

The Japanese version is the authoritative version, and this English translated version is intended for reference purposes only. If any inconsistencies or doubts arise between the two versions, the Japanese version will prevail.

Reitaku University Rules

Established on April 1, 1959

Revised on April 1, 2016

Chapter 1 General Provisions

(Purpose)

Article 1

The purpose of Reitaku University is to conduct research and provide instructions, according to these University Rules, to nurture talents who have well-rounded knowledge and values and deep understanding of cultures and arts, and in particular, global/international views, in order to contribute to world peace and happiness of mankind through university education based on the spirit of teachings of Chikuro Hiroike and according to the Fundamental Act of Education (Act No. 120 of 2006).

(Self-Inspection/Evaluation)

Article 1-2

Reitaku University shall endeavor to inspect and evaluate itself on the condition of education and research activity, etc., in order to improve its education and research standards and achieve its purpose and social mission.

Chapter 2 Organizations

(Faculty, Department and Quota)

Article 2

1 The University shall have the Faculty of Foreign Studies whose department and quota are specified below.

Faculty	Department	Total capacity	Quota
Faculty of Foreign Studies	Department of Foreign Studies	1200 persons	300 persons

2 The University shall have the Faculty of Economics and Business Administration whose departments and quota are specified below.

Faculty	Department	Total capacity	Quota
Faculty of Economics and Business Administration	Department of Economics	680 persons	170 persons
	Department of Business Administration	520 persons	130 persons

3 The purpose of the Faculty of Foreign Studies is to nurture so-called international persons of culture, who have comprehensive views to achieve co-existence of multiple languages and cultures, who are equipped with language proficiency, communication skills and understanding of multiple cultures, and who can embrace globalization.

4 The purpose of the Faculty of Economics and Business Administration is to nurture so-called international persons of public-mindedness, who have basic core competencies on economics and business administration, under the philosophy of nurturing internationally-minded, ethical persons who can contribute to the international society.

(Graduate School)

Article 2-2

1 The University shall have graduate school.

2 The rules on the graduate school shall be specified separately.

(Special Course of Japanese Language Program/Quota)

Article 3

1 The University shall have the Special Course of Japanese Language Program (hereinafter referred to as "Special Course") whose quota is specified below.

Special Course	Total capacity	Quota
Japanese Language Program	60 persons	60 persons

2 The rules on the Special Course shall be specified separately.

(Affiliated Institutions)

Article 4

- 1 The University shall have the following affiliated institutions:
 - (1) Reitaku Institute of Political Economics and Social Studies
 - (2) Center for the Comparative Study of Civilizations and Cultures
 - (3) Business Ethics and Compliance Research Center
 - (4) Linguistic Research Center
 - (5) Center for Information Technology and Education
 - (6) International Exchange Center
 - (7) Center for Japanese Language Program
 - (8) Reitaku Open College in Kashiwa
 - (9) Student Counseling Center
 - (10) Career Center
 - (11) Center for Moral Science and Education
 - (12) Academic Support Center
 - (13) Center for Regional Collaboration
- 2 The regulations regarding the affiliated institutions shall be specified separately.

(Library)

Article 5

- 1 The University shall have a library.
- 2 The regulations regarding the library shall be specified separately.

(General Administration Department)

Article 5-2

- 1 The University shall have a General Administration Department.
- 2 The regulations regarding the General Administration Department shall be specified separately.

(Establishment of Organizations, Etc.)

Article 5-3

Organizations other than those specified in Article 2 through the preceding Article may be established as specified by the President.

Chapter 3 Personnel Organizations

(President)

Article 6

- 1 The University shall have a President.
- 2 The President shall manage the affairs of the University and supervise the University personnel.
- 3 The regulations regarding the appointment of the President shall be specified separately.

(Vice President)

Article 6-2

- 1 The University may have Vice Presidents as necessary.
- 2 The Vice President shall help the President and manage the affairs of the University based on instructions.
- 3 The regulations regarding the appointment of the Vice President shall be specified separately.

(President's Aide)

Article 6-3

- 1 The University may have President's Aides as necessary.
- 2 The President's Aide shall assist the President in planning and carry out the specific duties of the University as instructed by the President.
- 3 The regulations regarding the appointment of the President's Aide shall be specified separately.

