

**Note:** This translation is for reference purposes only. Should any discrepancies arise between the English and Japanese versions, the Japanese version is the authoritative version, thus the Japanese version will be deemed valid.

## **Nara Institute of Science and Technology Regulations for Special Auditing Student Exchange**

April 1, 2004  
Provisions No. 24

### I. General provisions

#### Article 1 (Purpose)

These provisions stipulate the necessary matters in relation to the handling of students of the Nara Institute of Science and Technology (hereinafter referred to as “NAIST”) who intend to take subjects at other graduate schools (including graduate schools in foreign countries; hereinafter the same) (hereinafter referred to as “Special Auditing Dispatch Students”) and students of other graduate schools who intend to take subjects at NAIST (hereinafter referred to as the “Special Auditing Students”) based on the provisions of Article 38.6 and Article 66.3 of the Nara Institute of Science and Technology Regulations (Regulations No. 1, 2004; hereinafter referred to as the “NAIST Regulations”).

#### Article 2 (Consultations with other graduate schools)

For consultations between NAIST and another graduate school based on the stipulations of Article 38.1 and Article 66.1 of the NAIST Regulations, the Dean shall discuss the scope of the subjects that may be taken and other related matters. Provided, however, that for a graduate school in a foreign country, consultations with the relevant graduate school may be omitted but limited to cases in which such omission is unavoidable.

### II. Special Auditing Dispatch Students

#### Article 3 (Application procedures)

Students who intend to take a subject at another graduate school as a Special Auditing Dispatch Student must obtain permission from the main supervising professor and then attach the documents listed in each of the items below to the request to be made to the Dean.

- (1) Request to Take Subjects (Form No. 1)
- (2) The documents required by the other graduate school

#### Article 4 (Permission for dispatch)

When a request of Article 3 has been made, the Dean shall give permission for the request based on the results of the discussions of Article 2.

#### Article 5 (Period of taking subjects at another graduate school)

In principle, the period of a Special Auditing Dispatch Student taking subjects shall be up to one year.

#### Article 6 (Handling for the period of enrollment)

Periods of taking subjects as a Special Auditing Dispatch Student shall be included in the period of enrollment at NAIST.

#### Article 7 (Subjects that may be taken)

1. In principle, the subjects that a Special Auditing Dispatch Student may take at another graduate school shall be only lectures, and experiments, practical training, exercises, and research shall not be included.
2. The number of credits that a Special Auditing Dispatch Student may take at another graduate school shall be within the scope that does not exceed 15 credits.

#### Article 8 (Submission of an academic transcript)

When a Special Auditing Dispatch Student finishes taking a subject, the student must immediately (for a Special Auditing Dispatch Student who took a subject at a graduate school in a foreign country within one month after the date of returning to Japan) submit to the Dean an academic transcript issued by the relevant other graduate school.

#### Article 9 (Authorization of credits)

Credits that a Special Auditing Dispatch Student obtains at another graduate school shall be within the scope that does not exceed 15 credits based on the academic transcript stipulated in Article 8, and after the credits undergo deliberation by the Faculty Council, the Dean shall authorize them as credits that were obtained at NAIST.

#### Article 10 (Tuition and fees)

A Special Auditing Dispatch Student shall pay tuition and fees as a student of NAIST.

#### Article 11 (Revocation of permission for dispatch)

In the event that it may be recognized that an action by a Special Auditing Dispatch Student goes against the purpose of dispatch, the Dean may revoke permission for dispatch based on discussions with the relevant other graduate school.

### III. Special Auditing Students

#### Article 12 (Application procedures)

Persons who wish to be Special Auditing Students of NAIST must submit the documents stated in each of the items below via the other graduate school.

- (1) Special Auditing Student Application (Form No. 2)
- (2) Other documents required by the graduate school

#### Article 13 (Permission for acceptance)

When another graduate school has made a request for acceptance of Special Auditing Students, the Dean shall give permission for that acceptance, based on the results of the discussions of Article 2.

#### Article 14 (Period of acceptance)

In principle, the period of accepting a Special Auditing Student shall be up to one year.

#### Article 15 (Subjects that may be taken)

1. In principle, the subjects that Special Auditing Students may take at NAIST shall be only lectures, and experiments, practical training, exercises, and research shall not be included.
2. The number of credits that Special Auditing Students may take at NAIST shall be within the scope that does not exceed 15 credits.

