

# Regulations on Course Registration

## Chapter 1 General

### 1. Bases

The Regulations on Course Registration are based on Articles in Chapter 6 (Curriculum) and Chapter 8 (Graduation) of the Rules of the University.

## Chapter 2 Courses and Credits

### 2. Courses

The courses of the School of Early Childhood Education and Care consist of Basic Education Courses and Specified Education Courses, and the courses of the School of Liberal Arts consist of General Education Courses and Specified Courses. The University also offers courses (countable toward degree requirements) or optional courses (noncountable towards degree requirements) for students wishing to earn teacher licenses.

### 3. Teacher License Programs

3-1 The Teacher License Program includes curriculum that enables students to acquire one of the teacher licenses.

3-2 Students who wish to acquire the teacher licenses shall take the courses related to the subjects of the license area and to the teaching profession, following the Educational Personnel Certification Law and its enforcement regulations.

### 4. Nursery School Care Provider License

4-1 The School of Early Childhood Education and Care offers a program for students to acquire a Nursery School Teacher License. The program meets the Standards for Nursery Teacher Training.

4-2 Students who wish to acquire the above license shall take the courses specified by the Rules of the University, in compliance with the Child Welfare Law and its enforcement regulations.

### 5. Courses and Number of Credits

Courses and the number of credits are as specified in the Rules of the University.

### 6. Calculation Method of Credits

The number of credits given for each course will be determined by the following criteria:

- (1) For lecture style courses, a one-hour class period requires two hours of preparation study. 15 weeks of a one-hour a week course of this type constitutes 1 credit.
- (2) For practice style courses, a two-hour class study requires two hours of independent study. 15 weeks of a two-hour a week course of this type constitutes 1 credit.
- (3) For experiment, practicum, or skill training style courses, all study is conducted in a laboratory, at the site of the practicum or in skill training. 15 weeks of a three-hour a week course of this type constitutes 1 credit.

- (4) For combination of teaching style courses, the study hours are calculated in ratio to the teaching style combination. These courses constitute 1 credit.

## **Chapter 3 Classes**

### **7. Number of Class Hours**

In principle, the number of weeks of class is 15 weeks for each semester; 30 weeks for one year.

### **8. Required Courses and Elective Courses**

Courses are divided into required courses and elective courses. Courses will be allotted over the four years.

## **Chapter 4 Enrollment**

### **9. Requirements for Graduation and Status Period**

Students must be listed in the register for four years or more and earn a total of 124 credits or more to graduate, in accordance with the following requirements. Registration as a student may not exceed 8 years. Periods of leave of absence will not be included in this 8-year registration limit.

For the School of Liberal Arts:

- (1) A student must earn 30 credits or more of General Education courses, including the required courses.
- (2) A student must earn 94 credits or more of Specialized Courses, including the required courses.  
(For the School of Early Childhood Education and Care, see the Japanese version)

### **10. Enrollment in Courses of Other Schools**

Students may enroll in Specialized Education Courses of School of Early Childhood Education and Care and in Specialized Courses of School of Liberal Arts even if they do not belong to the school which offers the courses.

### **11. Enrollment in Courses**

11-1 Students shall complete the enrollment procedure for elective courses.

11-2 When a student wishes to take a course offered by a department in which she is not registered, the student shall complete the enrollment procedure for courses even if the courses are required courses for that department.

### **12. Enrollment Procedure Period**

The enrollment procedure period is the first two weeks of a semester.

## **Chapter 5 Credit Approval and Evaluation**

### 13. Credit Acquisition

Students earn credits when they pass the final examination.

### 14. Approval of Credits

Individual courses instructors will make the decisions regarding approval of credits earned in each course. The faculty meeting will decide graduation approvals.

### 15. Evaluation Standards

Grading follows evaluation standards below:

Grades	Grading criterion	Evaluation
AA	100 - 90	Pass
A	89 - 80	
B	79 - 70	
C	69 - 60	
F	59 - 0	Fail

### 16. GPA

16-1 GPA (Grade Point Average) represents integrated learning achievement.

The GPA is defined as the grade point average of the total number of grade points for the enrolled course credits. Grade points 4 to 0 match the grades AA to F.

16-2 Grade points are given for grades as in the following:

Grade	GP
AA	4
A	3
B	2
C	1
F	0
W	Non-applicable

16-3 The courses for GPA calculation are all the courses which are evaluated by the scale of 100 points.

16-4 The following courses and the courses of which evaluation is reserved or not registered yet will be excluded from GPA calculation:

- (1) Courses with pass or fail
- (2) Courses whose credits are transferred from other schools
- (3) Courses whose credits are acquired before entering this university
- (4) Courses whose credits are acquired through the credit exchange programs with other universities.
- (5) Courses which students withdraw from in the period defined in Article 18.

