

# Nagoya Institute of Technology Regulations on Student Exchange

Established on April 1, 2004

## Chapter 1 General Provisions

(Purpose)

**Article 1** These Regulations shall define necessary matters concerning Nagoya Institute of Technology students who seek to take courses at another university, two-year college or graduate school (including foreign universities, colleges and graduate schools; hereinafter “host university, etc.”) pursuant to the provisions of Article 30, paragraphs 1 and 4, and Article 38, paragraphs 1 and 3 of the Nagoya Institute of Technology Rules (established on April 1, 2004, hereinafter “Institute Rules”) and the provisions of Article 22 and Article 31, paragraphs 1 and 3 of the Nagoya Institute of Technology Graduate School Rules (established on April 1, 2004, hereinafter “Graduate School Rules”) (hereinafter, “Dispatch student(s)”), and concerning special audit students and special graduate auditors (hereinafter, “special audit students, etc.”) provided for in the provisions of Article 51 of the Institute Rules and Article 44 of Graduate School Rules.

(Consultation with the Host University, etc.)

**Article 2** Consultation with the host university, etc. on matters relating to the dispatch of a Dispatch student shall be conducted by the President, following discussion at the Educational Affairs Committee.

2. Consultation on matters relating to the acceptance of a special auditor, etc. shall be conducted by the President, following discussion at the Educational Affairs Committee.
3. Notwithstanding the provisions of the preceding two paragraphs, such consultation may be conducted by a person designated by the President if special circumstances exist.

## Chapter 2 Dispatch Students

(Application Procedure)

**Article 3** Students who wish to apply for Dispatch student status must apply through the Dean or the Director of the Graduate School of the Department, Head of the Department, or Director of the Course or Program to the President by submitting an application form with other required documents.

(Permission for Dispatch)

**Article 4** Permission for dispatch of NITech students shall be granted by the President.

(Period of Dispatch to the Host University, etc.)

**Article 5** The period of dispatch of Dispatch students shall not exceed one year. However, if special circumstances exist, the dispatch period may be extended following consultation with the host university, etc.

2. The total duration of the period of dispatch mentioned in the preceding paragraph cannot exceed two years for undergraduate students, and one year for graduate students.

(Handling of Dispatch Period)

**Article 6** The duration of Dispatch students' dispatch period shall be included in the calculation of their duration of study and duration of enrollment stipulated in Articles 11 and 12 of the Institute Rules and Articles 8 and 9 of the Graduate School Rules.

(Submission of Academic transcript )

**Article 7** Dispatch students shall submit an academic transcript issued by their host university, etc., if any, to the President.

(Approval of Courses and Credits)

**Article 8** Courses taken and credits earned by Dispatch students at their host university, etc. may be approved by the President, after consultation with the Educational Affairs Committee based on their academic transcript, as courses and credits (credits for elective courses in undergraduate programs) required for graduation from the Institute or graduate program completion. The maximum transferrable credits are 60 credits for undergraduate students, and 15 credits for graduate students.

2. For courses for which credits have been approved, grading will not be conducted, and "Approved" will be indicated in the transcript instead of a letter grade.

(Tuition)

**Article 9** Dispatch students must pay tuition to NITech while they are taking courses at their host university, etc.

(Expenses Incurred during Dispatch)

**Article 10** Dispatch students must bear all expenses incurred during their dispatch.

### **Chapter 3** Special Audit Students, etc.

(Time for Admission)

**Article 11** Special audit students, etc. shall be admitted at the beginning of each semester.

(Consultation Procedure)

**Article 12** The head of the university, etc. to which a person applying for a special audit student status, etc. belongs (hereinafter, "home institution head") shall submit a request for

consultation and the documents listed in items i) and ii) below to the President for consultation, by the specified deadline.

- (1) Letter of recommendation from the home institution head
- (2) Academic transcript

(Notification of Consultation Results)

**Article 13** The President shall notify the home institution head of the results of consultation conducted pursuant to Article 2, paragraphs 2 and 3.

(Admission Procedures)

**Article 14** Persons whose admission has been approved must complete the prescribed admission procedures by the specified deadline.

(Permission for Admission)

**Article 15** The President shall permit the admission of those who have completed the admission procedures in the preceding article.

(Enrollment Period)

**Article 16** The enrollment period shall be up to one year. However, if there is a special reason, the period may be extended for up to one year with the permission of the President.

(Grading and Reporting)

**Article 17** When special audit students, etc. complete a course, the instructor in charge of that course shall give a grade and report it to the President.

2. The President shall report the grade in the preceding paragraph to the home institution head, etc.

(Examination Fees, Admission Fees and Tuition)

**Article 18** The amount of tuition for special audit students, etc. shall be specified separately.

2. Special audit students, etc. shall not be charged examination fees and admission fees.

**Article 19** Special audit students, etc. who fall under any of the following items shall not be charged tuition.

- (1) Students enrolled in a national university
- (2) Special audit students, etc. from universities that have a bilateral credit-transfer agreement with Nagoya Institute of Technology, which includes a mutual tuition waiver for special audit students
- (3) Exchange students from universities which have a student exchange agreement with Nagoya Institute of Technology, which includes a mutual examination/admission fee and tuition waiver for international students

(Payment of Tuition)

**Article 20** Special audit students, etc. must pay tuition in the amount corresponding to the number of credits for courses they enroll in each semester, by the end of the first month of each semester. However, for a full-year course to be offered in both first and second semesters, special audit students, etc. must pay the amount corresponding to the number of credits for that course, by the end of the first month of the first semester.

(Tuition Paid)

**Article 21** Once tuition is paid, no refund will be given.

(Mutatis Mutandis Application of the Institute Rules, etc.)

**Article 22** In addition to what is provided for in these Regulations, the provisions concerning students in the Institute Rules, Graduate School Rules, other regulations, etc., shall apply mutatis mutandis to special audit students, etc.

#### **Chapter 4** Miscellaneous Provisions

(Cancellation of Dispatch of Dispatch Students and Acceptance of Special Audit Students, etc.)

**Article 23** If a Dispatch student or special audit student, etc. exhibits behavior contrary to that expected of NITech students or special audit students, etc., the President may, based on consultation with the relevant universities, etc. and following discussion at the Educational Affairs Committee, cancel the dispatch or auditing enrollment of the student.

(Others)

**Article 24** In addition to what is stipulated in these Regulations, necessary matters concerning the handling of Dispatch students and special audit students, etc. shall be determined separately.

Supplementary Provisions

These Regulations shall take effect on April 1, 2004.

Supplementary Provisions

These Regulations shall take effect on December 8, 2004.

Supplementary Provision (Rules No. 28, March 4, 2015)

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

Supplementary Provision (Rules No. 21, March 2, 2016)

These Rules shall come into effect on April 1, 2016.

Supplementary Provision (Rules No. 25, March 11, 2019)

These Rules shall come into effect on April 1, 2019.

Supplementary Provision (Rules No. 31, February 19, 2020)

These Rules shall come into effect on April 1, 2020.

Supplementary Provision (Rules No. 15, January 20, 2021)

These Rules shall come into effect on January 20, 2021, and will apply to those who enter the

University in and after School Year 2021.