(Faculty Member)

Article 7

- 1 The University shall have Professors, Associate Professors, Assistant Professors, Lecturers and Assistants.
- 2 The faculty member shall be charged with the jobs relating to education and research as specified in the following items, as well as the management of University affairs as needed to operate the University.

- (1) A Professor shall be a person having exceptional educational, research or administrative knowledge, skills and achievements in a special field, who instructs students and guides their research or engages in research himself or herself.
 - (2) An Associate Professor shall be a person having excellent educational, research or administrative knowledge, skills and achievements in a special field, who instructs students and guides their research or engages in research himself or herself.
 - (3) An Assistant Professor shall be a person having educational, research or administrative knowledge and skills in a special field, who instructs students and guides their research or engages in research himself or herself.
 - (4) A Lecturer shall be engaged in jobs corresponding to those of a Professor or Associate Professor.
 - (5) An Assistant shall be engaged in the duties needed to smoothly carry out the education and research activities of the organization he or she belongs.
- 3 The regulations regarding the appointment or commissioning of faculty member shall be specified separately.

(Deans, Etc.)

Article 8

- 1 The University shall have a Dean of the Faculty of Foreign Studies, Dean of the Faculty of Economics and Business Administration, Dean of the Graduate School of Language Education, Dean of the Graduate School of Economics and Business Administration, Director of Library, Dean of the Special Course, Director of the Reitaku Institute of Political Economics and Social Studies, Director of the Center for the Comparative Study of Civilizations and Cultures, Director of the Business Ethics and Compliance Research Center, Director of the Linguistic Research Center, Director of the Center for Information Technology and Education, Director of the International Exchange Center, Director of the Center for Japanese Language Program, Director of the Reitaku Open College in Kashiwa, Director of the Student Counseling Center, Director of the Career Center, Director of the Center for Moral Science and Education, Director of the Academic Support Center and Director of the Center for Regional Collaboration (hereinafter referred to as "Deans, Etc.").
- 2 The Deans, etc., shall be Professors, as a rule.
- 3 The regulations regarding the appointment of the Deans, Etc., shall be specified separately.

(Personnel)

Article 9

The University shall have personnel in general and technical positions.

Chapter 4 Faculty Meeting, University Council and Committees

(Faculty Meeting)

Article 10

- 1 Each Faculty shall have a Faculty Meeting.
- 2 The Faculty Meeting shall be a forum for expressing opinions on the decisions made by the President regarding the items listed below:
 - (1) Matters relating to admission and graduation of students
 - (2) Matters relating to conferment of degrees
 - (3) Important matters relating to education and research other than those specified in the preceding two items, which are specified by the President as requiring consultation with the Faculty Meeting.
- 3 The Faculty Meeting shall deliberate matters relating to education and research other than those specified in the preceding paragraph, which are under the responsibility of the President and Deans of each faculty, etc., and express opinions as requested by the President, etc.
- 4 The Meeting of the Faculty of Foreign Studies shall also handle matters relating to the Special Course, which corresponds to those in the preceding two paragraphs.
- 5 The Faculty Meeting shall be called and chaired by the Dean of the Faculty. If the Dean is unavailable, other pre-designated person shall call and chair the Meeting.
- 6 The Faculty Meeting shall consist of full-time Professors, Associate Professors, and other faculty members as deemed necessary by the Faculty Meeting.
- 7 The regulations regarding the Faculty Meeting shall be specified separately.

(University Council)

Article 11

- 1 The University shall have a University Council as a venue for the President to hear opinions before deciding on important matters affecting the entire University.

