

# Akita International University Institutional Policies and Regulations

## Table of Contents

### CHAPTER I. GENERAL PRINCIPLES

Section 1. Objectives (Articles 1-6)

Section 2. Administrative Structure (Articles 7-22)

Section 3. Academic Year, Semesters, and Holidays (Articles 23-25)

### CHAPTER II. GENERAL RULES OF UNDERGRADUATE PROGRAM

Section 1. Term and Limit of Enrollment (Articles 26-27)

Section 2. Admission (Articles 28-36)

Section 3. Courses and Registration (Articles 37-43)

Section 4. Leave of Absence, Return to the University, Transfer to Other Schools, Change of Programs, Study Abroad, Withdrawal and Dismissal (Articles 44-51)

Section 5. Graduation and Degrees (Articles 52-53)

Section 6. Tuition and Fees (Article 54)

Section 7. Student Welfare Facilities (Article 55)

Section 8. Awards and Disciplinary Actions (Articles 56-57)

Section 9. Research Students, Non-Degree Students, Auditors, Special Auditors, and International Students (Articles 58-63)

### CHAPTER III. COLLABORATIVE RESEARCH AND COMMISSIONED RESEARCH (Article 64)

### CHAPTER IV. UNIVERSITY EXTENSION (Article 65)

### CHAPTER V. SUPPLEMENTARY RULES (Article 66)

Supplementary Provisions

### CHAPTER I. GENERAL PRINCIPLES

## Section 1. OBJECTIVES

### Article 1. Objectives

1-1 Akita International University (hereinafter referred to as "AIU") aims to educate students so that they may use their fluency and practical skills in foreign languages, especially in English, and broader knowledge of global issues to contribute to the prosperity of both the international and local community.

### Article 2-1. Self-Evaluation

2-1-1 AIU shall make every effort to further develop its standard of education and academic achievements, and shall conduct a review and self evaluation in order to determine whether the objectives stated in Article 1 and the social mission of the university have been met. It also shall release summaries of the evaluation results to the public.

2-1-2 AIU shall establish an Akita International University Self-Evaluation Committee in order to perform the evaluation stated in the previous article.

2-1-3 Matters related to the Akita International University Self-Evaluation Committee shall be addressed separately.

### Article 2-2. External Evaluation

2-2-1 AIU shall make every effort to further develop its standard of education and academic achievements, and shall undergo external evaluation of its important educational and academic activities in order to determine whether the objectives stated in Article 1 and the social mission of the university have been met. It also shall release summaries of the evaluation results to the public.

2-2-2 AIU shall establish an Akita International University External Evaluation Committee in order to perform the evaluation stated in the previous article.

2-2-3 Matters related to the Akita International University External Evaluation Committee shall be addressed separately.

### Article 3. Faculty, Programs, Number of Students for Admission, and Enrollment Limits

3-1 AIU establishes the Faculty of International Liberal Arts.

3-2 The Programs established in the above-stated faculty, the number of students admitted annually, and the enrollment limit is described as follows:

| Faculty /<br>Department | Capacity<br>of<br>Admission | Transfer Students      |                           | Student Enrollment<br>Limit |
|-------------------------|-----------------------------|------------------------|---------------------------|-----------------------------|
|                         |                             | (2 <sup>nd</sup> year) | (3 <sup>rd</sup><br>year) |                             |
|                         |                             |                        |                           |                             |

|  |     |   |   |     |
|--|-----|---|---|-----|
| Faculty of International Liberal Arts    |     |   |   |     |
| Department of International Liberal Arts | 175 | 8 | 2 | 728 |
| Total                                    | 175 | 8 | 2 | 728 |

3-3 Objectives of the department is as follows:

| Faculty / Department                     | Objectives   |
|--|--|
| Department of International Liberal Arts | Department of International Liberal Arts aims to educate students so that they may apply their critical thinking skills to address compelling issues that confront the world today. The department equips students to use their fluency in English and other languages and their broader knowledge of global issues to contribute to the prosperity of both the international and local community. |

### Article 3-2

3-2-1 AIU shall establish a Professional Graduate School.

3-2-2 Regulations of the Professional Graduate School shall be addressed separately.

### Article 4. Library

4-1 AIU shall establish a Library to collect, manage and provide academic resources necessary for education and research activities in the university, and to provide sufficient study and research environment.

4-2 Matters related to the Library shall be addressed separately.

### Article 5-1. Institute for Promotion of International Liberal Arts Education

5-1-1 AIU shall establish an Institute for Promotion of International Liberal Arts Education to make AIU curriculum improve and evolve in to a world-class institution, as well as strengthen the learning environment on campus.