### **17. Limit of Course Enrollment**

Each School can specify the upper credit limits of the courses to be enrolled for one semester based on the GPA system, so as to contribute to student support as well as to enhance student learning motivation.

### **18. Withdrawal**

18-1 Students can withdraw from the enrolled courses.

18-2 Students must withdraw during the notified withdrawal period.

The courses from which students do not withdraw during the withdrawal period will be included in GPA calculation.

18-3 Students will be allowed to withdraw from the courses in case they have unavoidable reasons such as illness and accidents.

### **19. Notification of Evaluation**

Each student will be notified of her approved credits and grades.

### **20. Record of Grades**

Students' grades will be transcribed in the school register in compliance with Article 15.

### **21. Grades and Evaluation of Make-up Examinations**

The evaluation criteria in Article 15 above also apply to the evaluation of make-up examinations.

### **22. Grades and Evaluation of Re-examinations**

The evaluation of the re-examination is only Pass/Fail regardless of the evaluation standards in Article 15.

## **Chapter 6 Final Examinations**

### **23. Time of Final Examinations**

In principle, final examinations are conducted at the end of each semester for one-semester courses and at the end of the academic year for one-year courses.

### **24. Examination Types**

Types of examinations may include written examinations, paper examinations, practical examinations and other specified examination methods.

### **25. Qualification for Examinations**

Students will not qualify to take the final examination of a course in the following cases

- (1) When a student's absences from the course exceed one-third of the total number of class hours,
- (2) When payment of tuition and other fees has not been made,
- (3) When the student is not officially enrolled in the course.

## **26. Final Examinations**

Final examination procedure is:

- (1) In principle, the duration of a final examination is 90 minutes.
- (2) Students arriving late 20 minutes or more will not be permitted to enter the examination room.
- (3) Students will not be permitted to leave the classroom for the first 30 minutes of the examination.
- (4) Students shall have their student identification card with them during the examination.

## **27. Make-Up Examinations**

Any student who cannot take a final examination for one of the following reasons, may upon submission of a Make-up Examination Request Form, take a make-up examination:

- (1) When an extraordinary act of nature makes attendance impossible.
- (2) When illness makes taking the final examination impossible and the student reports the fact to the office beforehand.
- (3) When an employment examination makes taking the final examination impossible and the student reports the fact to the office.
- (4) When the President allows the student to take a make-up examination.

## **28. Re-examinations**

Students who fail a final examination, upon submission of a request, may take a re-examination.

However, any student who commits academic misconduct during the final examination or who discards the course without handing in the examination sheet loses the right to take the re-examination.

## **29. Implementation of Make-up Examinations and Re-examinations**

A make-up examination or re-examination of a course may be conducted only once and on the date specified by the University.

## **30. Academic Misconduct on Final Examinations**

Any student who commits academic misconduct in regard to a final examination will be disciplined according to the decision made at the faculty meeting.

## **31. Entrust**

The details necessary for the exercise of the Regulations on Course Registration will be stipulated. are to be determined at a later date.(are set forth in a separate document).

## **Supplementary Provisions:**

The regulations hereto are to be in effect from April 1, 1998.

The regulations hereto are to be in effect from April 1, 1999.

The regulations hereto are to be in effect from April 1, 2002.

The regulations hereto are to be in effect from April 1, 2008.

The regulations hereto are to be in effect from April 1, 2009.

The regulations hereto are to be in effect from April 1, 2012.

## **Guidelines for GP and Enrollment Limits**

### 1. Purpose

The guidelines here, following Article 17, 18 of Regulations of Enrollment, specifies the upper credit limits of the courses to be enrolled based on the GPA system of School of Liberal Arts, so as to contribute to strict grade evaluation and student support as well as to enhance student learning motivation.

### 2. Definition

2-1 The GPA is defined as the grade point average of the total number of grade points for the enrolled course credits. Grade points 4 to 0 match the grades AA to F.

2-2 The courses for GPA calculation are the following:

(1) All the courses which are evaluated by the scale of 100 points.

(2) The courses of outside of SLADE which students get enrolled in while they have the status of SLADE student and also of which grades can be transferred as SLADE credits following the 2-2-(1).

2-3 The following courses and the courses of which evaluation is reserved or not registered yet will be excluded from GPA calculation:

(1) Courses with pass or fail

(2) Courses whose credits are transferred from other schools

(3) Courses whose credits are acquired before entering this university

(4) Courses whose credits are acquired through the credit exchange programs with other universities.

