

## 7 Regulations Regarding Long-Term Courses of Study at Kanazawa University

(Purpose)

Article 1 These regulations shall specify necessary matters concerning the handling of the “long-term course of study” at Kanazawa University in accordance with the provisions of Article 58 of the Kanazawa University Regulations (hereinafter “University Regulations”) and Article 27 of the Kanazawa University Graduate School Regulations (hereinafter “Graduate School Regulations”).

(Eligible students)

Article 2 Persons who may apply for a long-term course of study shall be the persons who fall under any of the following conditions and is unable to attend a normal course of study within the term of study specified in Article 38 of the University Regulations or within the standard term of study specified in Article 6 of the Graduate School Regulations. However, this excludes students who are graduating or are scheduled to complete the program and those of the School of General Education of the Institute of Liberal Arts and Science (except for those who have decided to transfer).

- (1) Persons who are employed (including temporary employment)
- (2) Persons engaged in housework, childcare, long-term nursing care, etc.
- (3) Persons with physical disabilities, cognitive disabilities, mental disabilities (including developmental disabilities), and other physical or mental disabilities

(Long-term course of study period)

Article 3 The period of a long-term course of study shall be a period of time allowed in each college or graduate school (hereinafter “colleges, etc.”) on a yearly or by-semester basis within the period of study specified in Article 40 of the University Regulations or Article 7 of the Graduate School Regulations.

(School term)

Article 4 The period of study of a person who is permitted to take a long-term course of study may not exceed the period of study stipulated in Article 40 of the University Regulations or Article 7 of the Graduate School Regulations.

(Handling of leave of absence)

Article 5 The handling of a leave of absence for those who are permitted to take a long-term course of study shall be as stipulated in Article 62 of the University Regulations or Article 33 of the Graduate School Regulations.

(Procedures)

Article 6 Those who wish to take a long-term course of study shall apply to the President of the relevant college, etc. using the Long-Term Course of Study Application Form (Attachment 1) by the date specified by the college, etc. to which they belong.

- 2 In the event of an offer pursuant to the provisions of the preceding paragraph, the President shall grant permission through the relevant Educational Research Committee, etc.
- 3 When the President gives permission pursuant to the provisions of the preceding paragraph, he/she will notify the Director of the relevant college, etc. and issue a permit to the person.

(Changes to course of study structure)

Article 7 Shortening of the length of the course of study (hereinafter referred to as “course period”) (including cancellation of a long-term course of study) for those who have already been permitted to

take long-term course of study shall be permitted, and extension of the course period shall not be permitted.

- 2 Changing to a long-term course of study and shortening the course period during enrollment shall be limited to one time.

- 3 Procedures for shortening the course period shall be carried out in accordance with the preceding article based on the application for shortening the term of study in Attachment Form 2.

(Tuition fees)

Article 8 The handling of tuition fees for those who are permitted to take long-term courses of study is as follows.

- (1) Annual tuition shall be calculated by multiplying the annual tuition prescribed in the University Regulations or Graduate School Regulations (hereinafter referred to as “School Regulations, etc.”) by the number of years of the course of study.

- (2) The annual tuition fees for a person who is allowed to change to a long-term course of study from the middle of their term are the tuition fees that should normally be paid from admission to graduation or completion of the course if the person does not take the long-term course of study. The amount obtained by deducting the total amount of tuition fees to be paid during the period of enrollment from the person concerned is divided by the number of years of enrollment after the relevant year. (If there is a fraction less than ten yen in the amount, it shall be rounded up.)

- (3) The amount of tuition to be collected if a person whose annual tuition is determined by the preceding two paragraphs graduates or completes the course in the middle of the school year shall be obtained by multiplying one-twelfth of the annual tuition fees determined by the provisions of the same paragraphs by the number of months in which the student is enrolled and shall be collected at the first semester collection period. (If there is a fraction less than ten yen in the amount, it shall be rounded up.) However, if the month of graduation or completion of the course is after the second semester collection period, the tuition fees for the period of enrollment after the second semester collection period may be collected at the second semester collection period.

- (4) If the person whose annual tuition is fixed pursuant to the provisions of paragraphs 1 and 2 is permitted to shorten the course period, an amount obtained by multiplying the annual amount of tuition calculated according to the provisions of the same paragraphs (If there is a fraction less than one yen in that period, it shall be rounded up. The same shall apply hereinafter.) by the number of years in which the person is enrolled shall be collected when shortening the course period (In the middle of the school year, the period until the end of the school year shall be determined. The same shall apply hereinafter.). However, if the shortened course period corresponds to the term of study or the standard term of study, the amount obtained by multiplying the annual amount of tuition provided for in the regulations by the number of years the student has been enrolled in shall be deducted.