- 2 The matters handled by the University Council are as follows:
 - (1) Matters relating to admission, graduation and completion of programs of students
 - (2) Matters relating to conferment of degrees
 - (3) Important matters relating to education and research other than those specified in the preceding two items, which are specified by the President
- 3 The University Council shall be called and chaired by the President. If the President is unavailable, the Vice President shall call and chair the Council.
- 4 The University Council shall consist of the President, Vice President, President's Aide, Deans of Faculties, Representatives of Faculties (2 persons per Faculty), Deans of graduate schools, Director of Library, Dean of the Special Course, Director of the Center for Information Technology and Education, Director of the International Exchange Center, Director of the Center for Japanese Language Program, Director of the Reitaku Open College in Kashiwa, Director of the Student Counseling Center, Director of the Career Center, Director of the Center for Moral Science and Education, Director of the Academic Support Center, Director of the Center for Regional Collaboration, Director of the General Administration Department, Director of Educational Affairs Department and Director of Administration Department. However, the actual number of members shall be less if any member or members serve(s) more than one of the positions stated above.
- 5 The regulations regarding the University Council shall be specified separately.

Article 12 Deleted.

(Committees)

Article 13

- 1 The University may have standing committees and ad-hoc committees.
- 2 The regulations regarding the Committees shall be specified separately.

Chapter 5 School Year, Semesters and Holidays

(School Year)

Article 14

The school year shall start on April 1 and end on March 31 of the following year.

(Semesters)

Article 15

The school year shall be divided into two semesters as follows:

- (1) First semester: April 1 through September 19
- (2) Second semester: September 20 through March 31 of the following year

(Holidays)

Article 16

- 1 Classes will not be conducted on the holidays listed below:
 - (1) Sundays
 - (2) Public holidays specified in the Act on National Holidays (Act No. 178 of 1948)
 - (3) Founder's Day (June 4)
 - (4) Summer holidays: August 1 through September 19
 - (5) Winter holidays: December 20 through January 9 of the following year
 - (6) Spring holidays: March 1 through 31
- 2 The President may change the holidays in the preceding item as necessary.

Chapter 6 Maximum Term of Study/Maximum Term of Enrollment

(Program Duration)

Article 17

The maximum duration of a Bachelor's Program shall be four (4) years.

(Maximum Period of Enrollment)

Article 18

- 1 A student may not remain enrolled in the University for more than eight (8) years.
- 2 A student who entered the University under the provisions of Articles 24 and 31 may not remain enrolled in the University for more than twice the number of years specified for his or her course.

Chapter 7 Admission

(Time of Admission)

Article 19

Students shall be admitted into the University at the beginning of the school year. However, students may be admitted into the University at the beginning of the second semester so long as it does not present any problem educationally.

(Qualification for Admission)

Article 20

Any persons who fall under any of the following items are qualified for admission into the University:

- (1) Persons who have graduated from a high school or institution for secondary education
- (2) Persons who have completed 12 years of school education in a general course (or persons who have completed school education equivalent thereto through a course other than the general course)
- (3) Persons who have completed a 12 year program of school education abroad or persons who have an equivalent qualification designated by the Minister of Education, Culture, Sports, Science and Technology
- (4) Persons who have completed a program at a foreign educational institution that the Minister of Education, Culture, Sports, Science and Technology certifies as having programs equivalent to those of Japanese high schools
- (5) Persons who have completed an advanced program of a special training school separately designated by the Minister of Education, Culture, Sports, Science and Technology on or after the date determined by the Minister (limited to the programs with a course duration of three years or more that satisfy any other requirements determined by the Minister of Education, Culture, Sports, Science and Technology)
- (6) Persons designated by the Minister of Education, Culture, Sports, Science and Technology
- (7) Persons who have passed the Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates under the Rules on Certificate for Students Achieving the Proficiency Level of Upper Secondary School Graduates (including persons who have passed the University Entrance Qualification Examination under the old Regulations (hereinafter referred to as "Old Certification"))
- (8) Persons who are 18 years or older and who are recognized by the University, through individual screening of entrance qualification, as having academic abilities that are at least equivalent to high school graduates

(Application for Admission)

Article 21

- 1 Persons who apply to the University shall submit the designated application form with documents determined by the University, together with the admission/examination fee.
- 2 The requirements relating to application for admission shall be specified separately.

(Selection of Students to Be Admitted)

Article 22

- 1 Persons to be admitted shall be selected from among the applicants based on scholastic ability tests and other methods.
- 2 Persons who graduated from the high school specified by the University or completed the Special Course of the University may be selected for admission without scholastic ability tests only for the school year immediately following the year of graduation or completion of course.
- 3 The requirements relating to selection of students to be admitted shall be specified separately.

