

## Statement of Reasons for Extension Beyond Standard Study Term

Date:            /            /2024

To the Dean of Kyushu University

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

I have repeated a year or exceeded the standard study term for the following reasons (leave of absence, illness, study abroad, graduate school thesis, and others). I would seek permission to apply for the tuition fee exemption as a person under particular 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): March 2025 (    )    September 2025 (    )

Supervisor's signature \_\_\_\_\_

**Notes:**

- Before filling in the form, please read the back of this form thoroughly.
- Please write the exact reason and ask your supervisor to check and write their recommendatory comments and signature on this form. Please submit it with the application form. (Obtain recommendatory comments and a signature from a class supervisor if they have not decided on your supervisor.)
- If your reason is a leave of absence or study abroad, you do not need to obtain the supervisor's comments and signature.
- If the above reasons are not considered special reasons, the application will be withdrawn.

## 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 34)

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 are counted from the day the standard study term ends.</p>	<ul style="list-style-type: none"> <li>- Leave of absence due to illness</li> <li>- Leave of absence due to economic reasons</li> <li>- Leave of absence due to special circumstances</li> </ul>	<ul style="list-style-type: none"> <li>- Leave of absence after exceeding the standard study term</li> </ul>
<p>(2) Study abroad * Only students within the same period of study abroad count from the day the standard study term ends.</p>	<ul style="list-style-type: none"> <li>- You could not acquire credits for required subjects and others because of the study abroad.</li> </ul>	<ul style="list-style-type: none"> <li>- Study abroad after exceeding the standard study term</li> <li>- Sightseeing trip</li> <li>- Study abroad for less than six months</li> </ul>
<p>(3) Illness *In principle, only students within one year count from the day the standard study term ends. *The 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"> <li>- 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 a leave of absence.)</li> <li>- You could not acquire credits due to illness on the day of the credit acquisition test (including sudden recurrence of illness from the past).</li> </ul>	<ul style="list-style-type: none"> <li>- Illness (including injuries) caused by illegal acts</li> </ul>
<p>(4) Thesis preparation of master/doctoral degree *Only students within one year count from the day the standard study term ends. *The supervisor (or class supervisor)'s recommendation comments and signature are required.</p>	<ul style="list-style-type: none"> <li>- It is evident that your thesis preparation needs more time because your research theme requires extensive data collection and analysis.</li> <li>- A better research result is expected by extending the research period since you engage in advanced technology research, and many uncertainties were found in the research result.</li> <li>- 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.</li> <li>- Your thesis preparation has been delayed because your research data did not come out according to the objective of the research theme, so you changed the research theme.</li> </ul>	<ul style="list-style-type: none"> <li>- Incompletion of thesis due to the applicant's reasons</li> </ul>
<p>(5) Other reasons *In principle, only students within one year count from the day the standard study term ends. *Supervisor (or class supervisor)'s recommendation comments and signatures are required.</p>	<ul style="list-style-type: none"> <li>- You could not acquire credits due to language training.</li> <li>- It is inferable that being in a household on welfare contributes to repeating a year.</li> <li>- Physical disability becomes a burden for continuing schoolwork.</li> <li>- 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 or major.</li> </ul>	<ul style="list-style-type: none"> <li>- Taking national exams (National Board of Medical Examination, Civil Service Examination, etc.)</li> <li>- Waiting for employment opportunities</li> <li>- Taking entrance exams for graduate school</li> <li>- Taking exams for inter-university or inter-faculty transfer</li> <li>- Other personal reasons</li> </ul>

## Statement of Reasons for Extension Beyond Standard Study Term

Date:            /            /2024

To the Dean of Kyushu University

Degree	School/Graduate School	Year of Enrollment	Grade	Student ID No.	Name
Undergraduate		MM/YYYY			
Master	○○○○	4 / 2021	3	3AB20○○○A	Kyudai taro
Doctor					

I have repeated a year or exceeded the standard study term for the following reasons (leave of absence, illness, study abroad, graduate school thesis, and others). I would seek permission to apply for the tuition fee exemption as a person under particular circumstances. **\*Please circle the appropriate category.**

### 【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】

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. Since better research results can be expected by extending his research period, he has 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): March ○○○○ ( ○ ) September ○○○○ ( )  
Supervisor's signature △△△△

### Notes:

- Before filling in the form, please read the back of this form thoroughly.
- Please write the exact reason and ask your supervisor to check and write their recommendatory comments and signature on this form. Please submit it with the application form. (Obtain recommendatory comments and a signature from a class supervisor if they have not decided on your supervisor.)
- If your reason is a leave of absence or study abroad, you do not need to obtain the supervisor's comments and signature.
- If the above reasons are not considered special reasons, the application will be withdrawn.