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’ filled by the

applicant carefully and write the following 1 – 3. After filling out the form, please put it in an envelope (no specific size or style) and seal it, then hand it over to the applicant.

　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

|  |
| --- |
| 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 applicant |
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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 write 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】**

**Tuition exemption for students who are**

**remaining at university beyond minimum required years**

**or repeating the same grade**

**NOTE**

"Those who are remaining at university beyond minimum required years" means students whose enrolment period runs over the minimum required years due to leave of absence and so on. "Those who are repeating the same grade" means students who remain in the same grade as the previous year.

In the committee of University, the reasons in Form 10 will be carefully reviewed.

○**Examples of reasons considered applicable**

|  |  |
| --- | --- |
| **Category** | **Examples of students who may be eligible for an exemption** |
| 1.Illness/Injury | ・Long-term care  ・Absence from a regular exam due to illness |
| 2.Study abroad | ・Studying abroad for more than half a year |
| 3.Graduate-school doctoral thesis  preparation | ・If it is obvious that doctoral thesis takes longer to finish as the theme requires huge amount of analysis and collecting data.  (Except for the cases in “Examples of reasons considered Not applicable- 3.Graduate school doctoral thesis preparation” below) |
| 4.Other reasons | ・Childbirth, childcare and caring for family  ・Leave of absence in response to government request to participate in public projects (e.g. Japan Overseas Cooperation Volunteers, military service, etc.)  ・Working long hours to cover school expenses **(excluding international students)**  ・Inevitable reasons due to COVID-19 |

○**Examples of reasons considered NOT applicable**

|  |  |
| --- | --- |
| **Category** | **Examples of students who may NOT be eligible 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  ・The remaining semesters at university beyond minimum required years exceed the period of studying abroad  ・Studying abroad without submission of “Request for Approval of Overseas Travel” form |
| 3.Graduate-school doctoral thesis  preparation | ・Remaining at university beyond minimum required years for more than a year  ・Unable to complete a thesis due to the applicant’s personal reasons  ・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 internal transfer to another school, department or division, etc.  ・No prospect of graduating or completing a course within maximum years  ・The applicant’s personal reasons |