(5) Courses which students withdraw from in the period defined in Article 5.

### 3. Grades and GP

Grade points are give for grades as in the following:

Grade	GP
AA	4
A	3
B	2
C	1
F	0
W	Non-applicable

### 4. Types of GPA and Calculation system

Semester GPA for each semester and Cumulative GPA will be calculated. The decimal points will be rounded off to the first decimal place.

(1) Semester GPA = the sum of grade points acquired during the semester  $\times$  the summed credit numbers of the courses / the summed credit number of the enrolled courses

(2) Cumulative GPA = the sum of grade points acquired from the first semester to the semester to be calculated  $\times$  the sum of grade points acquired from the first semester to the semester to be calculated

### 5. Withdrawal

5-1 Students can withdraw from the enrolled courses.

5-2 Students must withdraw during the notified withdrawal period. The courses from which students do not withdraw during the withdrawal period will be included in GPA calculation.

5-3 Students will be allowed to withdraw from the courses in case they have unavoidable reasons such as illness and accidents

#### 6. Limit of course enrollment

6-1 SLADE students may enroll in the courses including General Education Courses and Specialized Courses within the limits of the maximum credit numbers. The standard enrollment limit is 20 credit hours for each semester. Depending on the student's GPA of the previous semester, the enrollment limit will vary according to the following system:

1. GPA of 3.5 or greater in a semester allows enrollment in up to 24 credits the next semester.
2. GPA of 3.0 to less than 3.5 allows enrollment in up to 22 credits the next semester.
3. GPA of 2.5 to less than 3.0 allows enrollment in up to 20 credits the next semester.
4. GPA of 2.0 to less than 2.5 allows enrollment in up to 18 credits the next semester.
5. GPA of less than 2.0 allows enrollment in up to 16 credits the next semester.
6. The enrollment limit of the first semester for new students, transfer students, reentering students is 20 credits.

6-2 Optional courses (teacher license courses), intensive courses, and fieldwork type courses are not counted for the limit of course enrollment.

#### 7. Treatment of the re-enrolled courses

After getting F from a course, when a student get re-enrolled in the same course and acquires a passing grade from the course, the new grade will replace F.

#### 8. Disclosure

Semester GPA and Cumulative GPA will be disclosed to students and their guardians.

#### 9. Use of GPA

9-1 When the staff of this university request for the GPA for the purpose of education improvement and others, they must submit the Request Form to the Dean.

9-2 The Dean may disclose the data on GPA when he judges the reasons described in the Request Form are appropriate.

#### 10. Interim Measures

As for the students enrolled as of March 31, 2012, the rules on the limit of course enrollment applied for them will be used.

#### Provisions

The guidelines here will be enforced on April 1, 2012

# **Regulations on Practicum for English Teacher Licenses for Junior High Schools and High Schools**

## **1. Objectives of the Regulations**

The objectives of these regulations are

(1) to provide students with the conditions for eligibility to take Practicum-related courses at Ohkagakuen University, School of Liberal Arts, Department of English (SLADE) as part of Teacher License.

(2) to motivate and encourage students to be responsible for their learning.

## **2. Object courses**

These regulations apply to the following courses

(1) Practicum I

(2) Practicum II

(3) Practicum Guidance

(4) Practical Teaching Seminar

## **3. Conditions for eligibility**

Students who intend to take the courses in Article 2 are required to:

i. be registered in or have satisfactorily completed all required courses specified as Courses on Teaching Profession in the Rules of Ohkagakuen University.

ii. be registered in or have satisfactorily completed all the courses specified as Courses on License Subject Area and the courses specified by the Educational Personnel License Law and the courses specified by Article 66-6 of the Enforcement Law.

iii. have earned a minimum GPA score of 2.8 by the time of applying for their practicum.

iv. have a TOEIC score of 600 or more, or have passed pre 1<sup>st</sup> in STEP by the end of February of their 3<sup>rd</sup> year.

## **4. Process**

Students who entered SLADE in the years 2009, 2010 and 2011 are basically required to follow the rules set in the year 2009.

## **Supplementary Provision**

Regulations on Practicum and Practicum-related courses are to be enforced April 1, 2012.

## **Regulations on Long-Term Overseas Studies**

### **1. Bases**

The regulations here, based on Article 20-1 of the Rules of the Universities, lay down the necessary matters on the long-term overseas studies (henceforce, the Overseas Studies) by Ohkagakuen University students.

### **2. Definition**

The Overseas Studies here means taking courses offered by a university or an equivalent high-level educational institution in a foreign country.

### **3. Categories**

3-1 The overseas studying students specified by these regulations must fall into one of the following categories.