5-1-2 Matters related to the Institute for Promotion of International Liberal Arts Education shall be addressed separately.

### Article 5-2. Institute for Asian Studies and Regional Collaboration

5-2-1 AIU shall establish an Institute for Asian Studies and Regional Collaboration to conduct academic research on Asian regions and rural areas and contribute to resolving various challenges that Asia regions and rural areas are facing and to regional revitalization.

5-2-2 Matters related to the Institute for Asian Studies and Regional Collaboration shall be addressed separately.

### Article 6. Administration Office

6-1 AIU shall establish an Administration Office to manage office duties related to general affairs, planning, accounting, facilities, screening, school affairs, student services, international student support, job-search support and other matters.

6-2 Matters related to the Administration Office shall be addressed separately.

## **Section 2. ADMINISTRATIVE STRUCTURE**

### **Article 7. Faculty Members and Staff Members**

7-1 AIU shall be staffed with faculty members, general office staff members, professional staff members, and other members as necessary.

7-2 Faculty members of AIU shall consist of professors, associate professors, assistant professors, assistant lecturers, select faculty members, visiting faculty members, and adjunct faculty members.

7-3 Matters related to appointment and resignation of faculty and staff members, duration of appointment, salary, and other matters shall be addressed separately.

### **Article 8. President**

8-1 The President shall represent AIU as the chief executive officer (CEO) directing school affairs and supervising faculty and staff members.

8-2 Administrative matters at AIU shall be the responsibility of the President or of a designated faculty member or staff member.

### **Article 9. Vice President**

9-1 AIU may have the position of Vice President as necessary.

9-2 The Vice President shall assist the President with his administrative duties.

### **Article 10. Dean of Faculty of International Liberal Arts**

10-1 The Faculty of International Liberal Arts of AIU may have the position of Dean of the Faculty of International Liberal Arts as necessary.

10-2 The Dean of Faculty of International Liberal Arts shall be selected from among the professors and shall manage school affairs related to the Faculty of International Liberal Arts.

### **Article 11. Chair of Department of International Liberal Arts**

11-1 Department of International Liberal Arts shall have a Chair of the Department of International Liberal Arts who shall be selected among the professors in the department.

11-2 Chair of the Department of International Liberal Arts shall manage school affairs related to the department.

### **Article 12. Library Director**

12-1 The Library shall have a Director, who shall be selected from among professors or select professors.

12-1 The Director of Library shall manage school affairs related to the Library.

**Article 13-1. Director of Institute for Promotion of International Liberal Arts Education**

13-1-1 The Institute for Promotion of International Liberal Arts Education shall have a Director, who shall be selected from among professors or select professors.

13-1-2 The Director of Institute for Promotion of International Liberal Arts Education shall manage school affairs related to the Institute for Promotion of International Liberal Arts Education.

**Article 13-2. Director of Institute for Asian Studies and Regional Collaboration**

13-2-1 The Institute for Asian Studies and Regional Collaboration shall have a Director, who shall be selected from among professors or select professors.

13-2-2 The Director of Institute for Asian Studies and Regional Collaboration shall manage school affairs related to the Institute for Asian Studies and Regional Collaboration.

**Article 14. Dean of Students**

14-1 AIU shall have a Dean of Students, who shall be selected from among professors or associate professors.

14-2 The Dean of Students shall manage school affairs related to student life.

**Article 15. Methods of Selecting the President and Other Positions**

15-1 The procedure to select the President, Vice President, and the positions mentioned in Article 10 through 14 shall be addressed separately.

**Article 16. Executive Officer**

16-1 The Administration Office shall have an Executive Officer.

16-2 The Executive Officer shall manage general affairs in the Administration Office and shall supervise other staff members.

**Article 17. Professor Emeritus**

17-1 AIU may award the title of professor emeritus to those who have contributed to its establishment and development or who have served for many years with distinction in professional achievement.

17-2 Matters related to awarding of the title of professor emeritus shall be addressed separately.

**Article 18. Visiting Faculty Members**

18-1 AIU may have visiting professors, visiting associate professors, and visiting fellows.

18-2 Matters related to visiting professors, visiting associate professors, and

visiting fellows shall be addressed separately.

#### **Article 19. Select Faculty Members**

19-1 AIU may have select professors and select associate professors as select faculty members.

19-2 Matters related to select faculty members shall be addressed separately.

#### **Article 20. Faculty Forum**

20-1 AIU shall have a Faculty Forum.

20-2 The Faculty Forum shall consist of the President, professors, associate professors, assistant professors and lecturers. However, other faculty and staff members may participate when the President or Faculty Forum approves its necessity.