#### Article 16 (Issuance of an academic transcript)

When Special Auditing Students have finished taking the prescribed subject(s), the Dean shall issue an academic transcript.

#### Article 17 (Student identification card)

Special Auditing Students must receive issuance of the prescribed student identification card and always have it on their person.

#### Article 18 (Tuition fees)

1. Examination fees and admission fees for a Special Auditing Students shall not be collected.
2. When Special Auditing Students are students of a national university graduate school, tuition fees shall not be collected.
3. In the event that Special Auditing Students are students of a public or private university graduate school or a graduate school in a foreign country, JPY 14,800 per credit shall be collected as tuition fees. Provided, however, that when, based on an exchange agreement between the universities, it is stipulated that tuition fees will not be collected, tuition fees shall not be collected.
4. The tuition fees of Article 18.3 shall be paid in April for subjects for the spring academic term, and in October for subjects for the autumn academic term.
5. Tuition fees that have been paid shall not be refunded.

#### Article 19 (Revocation of permission of acceptance)

In the event that it may be recognized that an action by a Special Auditing Student goes against the purpose of acceptance, the Dean may revoke permission of acceptance based on discussions with the relevant other graduate school.

#### Article 20 (Corresponding application)

NAIST Regulations and other provisions related to students shall apply correspondingly for Special Auditing Students.

#### IV. Miscellaneous provisions

##### Article 21 (Miscellaneous provisions)

In addition to the matters stipulated in these regulations, matters concerning handling of Special Auditing Dispatch Students and Special Auditing Students shall be decided based on discussions with the relevant other graduate school.

Supplementary provisions

(Effective date)

1. These provisions shall come into effect on April 1, 2004.

(Interim measure)

2. For Special Auditing Dispatch Students or Special Auditing Students who are enrolled on March 31, 2004, and for whom the last date of the period of taking a subject is on or after April 1, 2004, the former Nara Institute of Science and Technology Regulations for Special Auditing Students Exchanges shall still be valid even after these provisions go into effect.

Supplementary provision

These provisions shall come into effect on April 1, 2005.

Supplementary provision

These provisions shall come into effect on December 1, 2010.

Supplementary provision

These provisions shall come into effect on April 1, 2013.

Supplementary provision

These provisions shall come into effect on April 1, 2015.

Supplementary provisions

(Effective date)

1. These provisions shall come into effect on April 1, 2018.

(Interim measure)

2. Matters for students who enrolled in or before fiscal 2017 shall continue to be according to previous examples, irrespective of the provisions of the revised Nara Institute of Science and Technology Regulations for Special Auditing Student Exchange.

Supplementary provision

These provisions shall come into effect on October 1, 2020.

Form No. 1 (related to Article 3)

(Month) \_\_\_\_\_ (Day) \_\_, (Year) \_\_\_\_\_

To: Dean, Graduate School of Science and Technology  
Nara Institute of Science and Technology

Year enrolled: 20 Course: PhD. Master's  
Department of Science and Technology,  
Graduate School of Science and Technology  
Program of \_\_\_\_\_  
\_\_\_\_\_ Laboratory

Student No.: \_\_\_\_\_

Name: \_\_\_\_\_ (Seal)

(or Signature)

Request to Take Subjects

I would like to take the subject(s) stated below of the \_\_\_\_\_ Graduate School  
of \_\_\_\_\_, \_\_\_\_\_ University.

| Subject | No. of Credits | Academic period of subject | Faculty member in charge | Notes |
|---------|----------------|----------------------------|--------------------------|-------|
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |
|         |                |                            |                          |       |

Name of supervising professor:

(Seal)

Form No. 2 (related to Article 12)

(Month) \_\_\_\_\_ (Day) \_\_, (Year) \_\_\_\_\_

Special Auditing Student Application

To: The Dean of the Graduate School of Science and Technology  
Nara Institute of Science and Technology

Name of university/graduate school:

Name of Dean:

(Seal)

I would like to have the person below study subject(s) at your graduate school, and therefore request that you please make the appropriate arrangements. If you approve of this, please reply to inform me of this fact.

Details

| Major | Academic year | Student to take subject<br>(Date of birth)<br>(Gender) | Subject | No. of Credits | Academic period of subject | Faculty member in charge |
|-------|---------------|--|---------|----------------|----------------------------|--------------------------|
|       |               |  |         |                |                            |                          |