- (1) Exchange Students who, obtaining a permission from the University, studies at one of the universities which have an exchange program agreement with the University.
- (2) Students who, obtaining a permission from the University, studies at one of the universities which have an agreement with the University.
- (3) Students who, obtaining a permission from the University, studies at a university which is acknowledged by the University.

3-2 Rules on each of the above overseas studies will be specified.

### **4. Period of Overseas Studies**

The period of the Overseas Studies must be for six months (one semester ) or one year (two semesters).

### **5. Qualification**

A student who applies for the Overseas Studies must fulfill the following items.

- (1) Must be registered in one of the departments of Ohkagakuen University , and must have acquired at least 30 credits.
- (2) Must have clear objectives and plans
- (3) Must have excellent academic records
- (4) Must have enough foreign language abilities
- (5) Must be physically and mentally healthy
- (6) Must have the admission to the university the student is going to study at.
- (7) Must have the consent for the Overseas Studies from the guardian

### **6. Procedure**

A student who applies for the Overseas Studies must submit the following documents in addition to the form "Application for Overseas Studies."

- (1) A recommendation from the department of the student and academic transcript.
- (2) A letter of consent of the guardian
- (3) Other forms specified by the University.

## **7. Permission**

The President, upon Faculty deliberation, permits the Overseas Studies.

## **8. Student Status**

Students on the long-term overseas studies will be registered as Overseas Studies.

## **9. Inclusion of the period into the required period for graduation and into registration period**

9-1 Up to one year can be included into the required period for graduation.

9-2 Up to two years will be included into the registration period.

## **10. Transfer of Credits**

10-1 The Credits students have acquired during their (long-term) overseas studies may be transferred based on the Rules of the University when it is acknowledged as educationally valuable.

10-2 The rules of credit transfer will be stipulated.

10-3 Permission of credit transfer must be deliberated at the Faculty Meeting, upon the request from the student when she returns.

## **11. Extension of the period of the Overseas Studies**

11-1 The period of the Overseas Studies specified in Article 4 can be extended with the limitation of one year. The student status for this extended period shall be Leave of Absence.

11-2 The student who wishes to extend the period of the Overseas Studies must submit the request form to the President three months before the end of the period of the Overseas Studies as a general rule.

11-3 The president, upon deliberation at the faculty meeting, permits the extension of the period of the Overseas Studies.

## **12. Revocation/Interruption**

The President can revoke or interrupt the status of the Overseas Studies of a student when the student falls under one of the following categories:

- (1) The case that the student does not obtain visa.

- (2) The case that the student cannot continue the Overseas Studies due to a disease or other inevitable reason.
- (3) The case that there is no possibility of completing her study due to the poor academic results.
- (4) The case that the student violates the rules and regulations of the University or neglects student duties.

### **13. Terminating procedure**

When the Overseas Studies is terminated, the student must submit the termination form, the Overseas Studies report, diploma issued by the university / institution or the equivalent attestation, and other forms specified by the University.

### **14. Fees**

When acknowledged as long-term overseas student, their payment of the fees to school will be as in the following:

- (1) Exchange program students, based on the exchange program agreement with a university, must pay the tuition fee, the Educational Enhancement fee and Practicum material fee ( they are exempted from tuition and other fees to the overseas university)
- (2) The other students on long-term overseas (Case 3-1-(2) and (3)) will be granted a waiver of half of the tuition fee and half of the Educational Enhancement fee and a waiver of all of Practicum Materials fee.

### **15. Repeal / Revision**

The Executive Council of the University makes decision of the repeal or revision of the regulations here.

### **Supplementary Provision**

1. Regulations on Long-term Overseas Studies are to be enforced March 1, 2010.
2. Regulations on Long-term Overseas Studies are to be enforced March 1, 2011.

## Bylaws for Long-term Overseas Studies

### 1. Purpose

These bylaws, based on Article 10-2 of the Regulations for Long-term Overseas Studies from Ohkagakuen University, stipulate the necessary matters for the Long-term Overseas Studies of students enrolled in the School of Liberal Arts (hereafter the School).

### 2. Committee in Charge of the Matters

2-1 The Academic Affairs Committee of the School of Liberal Arts (hereafter referred to as the Committee) shall be in charge of matters related to student long-term overseas studies.

2-2 The Committee shall deliberate the following matters and bring the results up for deliberation at the Faculty Meeting of the School of Liberal Arts (hereafter, called the Faculty Meeting):

- (1) Matters related to the approval of long-term overseas studies
- (2) Matters related to the acceptance of transfer credits
- (3) Other matters related to long-term overseas studies

### 3. Qualification

Students who are registered at Ohkagakuen University for one year or more and have acquired 30 credits or more may apply for Long-term Overseas Studies. Additionally, those who have been in registration for less than one year, but have finished the first year second semester may be approved to apply for Long-term Overseas Studies.