20-3 The Faculty Forum shall express opinions as the President makes decisions on the following matters:

- (1) Students' admission and graduation
- (2) Degree conferment
- (3) Important matters of education and research consulted by the President.

20-4 The President shall preside over the Faculty Forum.

20-5 The Faculty Forum shall have a chairperson, and the President shall appoint that person.

20-6 Matters related to the Faculty Forum other than the preceding items above shall be addressed separately.

#### **Article 21. Committees**

21-1 AIU shall establish an Admission Test Committee and other committees.

21-2 Matters related to committees shall be addressed separately.

#### **Article 22. Advisory Board**

22-1 AIU shall establish an Advisory Board.

22-2 The Advisory Board, upon request by the President, shall hold a meeting to discuss a specific issue, then submit a proposal or provide advice to the President on matters related to university management.

22-3 Matters related to the Advisory Board shall be addressed separately.

### **Section 3: ACADEMIC YEAR, SEMESTERS, AND HOLIDAYS**

#### **Article 23. Academic Year**

23-1 The academic year starts on April 1 and ends on March 31.

#### **Article 24. Semesters**

24-1 An academic year is divided into the following two semesters:

Spring Semester: from April 1 to August 31

Fall Semester: from September 1 to March 31 in the following year

#### **Article 25. Holidays**

25-1 Days without classes (hereinafter referred to as "holidays") are as follows.

However, in the event of a modification, AIU may make changes such as the temporary setting of holidays or conducting classes on holidays:

- (1) Sundays and Saturdays
- (2) Holidays regulated under Article 3 of the Law Regarding National Holidays (Section178, 1948 Law)
- (3) Summer Break (from August 1 to August 31)
- (4) Winter Break (from January 1 to March 31)

### **CHAPTER 2. GENERAL RULES OF UNDERGRADUATE PROGRAM**

#### **Section 1. TERM AND LIMIT OF ENROLLMENT**

##### **Article 26. The Term of Enrollment**

26-1 The usual term of enrollment for students to complete the curriculum shall be four years.

##### **Article 27. Limit of Enrollment**

27-1 Students may be enrolled in AIU for up to eight years (For a student who has entered to AIU according to Articles 33 to 35, or one who has changed their programs according to Article 48-1, or one who has studied abroad according to Article 49-1, the limit can be twice as long as the period of years for enrollment in the school defined by Article 36, Article 48-2 or Article 49-2 respectively).

27-2 Despite the rule in the preceding Article, in the case that a student has a special reason such as having a job, AIU may allow the student to be enrolled in the university beyond eight years and to take courses subject to application for graduation with a planned schedule.

27-3 Matters related to the preceding Article shall be addressed separately.

#### **Section 2. ADMISSION**

##### **Article 28. Period of Admission**

28-1 Period for Admission is the beginning of spring or fall semesters.

##### **Article 29. Admission Requirements**

29-1 A person who may be admitted shall be one with any of the following qualifications:

- (1) One who has graduated from senior high school or secondary education school
- (2) One who has completed the twelve-year school education in ordinary programs (including one who has completed the school education in non-ordinary programs equivalent to ordinary programs)
- (3) One who has completed Upper Secondary Courses of Specialized Training College designated by Minister of MEXT.
- (4) One who has completed, in foreign countries, the twelve-year school education or the equivalent qualification accredited by Minister of the Ministry of Education, Culture, Sports, Science and Technology (hereinafter referred to as "Minister of MEXT").
- (5) One who has completed appropriate programs in foreign educational institutions which are accredited as equivalent to senior high school programs by Minister of MEXT
- (6) One who has been designated by Minister of MEXT
- (7) One who has passed the Certificate Examination for University Admission administered by Minister of MEXT according to Regulations of Certificate Examination for University Admission (MEXT Ministry Ordinance #13, 1951)
- (8) One who is old enough and is recognized to have the equivalent abilities of a high school graduate

29-2 Despite the rule in the preceding Article, one who applied as an international student and accepted as a Non-Degree Student based on Article 59.

### **Article 30. Application Process for Admission**

30-1 Any person who wants to apply for admission to AIU (hereinafter referred to as an "Applicant") must submit all the application forms and other required documents to the President before the required date along with the payment of the specified application fee.

### **Article 31. Selection of Enrollees**

31-1 AIU shall conduct a screening of Applicants as addressed separately.

### **Article 32. Entrance Procedures and Admission**

32-1 Any person who has received a letter of acceptance from AIU based on the result of the screening process stated in the preceding Article must submit all the forms required in a separate document to the President and must pay the specified admission fees.