(Entrance Process and Permission)

Article 23

- 1 Persons who passed through selection must submit the documents specified by the University and pay the admission fee and other fees by the specified due date.
- 2 The President shall permit those completing the entrance process in the preceding paragraph, to be admitted into the University.

(Transfer)

Article 24

- 1 Transfer to the University may be permitted based on selection and for the applicable school year only when the applicable department has a vacancy.
- 2 Any persons who fall under any of the following items are qualified for transfer to the University:
 - (1) Persons who graduated from other university or one department of the University
 - (2) Persons who have graduated from a junior college or higher vocational school

- (3) Persons who are qualified to enter a university and have completed a special training college (limited to programs of at least two (2) years that satisfy other standards determined by the Minister of Education, Culture, Sports, Science and Technology)
- (4) Persons who have enrolled at a university for at least two (2) years
- 3 Notwithstanding the provision of Item 4 in the preceding paragraph, persons who attended a university for at least one (1) year may be allowed to transfer to the University.
- 4 The provisions of Paragraph 1 of Article 21 and paragraph 1 of the preceding Article shall also apply correspondingly to transfer applicants.
- 5 The requirements relating to selection of students to be transferred shall be specified separately.

(Guarantor)

Article 25

- 1 Persons who are admitted into the University must nominate and notify their guarantor.
- 2 The guarantor shall be the parent or equivalent of the admitted student.
- 3 If the guarantor has changed his or her name, address, etc., it must be notified immediately.
- 4 In the event of death or disqualification of the guarantor, a new guarantor must be nominated and notified immediately.

Chapter 8 Leave of Absence, Study Abroad, Withdrawal, Readmission, Transfer to Other Faculty/Department, Expulsion, Reinstatement

(Leave of Absence)

Article 26

- 1 A student who is unable to study for one (1) month or more due to illness or for other special reason may be allowed to take a leave of absence upon request.
- 2 A student who is not deemed fit to study for one (1) month or more due to illness or for other special reason may be ordered to take a leave of absence.

(Period of Leave of Absence)

Article 27

- 1 A leave of absence taken pursuant to the preceding Article shall end at the end of a semester or school year.
- 2 A leave of absence may be taken for a period no more than two (2) consecutive years and no more than four (4) years in total. However, a leave of absence may be taken for three (3) consecutive years if a special reason exists.
- 3 The period of leave of absence shall not be counted toward the period of enrollment as specified in Article 18.
- 4 If the reason for leave of absence ceases to exist, the student may be allowed, upon request, to cancel the leave of absence and return to the University.
- 5 A student taking a leave of absence may be allowed to shorten the period of leave of absence upon request.

(Study Abroad)

Article 28

- 1 A student may be allowed, upon request, to study at a foreign university specified by the University or other equivalent higher educational institution.
- 2 The period for which a student is permitted to study abroad under the provision of the preceding paragraph shall be no more than one (1) year. However, the period may be extended for up to one (1) year if a special reason exists.
- 3 The time spent study abroad shall be counted toward the period of enrollment as specified in Article 18.
- 4 The regulations regarding study abroad shall be specified separately.

Article 29 Deleted.

(Withdrawal)

Article 30

A student who withdraws from the University may be permitted upon request.

(Readmission)

Article 31

- 1 A student who withdrew from the University under the provision of the preceding Article and who applies for readmission may be readmitted only within two (2) years after the withdrawal from the University.

- 2 The readmitted student must submit the documents specified by the University and pay the school fees specified in Article 56-2 by the specified due date.

(Transfer to Other Faculty/Department)

Article 32

- 1 A student may be allowed to transfer to other faculty or department only within two (2) years after the admission, provided that the applicable faculty/department has a vacancy.
- 2 The regulations regarding transfer to other faculty/department shall be specified separately.

(Expulsion)

Article 33 A student meeting one of the following items below may be expelled from the University:

- (1) A student failed to pay the school fees and other fees by the due date and after receiving a demand notice.
- (2) A student still enrolled after reaching the maximum period of enrollment specified in Article 18.
- (3) A student still on leave after reaching the maximum period of leave of absence specified in Article 27, Paragraph 2.
- (4) A student canceled his or her admission by April 30 of the school year in which he or she was admitted.
- (5) A student remains missing for a long time.
- (6) A student died while still enrolled in the University.

