

Guidelines on the Handling of Previously Earned Credits of Students Admitted to Nagoya Institute
of Technology Graduate School

Enacted April 1, 2004

(Purpose)

1. These Guidelines set forth necessary matters concerning the approval of academic credits earned

(including credits earned by auditing graduate school classes, hereafter “credits already acquired”) for classes taken at graduate school (including foreign graduate schools)

before entry into the master’s course at the Nagoya Institute of Technology Graduate School (hereafter the “Graduate School”), in accordance with the provisions of Article 23 of the Nagoya Institute of Technology Graduate School Rules (enacted April 1, 2004).

(Persons Eligible for Approval of Credits)

2. Those who have been permitted entry into the first year of the master's course at the Graduate School and

who fall under any of the following categories may apply to have their credits already acquired approved.

- (1) Those who have completed graduate school or withdrawn partway through
- (2) Those who have earned credits at a graduate school by taking graduate school classes as a non-degree graduate student
- (3) Those who have taken classes and earned credits at the Graduate School during their enrolment in Nagoya Institute of Technology’s Creative Engineering Program Day Courses

(Applying for Approval of Credits)

3. Those who wish to have credits already acquired approved as credits required for the completion of their course at the Graduate School shall submit

a Request for Approval of Credits Already Acquired to the President by the separately specified deadline, attaching a certificate of credits granted before entry to the Graduate School, documents listing the details of the classes taken, and any other relevant materials.

(Extent of Approval of Credits)

4. On accepting the educational merit of the credits already acquired, the Graduate School shall approve a maximum of 15 credits as credits earned at the Graduate School.

The names of the classes taken and their credits may be approved as credits required for the

completion of the course at the Graduate School.

(Procedure for Approval of Credits)

5. Depending on the applicant's record of classes at graduate school before admission, the President shall approve credits already acquired as credits required for the completion of the course at the Graduate School after discussions with the director of the department, course or program (hereafter the "Director of the Department, etc.") to which the applicant belongs and deliberations by the Educational Affairs Committee.

(Notification of Results)

6. The President shall notify the applicant and the Director of the Department, etc. to which the applicant belongs, of the results regarding the approval of credits already acquired.

(Learning Guidance)

7. Based on the results regarding approval of credits already acquired, the Director of the Department, etc., shall provide learning guidance to the applicant, such as having them enroll in other classes.

(Taking Classes during Application)

8. Regardless of their application, the applicant shall take classes until they receive notification of the results regarding the approval of credits already acquired.

(Academic Record for Approved Class Subjects)

9. Excepting the students specified in Article 2, Paragraph 3, no assessment will be made for the approved classes, and "Approved" will be displayed in place of a grade on the academic record.

Additional Note

These guidelines shall come into effect from April 1, 2004.

Additional Note

These guidelines shall come into effect from April 1, 2016.

Additional Note

These guidelines shall come into effect from April 1, 2020.

Additional Note

These guidelines shall come into effect from April 1, 2021.