32-2 The President, after hearing opinions at the Faculty Forum, shall grant



entrance admission to any person who has completed the entrance procedure mentioned in the preceding paragraph. In this process, those who have been granted the admission fee exemption as addressed separately shall be regarded as having paid the admission fees.

### **Article 33. Enrollment with Specific Qualifications**

33-1 If there is any person who applies for AIU with any of the following qualifications, the President, after hearing opinions at the Faculty Forum, through a screening procedure and in consideration of the situation of enrollment, may grant that person's admission to an appropriate level of study:

- (1) One who has graduated or withdrawn from a university
- (2) One who has graduated from a junior college, technical college, national technical teacher training school, or national teacher training school for disabled students
- (3) One who has completed courses among the specialized courses in a specialized training college which satisfy standards defined by Minister of MEXT
- (4) One who has taken the general admission test and failed, but who has been accepted as a non-degree student based on Article 59 as defined separately and who has completed a certain number of credits at AIU

### **Article 34. Re-admission**

34-1 If there is any person among those who were allowed to withdraw from AIU following to Article 50-1 who applies for re-admission to the same AIU program, the President, after hearing opinions at the Faculty Forum and in consideration of the enrollment situation, may grant that person's admission to an appropriate level.

### **Article 35. Transfer from Other Universities**

35-1 If there is any person who applies to transfer to AIU from another university, the President, after hearing opinions at the Faculty Forum, through a screening process and in consideration of the enrollment situation, may grant that person's admission.

### **Article 36. Management of transfer**

36-1 For the student who has transferred to AIU based on the preceding Article, the President shall decide which courses and credits earned in his or her previous institution should be transferrable and how many years of study will be necessary in order to graduate.

## **Section 3: COURSES AND REGISTRATION**

### **Article 37. Courses**

37-1 Types of courses and credits required for students to take—shall be determined as categorized below:

- (1) Courses which can be recognized for graduation credits and required for students to take (hereinafter referred to as “Requirement”)
- (2) Courses which can be recognized for graduation credits and which students can elect to take (hereinafter referred to as “Electives”)
- (3) Courses which cannot be recognized for graduation credits.

37-2 The year each course is offered, the appropriate registration procedure, and other related matters shall be addressed separately.

#### **37-2. Minor Concentration**

37-2-1 AIU can offer recognition of Minor Concentration to the students who completed a specified group of courses.

37-2-2 The President will decide the details needed for Minor Concentration after consultation with Academic Affairs Executive Committee.

### **Article 38. Calculation of Credits**

38-1 One credit hour from a course represents content that can be considered to require 45 hours of study per semester. The calculation of credits shall be based on instructional methods and in consideration of the educational impact of each course and the amount of hours of study outside of classes as follows:

- (1) One credit for the lecture class and seminar shall represent 15-30 class hours per semester. However, the class hours necessary for one credit for EAP courses shall be determined separately.
- (2) One credit for the experimental, laboratory, and activity courses shall represent 30 class hours.

#### **Article 38-2. Professional Development for Academic Improvement**

38-2-1 The university offers the faculty opportunities for professional development and research.

### **Article 39. Acquisition of Credits**

39-1 The conferral of credits for a course that a student completes shall be based on a comprehensive evaluation, including grades on examinations, record of attendance, and other variables, and the approved student shall be credited properly.

39-2 Matters related to the examinations and evaluations stated in the proceeding item shall be addressed separately.

### **Article 40. Grading**

40-1 The grade mentioned in the preceding Article shall be represented with the letters A+, A, A-, B+,B, B-, C+,C, C-, D+, D and F. From A+ to D shall be regarded as passing grades. F shall not be regarded as a passing grade.

40-2 Matters related to the grading stated in the proceeding item shall be addressed separately.

#### **Article 41. Courses Taken in Other Universities**

41-1 The AIU student, in principle, shall be required to take courses offered by a designated foreign institution, as addressed separately, for at least one academic year while enrolled in AIU.

41-2 Based on agreements with other universities or colleges inside Japan (hereinafter referred to as “Other Universities”) or foreign universities other than those stated in the preceding item, the President may allow students to take courses offered by said other universities or foreign universities when their educational relevance is verified.

41-3 Credits obtained in accordance with Article 41-2 can be counted toward the graduation requirement up to but not to exceed 60 credits, through discussion at the Faculty Forum.

#### **Article 42. Study at Educational Institutions besides a University or College**

42-1 The President may regard the credits that a student has completed at technical colleges or other accredited educational institutions approved by Minister of MEXT, as credits for courses taken at AIU and give credits for these courses when their educational relevance is verified.