### 4. Required Document Submission

4-1 Students who apply for Long-term Overseas Studies shall submit the following documents to the Dean of the School of Liberal Arts (hereafter referred to as the Dean):

- (1) Application Form
- (2) Acceptance letter from an overseas institution
- (3) Learning plan at an overseas institution
- (4) Health certificate

4-2 The above documents shall be submitted to the Dean two months before departure.

4-3 In the event a student cannot obtain the above documents within the required time, the Dean may acknowledge reasonableness for the delay, and ask the President for tentative approval upon deliberation at the Faculty Meeting. A student with a tentative approval shall submit the necessary documents within two months of her departure.

4-4 When a student with tentative approval submits the necessary documents, the Dean shall ask the President for official approval. The approved date in this case will be the date of the tentative approval.

### 5. Guidance

Students who would apply for Long-term Overseas Studies shall receive guidance on courses and other matters relating to Long-term Overseas Studies from the Overseas Studies Committee before they may apply.

### 6. Start and completion dates of Long-term Overseas Studies

The starting date for Long-term Overseas Studies is either April 1 or October 1 and the completion date is either September 31 or March 31. In the event a student departs or returns before or after these dates, their date will be adjusted to one of these dates.

## **7. Request for Extension of Long-term Overseas Studies**

Students who request an extension of Long-term Overseas Studies shall submit the following document to the Dean three months before the termination of their long-term overseas studies:

- (1) Overseas Studies Extension Request Form
- (2) Permission form or letter for extension of overseas studies issued by the institution
- (3) Study plan for the extended period

## **8. Discontinuation of Long-term Overseas Studies**

When a student cannot continue her Long-Term Overseas Studies due to illness or other reasons, she must submit the Discontinuation Form to the Dean.

## **9. Approval of Acquired Credits**

9-1 Upon student request, the Faculty may approve the credits acquired at an overseas institution as transferable as far as they meet the purpose of courses specified in the curriculum of the School.

When the courses the students took at an overseas institution are acknowledged to be equivalent to or higher than the courses in the School's curriculum, the credits obtained for the course can be transferred to the School's course of the curriculum and the credits can be approved following the standards of Article 14.

9-2 Students who request approval of credits shall submit the following document to the Dean:

- (1) Request Form for Credit Transfer Approval
- (2) Documents that show the content and hours of the courses the student completed
- (3) Assessment or transcript of the courses at the overseas institution
- (4) Lecture notes and other materials of the courses at the overseas institution that can be used for approval assessment

9-3 The approved transfer credit will be transcribed as T in student grade record.

9-4 Courses and credits acquired during Long-term Overseas Studies will be approved for up to 30 credits for the academic year in which the student returns. The overseas transfer credits can be counted as part of the credit requirement for graduation in so far as the sum of overseas transfer credits and the credits acquired at other institutions do not exceed 60 credits, as specified under Article 30-3 of the Rules of Ohkagakuen University.

## **10. Special Measures of Credit Approval**

The following measures can be taken for credit approval:

- (1) Multiple courses and their credits acquired at an overseas institution can be added and transferred to one course and its credits in the curriculum of the School.
- (2) A course and its credits acquired at an overseas institution can be divided and transferred into multiple courses and their credits.
- (3) Acquired courses and the credits can be transferred to upper level courses and credits of the student year.

## **11. Credit Approval Procedure**

The credit approval procedure is as follows:

- (1) The Academic Affairs Committee, if necessary, can convene the Review Committee when a Long-term Overseas Studies student terminates her overseas studies and requests credit approval.
- (2) The Review Committee consists of the chair of the Academic Affairs Committee and instructors appointed by the chair.
- (3) The chair of the Academic Affairs Committee shall review the documents submitted by the student and make a proposal of credit approval. This is then reported to the Academic Affairs Committee.

- (4) The Academic Affairs Committee shall deliberate on the above proposal and then put it up for deliberation at the Faculty Meeting.

#### **12. Custody of Records of Credit Approval Screening**

The Chair of the Academic Affairs Committee must secure the records of the courses and credits acquired at an overseas institution and transferred courses and the credits and screening process in written form.

#### **13. Credit Transfer Conversion Criteria**

The credits and courses acquired at an overseas institution shall be calculated based on the following rules which are specified in the Rules of Ohkagakuen University.