- (5) If the tuition fees are revised during the course period, they will be recalculated based on the revised tuition fee amount.

- (6) If the student is still enrolled after the end of the course period, the annual tuition fees will be the same as the annual tuition fees stipulated in the school rules.

(Miscellaneous)

Article 9 In addition to what is stated in these regulations, necessary matters concerning long-term courses of study shall be determined by the colleges, etc.

Supplementary provisions (Abbreviated)

Supplementary provisions

These Regulations shall come into effect on March 1, 2023.

(Attachment 1)

Long-Term Course of Study Application Form

(別紙様式1)

**長期履修申請書**  
Long-term Course Application

令和 年 月 日

金沢大学長 殿  
To The President, Date of Submission:

\_\_\_\_\_ 学域 \_\_\_\_\_ 学類  
College of \_\_\_\_\_ School of \_\_\_\_\_

\_\_\_\_\_ 研究科 \_\_\_\_\_ 専攻  
Graduate School of \_\_\_\_\_  
Division of \_\_\_\_\_

学士課程 Bachelor's Course  
 修士・博士前期課程 Master's Course  
 博士・博士後期課程 Doctoral Course  
 専門職学位課程 Professional Degree Course

氏名 (自署) Name (Self-signed) \_\_\_\_\_

以下のとおり、長期履修を希望するので申請します。  
I would like to take a long-term course as follows.

受験番号 Examinee's No. (学籍番号) (Student ID)		
入学年月 Admission date	卒業・修了希望年月 Desired graduation date	長期履修希望期間 ( 年 か月) Desired period ( ___years ___months)
令和 年 月 Year: Month:	令和 年 月 Year: Month:	令和 年 月 ~ 令和 年 月 From To
在学中の勤務先名 (職種) Name of work place during the enrollment	(Occupation: )	
在学中の勤務先所在地 Address of work place during the enrollment	〒 Code: _____	TEL ( ) _____
申請理由 (長期履修の必要性) Necessity of long-term study		
_____ _____ _____		
(長期履修計画は、別紙：様式任意により単位の修得計画を含み作成し添付すること。) (Attach your long-term course plan, including a credit acquisition plan, using the attached form.)		
責任指導教員の所見 Comment from Supervisor	_____ _____ _____	
	責任指導教員氏名 (自署) Name of Supervisor (Signature) _____	

(注) ・氏名欄は自署すること。  
Note Name field must be signed by hand.

(Attachment 2)

Application for Shortening Long-Term Course of Study

(別紙様式2)

**長期履修期間短縮願**  
Request for shortening the long-term study period

令和 年 月 日

金沢大学長 殿  
To The President, Date of Submission:

\_\_\_\_\_ 学域 \_\_\_\_\_ 学類  
College of \_\_\_\_\_ School of \_\_\_\_\_

\_\_\_\_\_ 研究科 \_\_\_\_\_ 課程  
Graduate School of \_\_\_\_\_  
Division of \_\_\_\_\_

学士課程 Bachelor's Course  
 修士・博士前期課程 Master's Course  
 博士・博士後期課程 Doctoral Course  
 専門職学位課程 Professional Degree Course

氏名 (自署) Name (Self-signed) \_\_\_\_\_

以下のとおり、長期履修期間を短縮したいので許可願います。  
I would like to shorten the long-term course period as follows.

学籍番号 Student ID		
入学年月 Admission date	平成・令和 年 月 Year: Month:	
当初の卒業・修了年月 Initial graduation date	令和 年 月 Year: Month:	
当初の長期履修期間 Initial long-term course period	平成・令和 年 月 ~ 令和 年 月 ( 年 か月) From to	
短縮後の卒業・修了年月 Expected graduation date after shortening	令和 年 月 Year: Month:	
短縮後の長期履修期間 Expected long-term course period after shortening	平成・令和 年 月 ~ 令和 年 月 ( 年 か月) From to	
短縮理由 (長期履修を必要としなくなった理由等) Reasons for shortening long-term courses		
_____ _____ _____		
責任指導教員の所見 Comment from Supervisor	_____ _____ _____	
	責任指導教員氏名 (自署) Name of Supervisor (Signature) _____	

(注) ・氏名欄は自署すること。 Name field must be signed by hand.  
Note ・単位修得証明書添付すること。 Please attach a certificate of credit acquisition.