42-2 The number of credits given in accordance with the preceding item shall not exceed 60 in total with the credits stated in Article 41-1 and 41-2.

#### **Article 42-2. Online and Distance learning**

42-2-1 The President may allow course instruction to be conducted using online and distance learning methodologies with various types of media in a highly advanced manner and where students do not meet regularly, or at all, within the physical place of a classroom

42-2-2 The number of credits earnable by an individual student from courses taught by online and distance learning methodologies shall not exceed 60.

42-2-3 Courses mentioned in Article 42-2-1 shall be authorized by the President, and the President shall approve the announcement of which, if any, courses shall be taught in like manner each semester.

#### **Article 43. Approval of Credits Accepted before Enrollment**

43-1 The President may regard the credits that a student has completed at other universities or foreign universities before entering AIU (including courses taken at AIU as an auditor) as credits for courses taken at AIU when their

educational relevance is verified.

43-2 The number of credits regarded as AIU credits in accordance with the preceding item shall not exceed 60 in total, as stated in Article 41-3 and Article 42-2. The number of credits shall not be applied to students who have enrolled with specific qualifications or to students who have transferred from Other Universities.

#### **Section 4. LEAVE OF ABSENCE, RETURN TO THE UNIVERSITY, TRANSFER TO OTHER SCHOOLS, CHANGE OF PROGRAMS, STUDY ABROAD, WITHDRAWAL AND DISMISSAL**

##### **Article 44. Leave of Absence**

44-1 The President may grant leave of absence for a student who is unable to attend classes for two months or more due to illness or any other imperative reason, based on the student's request.

44-2 The President may require a student who appears to be unprepared to attend classes due to illness, to take a temporary leave of absence.

##### **Article 45. Period of the Leave**

45-1 The period of the leave shall not exceed one year. However, under special circumstances, the President may grant an extension of the period for up to one year.

45-2 The total period of the leave of absence shall not exceed four years.

45-3 The period of the leave shall not be counted in the enrollment years stated in Article 27.

##### **Article 46. Return to the University**

46-1 The student who has been absent from AIU based on Article 44 shall be reinstated after the end of the leave-of-absence period from the beginning of the following semester.

46-2 The President may allow any student who has been absent from AIU to return to the university upon the student's request when the reason for the leave of absence ceases to exist.

##### **Article 47. Transfer to Other Schools**

47-1 Students who wish to transfer to other universities must obtain approval from the President.

##### **Article 48. Deleted**

##### **Article 49. Study Abroad**

49-1 The President may approve a student application for study abroad to any

foreign university, beyond the partnerships described in Article 41-1.

49-2 For the student who has studied abroad based on the preceding paragraph, the President shall decide how many years of study at AIU will be necessary in order to graduate.

#### **Article 50. Withdrawal**

50-1 The President may approve application for withdrawal from the university by any student.

50-2 The President may encourage a student to withdraw from the university in the case that the student has been unable to achieve required grades and thus demonstrates few prospects for success due to a lack of effort.

50-3 Matters related to the preceding item shall be addressed separately.

#### **Article 51. Dismissal**

51-1 The President may order the dismissal of a student who can be characterized by any of the following:

- (1) whose total number of enrolled years exceeds the limit stated in Article 27
- (2) who is unable to return to the university after the period of leave of absence stated in Article 45-2 has passed
- (3) who does not pay tuition even after the receipt of a demand note
- (4) who has passed away or has been missing for a long time

### **Section 5. GRADUATION AND THE AWARDING OF DEGREES**

#### **Article 52. Graduation**

52-1 The President, after hearing opinions at the Faculty Forum, shall award certification of graduation to a student who has been at AIU for four years or more (For those who entered regulated by Article 33-35, who changed Program in accordance with Article 48-1, or who studied abroad based on Article 49-1, the academic years are regulated by Article 36, 48-2, or 49-2 respectively.), completed the separately prescribed curriculum and obtained more than 124 credits regulated. Regarding the period of study at AIU, the student who has a high standard of achievement which is determined separately, may graduate after studying for three years (including the period stated in Article 41-1) at AIU.

52-2 Graduation shall be at the end of spring or fall semester.

#### **Article 53. The Awarding of Degrees**

53-1 Students who have graduated from AIU shall be awarded the following

degree by department:

Department of International Liberal Arts: Bachelor of Arts in International Liberal Arts.

53-2 Matters related to the presentation of the degree shall be addressed separately.