(Reinstatement)

Article 34

A student who was expelled under the provisions of Items 1 and 5 of Paragraph 1 of the preceding Article and who requests reinstatement within two (2) years by completing the specified procedure may be permitted to be reinstated.

Chapter 9 Graduation/Degree

(Requirements for/Timing of Graduation)

Article 35

- 1 A student who has been enrolled in the University for four (4) years or more and who earned the credits specified in Article 45 or 46 shall be deemed to have completed his or her course with the University and be conferred a certificate of graduation. However, a student who is deemed to have earned the specified credits with excellent academic results may be permitted to graduate after three (3) years of enrollment.
- 2 Students shall graduate at the end of the school year. However, they may graduate at the end of the first semester.

(Degree)

Article 36

- 1 A student who graduated from the Faculty of Foreign Studies of the University shall be conferred a Bachelor's Degree (Arts).
- 2 A student who graduated from the Department of Economics in the Faculty of Economics and Business Administration of the University shall be conferred a Bachelor's Degree (Economics).
- 3 A student who graduated from the Department of Business Administration in the Faculty of Economics and Business Administration of the University shall be conferred a Bachelor's Degree (Business Administration).
- 4 The necessary items relating to conferment of degrees shall be specified separately.

Chapter 10 Rewards and Punishments

(Recognition)

Article 37

Students meeting one of the items below may be recognized by the President:

- (1) A student demonstrating excellent character and academic achievements
- (2) A student raised the reputation of the University or recognized as a model student inside or outside the University.

(Disciplinary Action)

Article 38

- 1 A student who acted against what is expected of him or her as a student shall be subject to a disciplinary action.

- 2 Disciplinary actions shall include expulsion, suspension or reprimand.
- 3 Students meeting one of the items below shall be expelled from the University:
 - (1) A student possesses bad character and conduct, and there is no hope of improvement.
 - (2) A student demonstrates poor scholastic abilities, etc., and there is no hope of improvement.
 - (3) A student failed to attend the University for no justifiable reason for one (1) month or more or demonstrated poor attendance records for a long period.
 - (4) A student disturbed the order of the University.
 - (5) Otherwise a student acted gravely against what is expected of him or her as a student.
- 4 Students meeting one of the items in the proceeding paragraph shall be suspended from the University or reprimanded depending on the nature of conduct.

Chapter 11 Foreign Students/Students Returning from Abroad

(Foreign Students)

Article 39

- 1 A foreigner who applies for admission into the University may be admitted as a foreign student after a special selection process.
- 2 The provisions of Articles 20 through 25 shall apply to admission of foreign students.

(Students Returning from Abroad)

Article 40

- 1 A Japanese citizen who received secondary education (education given by an equivalent of middle school or high school) for a sufficient period in a foreign country or countries and who applies for admission into the University may be admitted as a student returning from abroad after a special selection process.
- 2 The provisions of Articles 20 through 25 shall apply to admission of students returning from abroad.

Chapter 12 Credit-earning Auditor, Auditor, Special Auditor, Special Auditor Student

(Credit-earning Auditor)

Article 40-2

- 1 A person who is not a student of the University and who wishes to earn credits by taking one or more classes offered by the University may be allowed to do so as a credit-earning auditor.
- 2 A credit-earning auditor may be given credits for the classes taken after passing the test.
- 3 The regulations regarding credit-earning auditors shall be specified separately.

(Auditor)

Article 41

- 1 A person who is not a student of the University and who wishes to audit classes offered by the University may be allowed to do so as an auditor unless it creates problems for the education given.
- 2 The regulations regarding auditors shall be specified separately.

(Special Auditor)

Article 42

- 1 A student of a foreign university, etc. who wishes to audit classes offered by the University may be allowed to do so as a special auditor based on discussion with the applicable university, etc.
- 2 The regulations regarding special auditors shall be specified separately.

(Special Auditor Student)

Article 42-2

- 1 A student of other university may be admitted as a special auditor student, based on discussion with such other university, to take classes offered by the University.
- 2 The regulations regarding special auditor students shall be specified separately.