Course Type	Credits	Minutes
Lecture/Practice	2	1350
Practice	1	1350
Experiment/Practicum/Skill training	1	1350

#### **14. Course Registration after Termination of Long-term Overseas Studies**

When students terminate their overseas studies, they will follow the procedures for course registration below:

- (1) Students who complete their overseas studies by the end of April shall submit the Course Registration Form by the specified time and can be enrolled in the courses.
- (2) Students who complete their overseas studies by the end of October shall submit the Course Registration Form by the specified time and can be enrolled in the courses.

#### **15. Instructor for Seminar course and Graduation Thesis after Completion of Long-term Overseas Studies**

Enrollment in Seminars and Graduation Thesis after the completion of Long-term Overseas Studies shall follow the procedure below:

- (1) The chair of the Department shall decide the instructors of these courses, taking into consideration student requests.
- (2) A student who has been taking a Seminar prior to the start of Long-term Overseas Studies can take the same Seminar instructor, if she requests, after the termination of Long-term Overseas Studies. When the same instructor is not teaching Seminar courses, the Chair of the Department shall determine the instructor, taking the student's request into consideration.

#### **16. Revision/Repeal**

The revision or repeal of these bylaws must be deliberated upon at the Faculty Meeting.

#### **Provisions**

1. These bylaws shall be put into effect on April 1, 2010.
2. These bylaws shall be applied to any students doing Long-term Overseas Studies with permission of the School at the time these bylaws take effect.

# Regulations on Non-degree Student

## 1. Bases

The Non-degree Student Regulations are based on the Rules of the University set forth the necessary regulations regarding non-degree students.

## 2. Admission

When a person applies for admission to the University for the purpose of enrolling in courses specified as offered by the University, the University may accept the person's enrollment, upon screening, to ensure that the enrollment will cause no hindrance of the educational services of the department that offers the course(s).

## 3. Qualifications

Applicant's qualifications for non-degree enrollment are as specified in the Rules of the University.

## 4. Entrance Period

Entrance for non-degree students is the beginning of each semester.

## 5. Registered Period

The registered period for non-degree students is the period of the course in which they are enrolled.

## 6. Procedure

Applicants for non-degree student status shall submit the following documents as well as the application fee (which is half of the regular student application fee) by the time specified:

1. Application Form for Non-degree Student
2. A copy of documents proving that the applicant is qualified to apply, such as a copy of the applicant's college diploma or an academic transcript of the college that the applicant is presently enrolled in.

## 7. Fees

7-1 Admitted non-degree students shall pay tuition (¥15,000 for one credit) by the specified time.

7-2 Non-degree students enrolled in a course such as "Teaching Practicum" or "Care Provider Practicum" must pay the practice fee.

7-3 In principle, paid fees will not be refunded.

## 8. Approval of Credits

8-1 Non-degree students may take the final examination of the enrolled course.

8-2 The University will issue a proof of credits for the courses which non-degree students have passed.

## 9. Application of "the Rules"

In addition to the regulations specified here, the Rules of the University will also apply to non-degree students.

## 10. Entrust

Necessary matters other than those stipulated here will be set forth in a separate document.

## Supplementary Provisions

These regulations are to be in effect from April 1st, 1998.

These regulations are to be in effect from April 1st, 1999.

These regulations are to be applied to non-degree students enrolled from 2002 and after.

These regulations are to be in effect from October 2003.

## Bylaws on Non-degree Students

(Special Exceptions for Students of Ohkagakuen University and Nagoya College)

### 1. Exceptions for Students of Ohkagakuen University and Nagoya College

The following are exceptions to Article 6 and 7 of the Non-degree Student Regulations:

- i. Students of Ohkagakuen University and Nagoya College are exempt from submission of documents and the payment of admission fees and tuition except for the application form.
- ii. Graduates of Ohkagakuen University, Nagoya College and Toyota College are exempt from submission of documents and the payment of admission fees and tuition except for the application form.
- iii. Students who have passed the Transfer Student Admission Examination and have paid the entrance fee are exempted from submission of documents and the payment of admission fees and tuition except for the application form.

If a student has declined enrollment as a transfer student, the student must pay tuition.

- iv. When non-degree students continue registration as non-degree students, the students are exempt from submission of documents and the payment of admission fee and tuition except for the application form.

### 2. Exceptions for non-degree students who wish to take practical courses

Students who wish to enroll in practical courses such as “Teaching Practicum” or “Nursery Education Practicum” which are conducted outside of the University must submit the application form between September 7 and September 30 of the previous year of the practice course with the application documents including medical examination report.

