For Tuition exemptions

Form10

[Form 10-2]

**Reasons for Staying at University Beyond Minimum Years**

**（Supervisor’s comments on the statement）**

指導教員の方へ

・申請者記入の〔様式１０－１〕最短修業年限超過者等に係る事由書を確認の上、以下の１～３をご記入ください。

ご記入後、封筒（任意の形式）に入れて糊付けの上、申請者本人に渡してください。

To applicant’s supervisor

Please read [Form10-1] ‘Reasons for Staying at University Beyond Minimum Years’ carefully filled by the applicants and then write the following 1 - 3 After filling in, enclose it into the envelope (no specific size and style) and seal it. Then please hand over the envelope to the applicants.

　本人記入欄　For Applicants

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Faculty  / Graduate school | Degree | Department  /Course | Year of  Enrollment | Grade | Student ID No. |  |
| □Faculty of  □Graduate School of | □Bachelor’s  □Master’s  □Doctoral  □Professional |  | Month/Year |  | Name |  |
| Extension of  research room |  |

　教員記入欄　For Supervisor use only

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| --- |
| 1. 申請者の最短修業年限超過事由等に対する指導教員等の所見   （原則、日本語でご記入ください。）  Supervisor’s comments on the statement of the applicants |
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|  |
| -----------------------------------------------------------------------------------------------------------------------------   |  |  | | --- | --- | | ２．今年度卒業・修了の見込み | 有り　　・　　無し |   （以下の３．記入日・教員署名等もご記入ください。また、所見欄では不足する場合は、  以下の余白にもご記入ください。)  Please fill in the date and signature below. If the above space is not enough for the comments, please use the blank space below. |
| ３．記入日・教員署名等 Date and signature  西暦　　　 年　　 　月　　　 日  year month day  　　 (指導教員 Supervisor) 職名/名前 Official title /Name　　　　　　　　　 　　　　　　印 |

**【Notes】**

**Reasons for Staying at University Beyond Minimum Years**

**to Applicants who are repeating the same grade or**

**remaining at university beyond minimum required years**

**NOTE**

"Those who are repeating the same grade" mean students who remain at the same grade from last year. "Those who

are remaining at university beyond minimum required years" mean students whose enrolment period run over

the minimum required years due to leaving of absence and so on.

In the committee of University, the reasons in each Form 10 will be strictly examined.

○**Examples of students who may be considered for an exemption**

Except for when Kyoto University recognizes that such students have done so as the result of completely unavoidable circumstances

|  |  |
| --- | --- |
| **Category** | **Examples of students who may be considered for an exemption** |
| 1.Illness/Injury | ・Long-term care  ・Absence a regular exam due to illness |
| 2.Study abroad | ・Study-abroad more than half of a year |
| 3.Graduate-school doctoral thesis  preparation | ・Obviously take a lot of hard work to finish a doctoral thesis due to the theme is required to handle huge amounts of analysis and collecting data  (Except those who applied [Examples of students who may NOT be considered for an exemption-3.Graduate-school doctoral thesis preparation.]) |
| 4.Other reasons | ・Childbirth, childcare and nursing for family  ・Leaving of absence due to respond to a request from government and participate public projects (e.g. Japan Overseas Cooperation Volunteers, military service, etc.)  ・Hard part-time work to cover school expenses **(except international students)**  ・Inevitable reasons due to COVID-19 |

○**Examples of students who may NOT be considered for an exemption**

Note that you will be considered it unacceptable to apply for Tuition Exemptions according to the yearly committee,

if your case falls into the following "Examples of students who may NOT be considered for an exemption"

|  |  |
| --- | --- |
| **Category** | **Examples of students who may NOT be considered for an exemption** |
| 1.Illness/Injury | ・illness (including injuries) caused by act in contravention of laws |
| 2.Study abroad | ・Studying abroad for approximately less than half a year  ・Remaining at university after the semester when you study abroad by overrunning minimum required years  ・Studying abroad without submission of “Request for Approval of Overseas Travel” form. |
| 3.Graduate-school doctoral thesis  preparation | ・Remain at university beyond minimum required years for more than a year  ・Unable to complete a thesis due to the applicants  ・Thesis preparation except for doctoral thesis |
| 4.Other reasons | ・Taking a national exam (the national board of medical examination, the civil service examination, etc.)  ・Waiting for employment opportunities  ・Taking a graduate-school entrance exam  ・Taking an exam for inter-university or inter-faculty transfer  ・Lack of prospects to graduate or pass through within maximum years  ・Voluntary reasons |