**Article 53-2. Teacher’s License**

53-2-1 Students who wish to obtain a Teacher’s License must earn the credits required by authorized by the Japanese government by completing the program

53-2-2 The type of License and subject is as follows:

| Faculty                    | Department                 | Type of License  | Subject |
|----------------------------|----------------------------|--|---------|
| International Liberal Arts | International Liberal Arts | The First Class Certificate for Upper Secondary School Teacher | English |

**Article 54. Tuition and Fees**

54-1 Tuition, admission test and admission fees for AIU and matters related to collection of tuition and other payments, exemptions from payment and extension of tuition payment period shall be addressed separately.

**Section 7. STUDENT WELFARE FACILITIES**

**Article 55. Student Welfare Facilities**

55-1 AIU shall provide welfare facilities such as an infirmary and a counseling room to promote the welfare of students.

55-2 Matters related to a welfare facility shall be addressed separately.

**Section 8. AWARDS AND SANCTIONS**

**Article 56. Awards**

56-1 The President may award a student for excellence and designate him or her as a “model student.”

**Article 57. Sanctions**

57-1 The President may sanction a student who breaks these regulations or other regulations of AIU, or a student who has performed unsuitably as an AIU student.

57-2 Types of sanctions shall include warning, suspension and dismissal.

## **Section 9. RESEARCH STUDENTS, NON-DEGREE STUDENTS, AUDITORS, SEPCIAL AUDITORS, AND INTERNATIONAL STUDENTS**

### **Article 58. Research Students**

58-1 If there is any person who wants to research a specific subject at AIU, the President, after hearing opinions at the Faculty Forum and through a screening procedure, may grant that person admission to AIU as a research student so long as there is no resulting problem with the education and research at AIU.

58-2 Any person who is eligible to register as a research student must possess a college degree or equal or higher academic achievements.

58-3 The term of research shall be one year or less. However, the President may extend the term of research if there is a special reason for doing so.

### **Article 59. Non-Degree Student**

59-1 If there is any person who wants to take specific courses at AIU, the President, after hearing opinions at the Faculty Forum and through a screening procedure, may grant that person admission to AIU as a non-degree student so long as there is no resulting problem with the education at AIU.

59-2 Any person who is eligible to register as a non-degree student must have graduated from senior high school or possess equal or higher academic achievements.

59-3 The term of enrollment for a non-degree student shall be one year or less.

59-4 Non-Degree students may be credited based upon Article 39 and Article 40.

### **Article 60. Auditor**

60-1 If there is any person who wants to audit a specific course at AIU, the President, after hearing opinions at the Faculty Forum and through a screening procedure, may grant that person admission to AIU so long as there is no resulting problem with the education at AIU.

60-2 Article 59-2 and 59-3 shall be applied to auditors.

### **Article 61. Special Auditor**

61-1 If there is any person already enrolled in another university who wants to take a specific course at AIU, the President, after hearing opinions at the Faculty Forum and through discussion with his or her home university, may grant that person admission to AIU as a special auditor.

61-2 Special auditors may be credited based upon Article 39 and Article 40.

### **Article 62. International Student**

62-1 If there is any non-Japanese person who has entered Japan to study at a

Japanese university and wants to enroll in AIU, the President, after hearing opinions at the Faculty Forum and through a screening procedure, may grant that person admission as an international student.

62-2 An international student may take courses according to Article 37, and courses related to Japanese language.

**Article 63. Regulations for Research Students and Others**

63-1 Other matters related to research students, non-degree students, auditors, special auditors, and international students defined in Article 58 through Article 62 shall be addressed separately.



### **CHAPTER 3. COLLABORATIVE RESEARCH AND COMMISSIONED RESEARCH**

#### **Article 64. Collaborative Research and Commissioned Research**

64-1 Faculty and staff members of AIU may conduct collaborative research with researchers of private companies, local authorities and other institutional bodies (hereinafter referred to as "External Entities") and other research funded by External Entities so as to contribute to academic achievements of AIU, with the approval of the President.

64-2 Matters related to collaborative research and Commissioned research shall be addressed separately.

### **CHAPTER 4. UNIVERSITY EXTENSION**

#### **Article 65. University Extension**

65-1 AIU may conduct various university extension projects including providing extension courses and establishing off-campus classrooms to provide a wide range of educational opportunities and to contribute to the prosperity of both the international and local community.

65-2 Matters related to university extension shall be addressed separately.

### **CHAPTER 5. SUPPLEMENTARY RULES**

#### **Article 66. Supplementary Rules**

66-1 The President shall make final decisions on all matters related to the implementation of the institutional principles and regulations.

#### Addendum

These policies and regulations become effective on April 1 2004.