Chapter 13 Curricula/How to Take Classes

(Classes/Credits Given by Faculty of Foreign Studies)

Article 43

- 1 The classes given by the Faculty of Foreign Studies shall be divided into core subjects, common subjects and foreign language subjects.

- 2 The classes specified in the preceding paragraph and the credits associated therewith are as specified in Attachment 1.

(Classes/Credits Given by Faculty of Economics and Business Administration)

Article 43-2

- 1 The classes given by the Faculty of Economics and Business Administration shall be divided into core subjects, common subjects and career subjects.
- 2 The classes specified in the preceding paragraph and the credits associated therewith are as specified in Attachment 2.

(Class Hours)

Article 43-3

Classes shall be conducted over thirty-five (35) weeks a year including the periods of regular examinations, etc., as a rule.

(Japanese Language Subjects)

Article 44

- 1 In addition to those specified in Articles 43 and 43-2, subjects relating to Japanese language shall be provided for the foreign students specified in Article 39 and students returning from abroad specified in Article 40.
- 2 The classes specified in the preceding paragraph and the credits associated therewith are as specified in Attachment 3.

(Credits Needed to Graduate from Faculty of Foreign Studies)

Article 45

- 1 A total of 124 credits or more shall be needed to graduate from the Faculty of Foreign Studies.
- 2 The credits specified in the preceding paragraph shall be earned as specified in Attachment 4.

Article 45-2 Deleted.

(Classes/Approval of Credits by Faculty of Foreign Studies)

Article 45-3

The regulations relating to classes and approval of credits by Faculty of Foreign Studies shall be specified separately.

(Credits Needed to Graduate from Faculty of Economics and Business Administration)

Article 46

- 1 A total of 124 credits or more shall be needed to graduate from the Faculty of Economics and Business Administration.
- 2 The credits specified in the preceding paragraph shall be earned as specified in Attachment 5.

Article 46-2 Deleted.

(Classes/Approval of Credits by Faculty of Economics and Business Administration)

Article 46-3

The regulations relating to classes and approval of credits by Faculty of Economics and Business Administration shall be specified separately.

(Credit Calculation Criteria)

Article 47

- 1 Each class shall consist of a certain number of credits, where class of one credit requires forty-five (45) hours of study, as a standard, where the following criteria shall apply in consideration of the educational effect of the applicable class, study needed outside the class, etc. according to the style of the class:
 - (1) As for lectures and workshops, one (1) credit shall consist of class hours between fifteen (15) and thirty (30) as specified by the Faculty.
 - (2) As for experiments, practical workshops and skills trainings, one (1) credit shall consist of class hours between fifteen (30) and thirty (45) as specified by the Faculty.
- 2 Notwithstanding the provisions of Paragraph 1, the numbers of credits for graduation thesis, graduation research and other classes shall be determined by considering the study, etc., to be completed, if it is deemed appropriate to give credits based on evaluation of the outcome of completing the study.

3 How classes for each subject are conducted shall be specified separately

(Approval of Credits)

Article 48

- 1 Approval of credits for each class shall consider tests, academic results throughout the duration of the course, attendance records, etc. Tests shall be given as written, oral or essay tests, among others.
- 2 Assessment of academic performance shall be a six-point grading score of S, A, B, C, D and E, where S, A, B and C shall be considered a pass.
- 3 This Article shall also apply correspondingly to the approval of credits for credit-earning auditors specified in Article 40-2.

Article 48-2 Deleted.

(Classes Offered by Other University or Junior College, Etc.)

Article 49

- 1 If deemed educationally beneficial, up to sixty (60) credits earned through classes taken by a student at other university or junior college as specified separately may be deemed to have been earned through classes taken at the University.
- 2 The provision of the preceding paragraph shall apply correspondingly to students of our University studying at foreign universities or junior colleges, pursuant to the provision of Article 28.

(Study Completed at Educational Facility, Etc., Other than University)

Article 49-2

- 1 If deemed educationally beneficial, study completed by a student under a core course offered by a junior college or higher vocational school or other determined by the Minister of Education, Culture, Sports, Science and Technology may be deemed have been completed through the classes at the University and credits shall be given accordingly as specified separately.
- 2 The number of credits given under the preceding paragraph may not exceed sixty (60) including the credits deemed earned at the University under the preceding Article.