### 3. Practicum Fees

Non-degree students enrolled in a course such as “Teaching Practicum” or “Nursery Education Practicum” must pay the fees for the practicum as specified by Article 7-2 of the Non-degree Student Regulations. However, graduates of Ohkagakuen University and students enrolled in post-graduate courses at Nagoya College, who have already paid the above fees, are exempt from fee payment.

### Supplementary Provisions

1. Bylaws on Non-degree Students are to be in effect from April 1, 2003.
2. Bylaws on Non-degree Students are to be in effect from April 1, 2009.

# Rules on Admission by Transfer

## 1. Bases

The Rules on Admission by Transfer are based on the Rules of the University and lay out necessary rules on transfer students.

## 2. Definition

Transfer admission applies to the following applicants and the accepted students will be given third year status:

- (1) Applicants who have graduated from a two-year college or a technical college.
- (2) Applicants who have graduated from a four-year college or a university or who were enrolled in a college for more than two years and have earned 62 credits or more.

## 3. Application

Transfer applicants shall submit the required documents and the application fee within the specified time period.

## 4. Examination

4-1 Transfer applicants shall take a transfer admission examination.

4-2 Transfer admission examinations offered are of three types: Recommendation Examination from Designated Colleges, General Recommendation Examination, and General Admission Examination.

## 5. Admission

The president, upon deliberation at a faculty meeting, may admit transfer students who pass one of the above admission examinations.

## 6. Transfer of Credits

The rules on credit transfer are stipulated in the Rules on Transfer Credit from other Institutions to School of Liberal Arts.

## 7. Tuition and Other Fees

The tuition and other fees for transfer students are set forth in a separate document.

## 8. Entrust

Other matters, if necessary, will be determined at later date.

## Supplementary Provision

The Rules of Transfer Admission are to be in effect from April 1, 1998.

# **Rules on Transfer Credits from other Institutions to School of Liberal Arts**

## **1. Bases**

The Rules on Transfer Credits from Other Institutions to the School of Liberal Arts, based on the Rules of the University, set forth the rules on the transfer of credits for students transferring from other institutions.

## **2. Maximum Number of Credits by Transfer**

The maximum number of credits that may be transferred by a student from those earned at another educational institution is 60 credits.

## **3. Conditions on Credit Transfer**

The transfer of credit shall comply with the following rules:

- (1) For General Education Courses, up to 18 credits may be transferred if there are equivalent courses among the transfer courses.
- (2) For Specialized Courses, up to 42 credits may be transferred if there are equivalent courses among the transfer courses.

## **4. Procedure**

The President shall approve the transfer of credit, following deliberation at a faculty meeting.

## **5. Entrust**

Other matters, if necessary, are to be determined at later date.

## **Supplementary Provision**

1. The Rules of Transfer Credits from Other Institutions are to be in effect from April 1, 2009.
2. The Rules of Transfer Credits from Other Institutions are to be in effect from April 1, 2011.

# Regulations on Transfer to Another School or Department

## 1. Bases

The Regulations on Transfer to Another School or Department are based on Article 19 of the Rules of the University.

## 2. Definition

2-1 Transfer to Another School means that a student's registration is moved to a school in which she is not currently registered while she has student status.

2-2 Transfer to Another Department means that a student's registration is moved to a department in which she is not currently registered while she has student status.

## 3. Time of Transfer

The time at which a student may transfer from another school or department is at the beginning of the second academic year or the third academic year of the student.

## 4. Application

A student who seeks to transfer from another school or department shall submit the required documents including the Application Form within the specified period in the first academic year or the second academic year of their school/department.

## 5. Screening

Screening of transfer applicants will be conducted in the form of paper examination, interview, and examination of documents, following the rules stipulated by the school for which the student applies.

## 6. Admission

The president may permit the transfer of a student who passes the screening process specified in Article 5 upon deliberation at the faculty meeting of the school.

## 7. Treatment of Acquired Credits

The procedures for transfer of student credits are to be determined at a later date.

## 8. Period of Student Status

The student status of the transferred student conforms to Article 5 of the Rules of the University.

## 9. Entrust

Other matters, if necessary, will be determined at a later date.

## Supplementary Provisions

The regulations here are to be in effect from April 1, 2008.

The regulations here are to be in effect from April 1, 2013.

## Ohkagakuen University Transfer Section • By-laws and Regulations for Intra-institutional transfer in Ohkagakuen University

### (Aim)

Article 1 The by-laws of the Section of Ohkagakuen University based on the regulations of the University prescribe the necessary matters with regard to the handling of transfer matters, hereinafter known as the Transfer section.

### (Applicants and Permission)

Article 2 Each department and faculty may, to the extent that it will not interfere with education, recruit and accept applications from those students who may wish to apply for undergraduate transfer.  
2 Thereby, each faculty will allow recruitment and application so as to not interfere with the education of the respective departments.