#### Addendum

1. These policies and regulations are revised and become effective on April 1, 2005.
2. The revised chart affects students who matriculated in academic year 2004 and thereafter.

## Addendum

1. These policies and regulations are revised and become effective on September 1, 2005.
2. The revised chart affects students who matriculated in academic year 2004 and thereafter.

## Addendum

1. These policies and regulations are revised and become effective on April 1, 2006.
2. The revised chart applies students who matriculated in academic year 2004 and thereafter.

## Addendum

1. These policies and regulations are revised and become effective on April 1, 2007.

## Addendum

1. These policies and regulations are revised and become effective on April 1, 2008.
2. Regardless of the regulations in Article 3, the student capacities for classes matriculating or transferring from academic year 2008 to 2010 are as follows:

| Undergraduate Department | Academic Year 2008  |                   |                 | Academic Year 2009  |                   |                 |
|--------------------------|---------------------|-------------------|-----------------|---------------------|-------------------|-----------------|
|                          | Enrollment Capacity | Transfer Capacity | Aggregate total | Enrollment Capacity | Transfer Capacity | Aggregate total |
| International Studies    |                     |                   |                 |                     |                   |                 |
| Global Business Program  | 60                  | 2                 | 202             | 60                  | 2                 | 224             |
| Global Studies Program   | 90                  | 3                 | 313             | 90                  | 3                 | 346             |
| Total                    | 150                 | 5                 | 515             | 150                 | 5                 | 570             |

| Undergraduate Department | Academic Year 2010  |                   |                 |
|--------------------------|---------------------|-------------------|-----------------|
|                          | Enrollment Capacity | Transfer Capacity | Aggregate total |
| International Studies    |                     |                   |                 |
| Global Business Program  | 60                  | 2                 | 236             |
| Global Studies Program   | 90                  | 3                 | 359             |
| 計                        | 150                 | 5                 | 595             |

3. The revised chart applies to students who matriculate from academic year 2008. Policies pertaining to students who matriculated in previous years remain unchanged. However, additional courses and credits may be determined by the President, via the AAEC, for students who matriculated in academic year 2008

and thereafter, and for students who matriculated in academic year 2007 and before.

#### Addendum

1. These policies and regulations are revised and become effective on April 1, 2009.

#### Addendum

1. These policies and regulations in article 40 are revised and become effective on September 1, 2009.
2. These policies and regulations in article 3 are revised and become effective on April 1, 2010. Regardless of the regulations in Article 3, the students capacities for classes matriculating or transferring from academic year 2010 to 2011 are as follows:

| Undergraduate Department | Academic Year 2010  |                   |     |                 |
|--------------------------|---------------------|-------------------|-----|-----------------|
|                          | Enrollment Capacity | Transfer Capacity |     | Aggregate Total |
|                          |                     | 2nd               | 3rd |                 |
| International Studies    |                     |                   |     |                 |
| Global Business Program  | 60                  | 3                 | 1   | 238             |
| Global Studies Program   | 90                  | 5                 | 1   | 362             |
| Total                    | 150                 | 8                 | 2   | 600             |

| Undergraduate Department | Academic Year 2011  |                   |     |                 |
|--------------------------|---------------------|-------------------|-----|-----------------|
|                          | Enrollment Capacity | Transfer Capacity |     | Aggregate Total |
|                          |                     | 2nd               | 3rd |                 |
| International Studies    |                     |                   |     |                 |
| Global Business Program  | 60                  | 3                 | 1   | 250             |
| Global Studies Program   | 90                  | 5                 | 1   | 375             |
| Total                    | 150                 | 8                 | 2   | 625             |

#### Addendum

1. These policies and regulations are revised and become effective on April 1, 2010.
2. These policies and regulations in article 3 are revised and become effective on April 1, 2011. Regardless of the regulations in Article 3, the students capacities for classes matriculating or transferring from academic year 2011 to 2013 are as follows:

| Undergraduate Department | Academic Year 2011  |                   |     |                 |
|--------------------------|---------------------|-------------------|-----|-----------------|
|                          | Enrollment Capacity | Transfer Capacity |     | Aggregate Total |
|                          |                     | 2nd               | 3rd |                 |
| International Studies    |                     |                   |     |                 |
| Global Business Program  | 70                  | 3                 | 1   | 260             |
| Global Studies Program   | 105                 | 5                 | 1   | 390             |
| Total                    | 175                 | 8                 | 2   | 650             |