(Approval of Credits Earned before Admission, Etc.)

Article 50

- 1 If deemed educationally beneficial, credits earned through classes taken by a student at other university or junior college before admitted into the University (including credits earned as a credit-earning auditor as specified in Article 31 of the Standards for Establishment of Universities) may be deemed to have been earned through classes taken at the University.
- 2 If deemed educationally beneficial, study completed by a student before admitted into the University may be deemed as classes completed at the University, and credits shall be given accordingly as specified separately.
- 3 The number of credits that were earned other than at the University but which are deemed to have been earned or which may be given pursuant to the preceding two paragraphs shall not exceed 60, including the credits that are deemed to have been earned at the University under Paragraphs 1 and 2 of Article 49 and Paragraph 1 of the preceding Article, except in the case of transfer, etc.
- 4 The regulations regarding the handling of credits earned before admission as specified in the preceding three paragraphs shall be specified separately.

Chapter 14 Teacher's License Course

(Teacher's License Course)

Article 51

- 1 The University shall have a course designed to obtain the required qualification for a teacher's license.
- 2 The core Faculties and Departments for certification under this course, as well as the types of teacher's licenses and related subjects, shall be specified in Attachment 6.

(Subjects Relating to Teacher's License and Librarian-teacher License)

Article 52

- 1 The University shall have subjects relating to a teacher's license and librarian-teacher license according to the provision of the preceding Article.
- 2 The classes pursuant to the preceding paragraph and the credits associated therewith are as specified in Attachment 7.

- 3 A student of the University may obtain the required qualification for a teacher's license after earning the necessary credits as specified in the School Teacher's License Act (Act No. 147 of 1949) and Ordinance for Enforcement of the School Teacher's License Act (Ordinance of the Minister of Education No. 26 of 1954).
- 4 The regulations regarding the curricula of subjects relating to a teacher's license shall be specified separately.

(Japanese Language Teaching Course)

Article 52-2

- 1 The University shall have a Japanese language teaching course.
- 2 The regulations relating to the Japanese language teaching course in the preceding paragraph shall be specified separately.

Chapter 15 School Fees

(Admission/Examination Fee)

Article 53

- 1 The admission/examination fee shall be thirty-five thousand (35,000) yen. However, the fee shall be seventeen thousand (17,000) yen for certification using the National Center Test for University Admissions.
- 2 Notwithstanding the provisions of the preceding paragraph, the admission certification/examination fee for foreign students shall be twenty-five thousand (25,000) yen. However, the fee shall be ten thousand (10,000) yen for certification based only on document review or selection certification in March.

(School Fees)

Article 54

The school fees shall be as specified below. Note that the admission fee shall be collected only in the first year.

Admission fee	260,000 yen
Tuition	830,000 yen
Facility fee	300,000 yen
Experiment/practical workshop fee	Actual cost

(Tuition for Student Enrolled for Five Years or More)

Article 54-2

- 1 Notwithstanding the provisions of the preceding Article, a different tuition may be collected from a student enrolled in the University for five (5) years or more depending on the number of credits taken. However, the foregoing shall apply to students who entered the University under the provisions of Articles 24 and 31, only when they remain enrolled for more than the number of years specified for their course.
- 2 The requirements relating to the tuition specified in the preceding paragraph shall be specified separately.

(Payment Due Date)

Article 55

- 1 Among the school fees, the tuition and facility fee shall require that a half of each amount be paid by the applicable due date as specified below. However, the admission fee, tuition and facility fee for the first semester of a new student shall be payable as part of the admission procedure.
 - (1) For first semester: By March 31 of the previous school year
 - (2) For second semester: By September 19 of the applicable school year
- 2 The experiment/practical workshop fee shall be collected as necessary.
- 3 A person who is unable to pay the school fees by the due dates for any special reason may be allowed to postpone the payments upon request.

(School Fees for Transfer Student)

Article 56

The school fees for a transfer student shall be the same as the fees applicable to a new student for the year in which the transfer student is transferred to the University, and the preceding Article shall be applied correspondingly.

