fill in the "Title" without any omissions.
- (4) Please enter the official name without omitting the "Name of Journal".
- (5) In the case of co-authorship, please indicate your order number with the number of all authors (including the extent of your contribution to the research).
- (6) "Review" means the review and selection of the journal by a third party such as an editor or selection committee member.
- (7) If you have any special circumstances in your field of research, such as journal publication, peer review, etc., please indicate this in the notes column.

## 修業年限超過者教員意見書

学部・研究科等	Faculty/Graduate School	科類・学科・専攻	Department
	<input type="text"/>		<input type="text"/>
学生証番号	Student ID Number	学生氏名	Name
	<input type="text"/>		<input type="text"/>

上記の学生が修業年限を超過したのは、下記の事情によるものである。

記

記入日 Date 年 月 日

学部・研究科等 Faculty/Graduate School

指導教員署名 Signature of academic advisor

※自署のこと(提出はコピー・電子データでも結構です)

**【指導教員各位】**

本様式(別紙様式8-3)は、留学・休学期間を除き在籍期間が最短修業年限を超過している授業料免除等申請者に関する指導教員意見書です。申請者本人による当チームへの提出とするため、本様式にご署名のうえ、学生まで返送願います(原本のほか、署名付の電子ファイルを学生へ返送しても差し支えありません。原本の厳封は必須ではありません)。

本様式への記載内容は、学生記入の別紙様式8-1、8-2を参考にしてください。

※別紙様式8-2は博士課程在籍・論文作成理由による超過者のみ