

Nagoya Institute of Technology Graduate School Regulations on
Exchange of Special Research Students

Established on April 1, 2004

Chapter 1 General Provisions

(Purpose)

Article 1 These Regulations shall define necessary matters concerning Nagoya Institute of Technology Graduate School students who seek to receive research guidance at another graduate school (including foreign graduate schools; the same shall apply hereinafter) or research institute, etc. (hereinafter, “host graduate school, etc.”) pursuant to the provision of Article 24 of the Nagoya Institute of Technology Graduate School Rules (established on April 1, 2004, hereinafter, “Graduate School Rules”) (hereinafter, “special research dispatch student(s)”), and special research students provided for in Article 42 of the Graduate School Rules.

(Consultation with the Host Graduate School, etc.)

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

2. Consultation on matters relating to the acceptance of special research students 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 Special Research Dispatch Students

(Application for Dispatch)

Article 3 Students who wish to apply for a special research dispatch student status must, after obtaining approval of their supervisor, apply through the Director of the Graduate School of the Department, Director of the Department, Program, or Course to the President by submitting an application for dispatch and other required documents.

(Permission for Dispatch)

Article 4 Permission for dispatch of students as special research dispatch students shall be granted by the President.

(Research Period at the Host Graduate School, etc.)

Article 5 The research period for special research dispatch students shall not exceed one year.

However, if special circumstances exist, the dispatch period may be extended following consultation with the host graduate school, etc.

2. The total duration of the research period mentioned in the preceding paragraph cannot exceed one year for master students, and two years for doctor students.

(Handling of Dispatch Period)

Article 6 The research period as a special research dispatch student shall be included in the calculation of the duration of study and duration of enrollment stipulated in Articles 8 and 9 of the Graduate School Rules.

(Submission of Notification of Research Completion)

Article 7 Upon completion of research guidance at their host university, etc., special research dispatch students must submit a Notification of Research Completion to the President, together with a Research Engagement Certificate issued by their host university, etc.

(Tuition)

Article 8 Special research dispatch students must pay tuition to the Graduate School while they are receiving research guidance at their host graduate school, etc.

(Expenses Incurred during Dispatch)

Article 9 Special research dispatch students must bear all expenses incurred during their dispatch.

Chapter 3 Special Research Students

(Time for Admission)

Article 10 Special research students shall be admitted at the beginning of each semester, in principle.

(Consultation on Acceptance)

Article 11 The head of the graduate school to which a person applying for a special research student status belongs (hereinafter, “home institution head”) shall submit a request for consultation and the documents listed in items (1) and (2) 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 12 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 13 Persons whose admission has been approved must complete the prescribed admission procedures by the specified deadline.

(Permission for Admission)

Article 14 The President shall permit the admission of those who have completed the admission procedures in the preceding article.

(Research Period)

Article 15 The research 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.

(Taking Class Subjects, etc.)

Article 16 Special research students admitted from foreign universities that have concluded exchange agreements and other institutional educational partnerships with the Institute, and for whom the President has recognized a particular need, may take classes relevant to their research subject with the permission of their academic supervisor and the faculty member in charge of the class.

2. Necessary matters relating to taking class subjects as set forth in the previous paragraph shall be defined separately.

3. The preceding two paragraphs do not prevent special research students from auditing classes to the minimum extent necessary for their research, after obtaining the permission of their academic supervisor and the faculty member in charge of the class.

(Research Guidance Completion Report, etc.)

Article 17 After completion of research guidance to a special research student, the supervisor must submit a Research Guidance Completion Report to the President.

2. The President shall, based on the report submitted pursuant to the preceding paragraph, issue a Research Engagement Certificate to the special research student.

(Examination Fees, Admission Fees and Tuition)

Article 18 The amount of tuition for special research students shall be specified separately.

2. Special research students shall not be charged examination and admission fees. In the case where a special research student is from a national university, the student is exempt from paying tuition.

3. Special research students from universities that have a special research student exchange agreement with Nagoya Institute of Technology, which includes a mutual tuition waiver for special research students, shall not be charged tuition.

4. Exchange students from universities that have an exchange agreement with Nagoya Institute of

Technology and other exchange agreements relating to organizational educational partnerships with the Institute, which include a mutual examination/admission fee and tuition waiver for international students, shall not be charged tuition.

(Payment of Tuition)

Article 19 Special research students must pay tuition for the research period of each semester, by the end of the first month of each semester.

(Tuition Paid)

Article 20 Once tuition is paid, no refund will be given.

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

Article 21 In addition to what is provided for in these Regulations, the provisions concerning students in the Nagoya Institute of Technology Rules (established on April 1, 2004), the Graduate School Rules, other regulations, etc., shall apply mutatis mutandis to special research students.

Chapter 4 Miscellaneous Provisions

(Cancellation of Dispatch or Acceptance)

Article 22 If a special research dispatch student or special research student exhibits behavior contrary to that expected of special research dispatch students or special research students, the President may, based on consultation with the relevant graduate school, etc. and following discussion at the Educational Affairs Committee, cancel the dispatch or acceptance of the student.

(Others)

Article 23 In addition to what is stipulated in these regulations, necessary matters concerning the handling of special research dispatch students and special research students shall be determined by the President separately.

Supplementary Provision

These regulations shall take effect on April 1, 2004.

Supplementary Provision

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. 12, December 6, 2017)

These Rules shall come into effect on December 6, 2017.

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

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