(School Fees for Readmitted Student)

Article 56-2

- 1 The school fees for a readmitted student shall consist of the tuition and facility fee, which shall be the school fees applicable to the year of readmission.

- 2 The tuition and facility fee of the readmitted student for the first semester shall be payable as part of the readmission procedure.

(School Fees During Leave of Absence)

Article 57

- 1 Notwithstanding the provisions of Article 55, a student taking a leave of absence shall pay an enrollment fee of sixty thousand (60,000) yen per semester if the leave of absence covers the entire semester.
- 2 Notwithstanding the provision of the preceding paragraph, the student may be exempted from paying the entire amount of school fees if any special reason exists as specified in the second sentence of Article 27, Paragraph 2.

(School Fees While Studying Abroad)

Article 58

A student must pay the tuition and facility fee while studying abroad according to the provisions of Article 55.

(Reinstatement Fee)

Article 59

A student who was permitted to be reinstated according to the provisions of Article 34 must pay the reinstatement fee corresponding to the admission fee for the year of reinstatement. However, a student reinstated within ninety (90) days after his or her expulsion shall pay ten (10) percent of the admission fee for the year of reinstatement.

(School Fees for Student Graduating at End of First Semester)

Article 60

A student graduating at the end of the first semester need not pay the school fees for the second semester.

(Reduction/Exemption of School Fees)

Article 61

- 1 A foreign student may pay a reduced tuition or be exempted from paying the tuition depending on the circumstance.
- 2 Only when a student completing the course offered by the Special Course of the University enters an undergraduate course in the year of completion of his or her graduate course, the student shall be fully exempted from paying the admission fee.
- 3 The reduction/exemption of the tuition as specified in Paragraph 1 shall be specified separately.
- 4 In addition to those specified in each preceding paragraph, the matters relating to reduction/exemption of school fees shall be specified separately.

(Refund of School Fees)

Article 62

- 1 Paid-up school fees will not be refunded.
- 2 Notwithstanding the provision of the preceding paragraph, the school fees less the admission fee shall be refunded if the admitted student declines to be admitted by the specified due date.

Chapter 16 Student Dormitory

(Student Dormitory)

Article 63

- 1 The University shall have a student dormitory. The student dormitory shall refer to an educational facility designed to provide the students with social training and help them form a moral character through day-to-day life based on the founding spirit of the University.
- 2 The rules regarding the student dormitory shall be specified separately.

Chapter 17 Student Welfare and Health

Article 64 Deleted.

(Health Support Center)

Article 65

- 1 The University shall have a Health Support Center.
- 2 The Health Support Center shall conduct health examinations of students regularly in each school year.

(Student Welfare Facilities)

Article 66

The University shall have a student hall and other student welfare facilities.

Chapter 18 Student Life

(Student Life)

Article 67

- 1 The student life at the University shall be entirely based on the founding spirit of the University. The students must strive to embody the founding spirit of the University in their day-to-day life under the advice and guidance of faculty.
- 2 The rules regarding student life shall be specified separately.

Chapter 19 Open Seminars

(Open Seminars)

Article 68

- 1 The University may provide open seminars for the purpose of promotion of university education as well as public service.
- 2 The requirements relating to open seminars shall be specified separately.

Chapter 20 Modification of University Rules

(Modification of University Rules)

Article 69

These University Rules shall be modified only through a resolution of the Board of Trustees of the Hiroike Institute of Education after a deliberation by the Faculty Meeting and the University Council.

Supplemental Rules

These University Rules shall take effect from April 1, 1959.

<Snip>

Supplemental Rules

- 1 These University Rules shall be revised effective April 1, 2015. However, the revised provisions of Article 54 will not apply to the students admitted in or before 2014, to whom the original provisions shall apply.
- 2 The German Language Department, Chinese Language Department and Japanese Language Department of the Faculty of Foreign Studies shall be abolished effective March 31, 2015.

Supplemental Rules

- 1 These University Rules shall be revised effective April 1, 2016.
- 2 The revised provisions of Articles 43-2, 43-2-2, 45-2 and 46-2 will not, as a rule, apply to the students admitted in or before 2015, to whom the original provisions shall apply.

Attachments (omitted)