

Statement of Reasons for Extension beyond Standard Study Term

Date: / /2023

To the Dean of Kyushu University

Degree	School/Graduate School	Year of Enrollment	Grade	Student ID No.	Name
Undergraduate		Month/Year			
Master					
Doctor					

I have repeated a year or exceeded the standard study term due to the following reason (illness, study abroad, graduate school thesis and others). I would seek a permission to apply for the tuition fee exemption as a person under special circumstances.

【Period of leave of absence/study abroad】

Leave of absence · Study abroad	from _____ / _____ / _____ to _____ / _____ / _____
Leave of absence · Study abroad	from _____ / _____ / _____ to _____ / _____ / _____
Leave of absence · Study abroad	from _____ / _____ / _____ to _____ / _____ / _____

※If your reason is a leave of absence or study abroad, please write the period in the column above.

【Detailed reasons for repeating a year or exceeding the standard study term】

【Supervisor's recommendatory comments】

Expected Month of Graduation(Completion): September 2023 () March 2024 ()

Supervisor's name _____

※Before filling in the form, please read the back of this form thoroughly.

※Please write the detailed reason and ask your supervisor to check and write her/his recommendatory comments and signature on this form. Please submit it with the application form. (If your supervisor has not been decided, please obtain a class supervisor's recommendatory comments and signature.)

※If your reason is a leave of absence or study abroad, you do not need to obtain the supervisor's comments and signature.

※If Student Support Committee decides that your reason is not applicable in the special reason, your application will not be accepted.

Tuition Fee Exemption Application for students having repeated a year or exceeded the standard study term

Before filling in Form 11-2, please read the following conditions. If you have any questions, please contact your submission counter (refer to “Application Guidebook” page 21)

Category	Cases qualified to apply	Cases <u>not</u> qualified to apply
<p>(1) Leave of absence * Only students within the same period of absence counting from the day when the standard study term ends.</p>	<ul style="list-style-type: none"> • Leave of absence due to illness • Leave of absence due to economic reasons • Leave of absence due to special circumstances 	<ul style="list-style-type: none"> • Leave of absence after exceeding the standard study term
<p>(2) Study abroad * Only students within the same period of study abroad counting from the day when the standard study term ends.</p>	<ul style="list-style-type: none"> • You could not acquire credits of required subjects and others because of the study abroad. 	<ul style="list-style-type: none"> • Study abroad after exceeding the standard study term • Sightseeing trip • Study abroad less than six months
<p>(3) Illness ※ In principle, only students within one year counting from the day when the standard study term ends. ※Supervisor (or class supervisor)'s recommendation comment and signature are required.</p>	<p>One of the following cases (<u>Medical certificate</u> must be submitted.)</p> <ul style="list-style-type: none"> • You could not acquire credits due to illness (including injuries, the same applies below) or childcare and childbirth. (In case the duration of illness (childcare/childbirth) was not enough for taking leave of absence.) • You could not acquire credits due to illness on the day of the credit acquisition test (including sudden recurrence of illness from the past). 	<ul style="list-style-type: none"> • Illness (including injuries) caused by illegal acts
<p>(4) Thesis preparation of master/doctoral degree ※Only students within one year counting from the day when the standard study term ends. ※Supervisor (or class supervisor)'s recommendation comments and signature are required. ※Only students whose completion is expected within a fiscal year of application.</p>	<ul style="list-style-type: none"> • It is obvious that your thesis preparation needs more time because your research theme requires large data collection and analysis. • A better research result is expected by extending the research period since you engage in a research of an advanced technology and there were many uncertainties found in the research result. • It is not possible to acquire credits at the university because you cannot obtain research results without using laboratory facilities/instruments available in overseas and domestic research facilities. • Your thesis preparation has been delayed because your research data did not come out in accordance to the objective of the research theme so you changed the research theme. 	<ul style="list-style-type: none"> • Incompletion of thesis due to the applicant's personal reasons
<p>(5) Other reasons ※ In principle, only students within one year counting from the day when the standard study term ends. ※Supervisor (or class supervisor)'s recommendation comments and signature are required.</p>	<ul style="list-style-type: none"> • You could not acquire credits due to language training. • It is inferable that being in a household on welfare contributes to repeating a year. • Physical disability becomes a much burden for continuing schoolwork. • From the beginning, it is difficult to complete the course within the standard study term after the curriculum change due to the change of school/graduate school, course (including the course change to the 21st Century Program) or major. 	<ul style="list-style-type: none"> • Taking national exams (National Board of Medical Examination, Civil Service Examination, etc.) • Waiting for employment opportunities • Taking entrance exams of graduate-school • Taking exams for inter-university or inter-faculty transfer • Other personal reasons

Statement of Reasons for Extension beyond Standard Study Term

Date: 22 / 2 /2023

To the Dean of Kyushu University

Degree	School/Graduate School	Year of Enrollment	Grade	Student ID No.	Name
Undergraduate		Month/Year			
Master	○○○○	4 / 2020	3	3AB20○○○A	Kyudai tarou
Doctor					

I have repeated a year or exceeded the standard study term due to the following reason (illness, study abroad, graduate school thesis and others). I would seek a permission to apply for the tuition fee exemption as a person under special circumstances.

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Leave of absence · Study abroad	from _____ / _____ / _____ to _____ / _____ / _____
Leave of absence · Study abroad	from _____ / _____ / _____ to _____ / _____ / _____
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※If your reason is a leave of absence or study abroad, please write the period in the column above.

【Detailed reasons for repeating a year or exceeding the standard study term】

If the reason is "Thesis preparation of master/doctoral degree," please check "(4) Thesis preparation of master/doctoral degree" on the reverse side and provide specific details about the following.

- Research content (Brief description is acceptable.)
- Reasons why you were unable or did not complete the course in the previous year
- Current research status and expected completion in the current academic year in view of the requirements for university thesis application, etc.

【Supervisor's recommendatory comments】

He is an excellent student and has received high evaluations, including awards at academic conferences. However, since he is engaged in research on advanced cutting-edge technology such as □□□, there are many uncertainties in his research results, and since better research results can be expected by extending his research period, he have decided to extend his enrollment period by one year.

Since all the necessary results for the dissertation are available, I have determined that he is expected to complete his studies during this academic year as follows.

Expected Month of Graduation(Completion): September 2023 (○) March 2024 ()

Supervisor's name _____ △△ △△

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