| Undergraduate Department | Academic Year 2012  |                   |     |                 |
|--------------------------|---------------------|-------------------|-----|-----------------|
|                          | Enrollment Capacity | Transfer Capacity |     | Aggregate Total |
|                          |                     | 2nd               | 3rd |                 |
| International Studies    |                     |                   |     |                 |
| Global Business Program  | 70                  | 3                 | 1   | 271             |
| Global Studies Program   | 105                 | 5                 | 1   | 407             |
| Total                    | 175                 | 8                 | 2   | 678             |

| Undergraduate Department | Academic Year 2013  |                   |     |                 |
|--------------------------|---------------------|-------------------|-----|-----------------|
|                          | Enrollment Capacity | Transfer Capacity |     | Aggregate Total |
|                          |                     | 2nd               | 3rd |                 |
| International Studies    |                     |                   |     |                 |
| Global Business Program  | 70                  | 3                 | 1   | 281             |
| Global Studies Program   | 105                 | 5                 | 1   | 422             |
| Total                    | 175                 | 8                 | 2   | 703             |

#### Addendum

1. These policies and regulations are revised and become effective on January 1, 2012.
2. For the time being, the President may take the place of the Director of Center for East Asia Research stated Article 13-3, Section 2, Chapter I .

#### Addendum

1. These policies and regulations are revised and become effective on September 1, 2013.

#### Addendum

1. These policies and regulations are revised and become effective on April 1, 2014.

#### Addendum

1. These policies and regulations are revised and become effective on April 1, 2015.

## Addendum

1. These policies and regulations are revised and become effective on September 10, 2015.

## Addendum

1. These policies and regulations are revised and become effective on September 1, 2016.

## Addendum

1. These policies and regulations are revised and become effective on April 1, 2018.

## Addendum

1. These policies and regulations are revised and become effective on April 1, 2020.

## Addendum

1. These policies and regulations are revised and become effective on April 1, 2021.
2. Regardless of the regulations in Article 3-2, the students capacities for classes matriculating or transferring from academic year 2021 to 2023 are as follows.

| Undergraduate<br>Department                 | Academic Year 2021     |                      |     |                 |
|---|------------------------|----------------------|-----|-----------------|
|   | Enrollment<br>Capacity | Transfer<br>Capacity |     | Aggregate Total |
|   |                        | 2nd                  | 3rd |                 |
| Faculty of International<br>Liberal Arts    |                        |                      |     |                 |
| Global Business Program                     | 0                      | 3                    | 1   | 221             |
| Global Studies Program                      | 0                      | 5                    | 1   | 332             |
| Department of<br>International Liberal Arts | 175                    | 0                    | 0   | 175             |
| Total                                       | 175                    | 8                    | 2   | 728             |

| Undergraduate<br>Department | Academic Year 2022 |          |                 |
|-----------------------------|--------------------|----------|-----------------|
|                             | Enrollment         | Transfer | Aggregate Total |

|  | Capacity | Capacity |     |     |
|--|----------|----------|-----|-----|
|  |          | 2nd      | 3rd |     |
| Faculty of International Liberal Arts    |          |          |     |     |
| Global Business Program                  | 0        | 0        | 1   | 148 |
| Global Studies Program                   | 0        | 0        | 1   | 222 |
| Department of International Liberal Arts | 175      | 8        | 0   | 358 |
| Total                                    | 175      | 8        | 2   | 728 |

| Undergraduate Department                 | Academic Year 2023  |                   |     |                 |
|--|---------------------|-------------------|-----|-----------------|
|  | Enrollment Capacity | Transfer Capacity |     | Aggregate Total |
|  |                     | 2nd               | 3rd |                 |
| Faculty of International Liberal Arts    |                     |                   |     |                 |
| Global Business Program                  | 0                   | 0                 | 0   | 74              |
| Global Studies Program                   | 0                   | 0                 | 0   | 111             |
| Department of International Liberal Arts | 175                 | 8                 | 2   | 543             |
| Total                                    | 175                 | 8                 | 2   | 728             |

3. Regardless of the regulations in Article 3-2 and Article 11, Global Business Program and Global Studies Program (2008 curriculum) will continue to exist until the day no students are affiliated to each program.
4. Until the day Global Business Program (2008 curriculum) and Global Studies Program (2008 curriculum) continue to exist, each program shall have a Program Director, and Director of the Global Business Program (2021 curriculum) serves as the Director of the Global Business Program (2008 curriculum) and the Director of the Global Studies Program (2021 curriculum) serves as Director of the Global Studies Program (2008 curriculum).
5. Regardless of the revised regulations in Article 48 and Article 53, students who enrolled by March 31, 2021 (hereinafter referred as “continuing students”) and students who transfer or re-admitted to the programs which continuing students affiliate to will follow the past practice.