### (Applicant qualifications)

Article 3 Approved applicants must be in the 1<sup>st</sup> or 2<sup>nd</sup> year of their undergraduate program and show clear reasons for their wish to transfer.

### (Screening Method)

Article 4 On receiving the application for undergraduate transfer the possibility of acceptance will be determined in a comprehensive manner, based on motivation, academic performance, interview, essay, a written test, etc.

### (Yearly Plan and Credits)

Article 5 The yearly curriculum plan for successful 2<sup>nd</sup> and 3<sup>rd</sup> year applicants will be determined.  
2 Assigned annual curriculum plans will be determined based on credits earned.

### (Timing of Undergraduate transfer)

Article 6 The period of permission to transfer shall commence on April 1.

(School term)

Article 7 The period of study in the new department for the successful transfer applicant must be for the period minus the period in which the student was previously enrolled.

(Limitations of Transfer)

Article 8 In principle, the person who has transferred once may not transfer a second time.

#### Supplementary Provisions

These regulations take effect from April 1, 2013 and apply to students enrolled in and after 2011.

# Regulations on Research Students

## 1. Bases

The Rules of Research Students, based on the Rules of the University, Article 45-2, set forth the regulations for Research Students.

## 2. Definition

A research student is defined as a student who receives academic advice and guidance on particular subjects from her adviser.

## 3. Qualifications

Research student applicants shall fall within one of the following categories:

1. Those who have graduated from a four-year college or who are expected to graduate from a four-year college by March 31 of the current academic year of the application.
2. Those who are acknowledged by the University as having equal or higher qualifications as the above category.

## 4. Application Date

Research Student applicants shall submit an application form and the application fee (which is half of the regular entrance examination fee) by the following dates:

Registration Period	Application Deadline
One year or First semester	March 31
Second semester	September 30

## 5. Screening

The admission screening shall be conducted by the relevant department, upon receiving the opinion of the expected adviser of the applicant.

## 6. Approval

The President, upon deliberation at a faculty meeting, may permit the registration of an applicant who has passed the above admission screening as a research student.

### **7. Registration Date**

Research students shall register at the beginning of a semester.

### **8. Registered Period**

Registered period of a research student shall be either one semester or one year. For special cause, the registered period may be extended.

### **9. Auditing**

A research student receives academic advice and guidance from her adviser. A research student, upon agreement of her adviser, may audit a course as far as it does not cause any hindrance to the course. The research student will not receive any credits from the audited course.

### **10. Tuition Fee**

10-1 Research student must pay 30,000 yen for one semester or 60,000 yen for one year as tuition by the specified date.

10-2 In principle, the paid application fee and tuition is not refundable.

### **11. Entrust**

Other rules, if necessary, will be set forth in a separate document.

### **Supplementary Provision**

1. Regulations of Research Students are to be in effect from April 1, 2006.
2. Regulations of Research Students are to be in effect from April 1, 2009.

## **Agreement with Nagoya College Regarding Non-degree Students**

This agreement with Nagoya Tankidaigaku (Nagoya College) states that the University (Ohakagakuen University) and Nagoya College shall each accept credits earned at one institution as the same as credits earned at the other institution.

The agreements are:

### **1. Acceptance of Students**

1-1 When students in the registry of the University wish to enroll in courses offered by Nagoya College in order to earn credits, the President of Nagoya College may permit the enrollment.

1-2 When students in the registry of Nagoya College wish to enroll in courses offered by the University in order to earn credits, the President of the University may permit the enrollment.

### **2. Non-degree Students under the Agreement**

Both institutions agree to treat the students accepted under the agreement as “the non-degree students under the agreement”.

### **3. Enrollment Period**

The enrollment period of “the non-degree students under the agreement” is up to one year for each enrollment.

### **4. Range of Courses and Credit Limit**

The range of courses for enrollment and the maximum credits will be discussed on an individual bases.

### **5. Number of Students to be Accepted**

The maximum number of non-degree students accepted into each institution will be limited to that number which will not cause trouble for the education of the regular students of each institution.

### **6. Procedure for Student Acceptance**

The acceptance procedure follows the rules of non-degree students of each institution.

## **7. Approval of Credits**

Enrollment in courses and approval of credits of “the non-degree students by the agreement” follow the rules of the accepting institution.

## **8. Fees**

The tuition and other fees of “the non-degree students by under the agreement” will not be levied.

Supplementary Provisions:

1. This agreement is to be effect from April 1, 1999.
2. When one of the institutions wishes to amend this agreement, discussion between the two institutions shall be held.