

Student Life Policy

April 1, 2004
Determined by the Chair of the Board
Regulations No. 65

Article 1. Purpose

1-1 Items that Akita International University (hereinafter referred to as "AIU") requires degree-seeking students, research students, non-degree students (including special non-degree students and international students), auditors, and special auditors (hereinafter referred to individually and collectively as "students") to follow are set forth in the present *AIU Student Life Policy* document. These requirements are set in addition to other school regulations/policies, which shall remain binding.

Article 2. Written Pledge

2-1 New AIU degree-seeking students and non-degree students are required to submit the Written Pledge (Form 1) to the President.

Article 3. Guarantor

3-1 Degree-seeking students and non-degree students of Article 2 must have a guarantor and submit a completed Written Guarantee (Form 2) to the President. Exception: for an international student who is categorized as a non-degree student, a faculty or staff member of the student's home campus who recommends the student to study at AIU shall be recognized as the student's guarantor, and a Recommendation Letter shall serve in place of the Written Guarantee (Form 2).

3-2 A student's guarantor shall be either the student's parent or a person who is financially self-supporting and who guarantees in writing that they accept responsibility as guarantor for the student.

3-3 In cases a registered guarantor is changed or the guarantor's address is changed, the guarantor agrees to immediately submit a completed Notification of Guarantor Change Form (Form 3) to the Section of Student Affairs, Administration Office, by asking the degree-seeking student or the non-degree student to deliver the forms to the office.

Article 4. Student Information Sheet

4-1 Degree-seeking students and non-degree students (excluding short-term international students and the next clause) must register name, address and other necessary information through an online application system.

4-2 Referring to the Student Information Sheet of the previous clause, a degree-seeking student or a non-degree student must change the information through the online application system in case of any changes in the name, address, phone number, and/or registered address of the student or his/her guarantor.

Article 5. Student Outfit

5-1 Students shall wear "decent" clothing subject to common sense so as to maintain his/her dignity as an AIU student.

Article 5A. Smoking

5A-1 Even students of legal smoking age shall not smoke outside of designated areas except in the Student Apartments (University Village).

Article 5B. Drinking alcohol

5B-1 Even students of legal drinking age shall not drink alcohol outside of designated areas except in the Student Apartments (Global Village and University Village).

Article 6. Compliance with Regulations/Policies

6-1 Students shall comply with the Road Traffic Law (Law No.105, effective as of 1960), the Law for Prohibiting Smoking to Minors (Law No. 33, effective as of 1900), Minor Drinking Prohibition Act (Law No. 20, effective as of 1922) and other applicable laws & regulations, and shall make appropriate effort to maintain traffic safety and to prevent accidents.

6-2 Students shall make appropriate effort to maintain all AIU facilities & equipment. Students shall promote public health, and take steps to prevent accidents and disasters.

6-3 In such case that a student damages or destroys any AIU facility or AIU equipment, whether purposefully or accidentally, he/she shall be responsible to pay all or part of the repair or replacement charges required to restore said facilities or equipment to their original state.

Article 7. Medical Examinations

7-1 Degree-seeking students and special non-degree students are required to undergo an annual medical checkup held at AIU at special, scheduled times.

7-2 According to the results of the medical examinations referred to the previous clause, degree-seeking students and special non-degree students shall be required to follow instructions as provided by AIU to guide the students for improvement his/her health.

7-3 In cases when a degree-seeking student or a special non-degree student requests issue of a certificate for his/her medical history report(s) based on medical examinations held at AIU, he/she can receive a copy of his/her medical history reports after submitting a completed Application Form for Certificates (Form 4) to the Section of Student Affairs, Administration Office.

Article 8. Student Identification Card

8-1 AIU provides AIU Student ID Cards for all students when they enroll at AIU.

8-2 Students are required to carry their valid AIU student ID card at all times at the AIU campus.

8-3 In cases when students are required to show their student ID cards by an AIU faculty/staff member, the student must show their student ID card immediately.

8-4 In cases when a student loses or damages their student ID cards, they must apply for reissue of the student ID card to the Section of Student Affairs, Administration Office, using a completed Student ID Card Reissue Application Form (Form 5).

8-5 Students are not permitted to lend or to give their student ID cards to other persons at any time.

8-6 Students are required to return their student ID cards to the university immediately whenever the student ends studies at AIU, that is, in cases of graduation, program completion, withdrawal or expulsion.

Article 9. Commuter Certificate

9-1 In cases when students request a commuter travel certificate for use when purchasing a student commuter pass for public transportation, the student may receive a commuter certificate by submitting an Application Form for Certificates (Form 4) to the Section of Student Affairs, Administration Office.

Article 10. Japan Railways Student Discount Coupon Tickets

10-1 In cases when students requests a Japan Railways (hereinafter referred to as "JR") student discount coupon ticket, they can receive this by submission of a completed Application Form for Certificates (Form 4) to the Section of Student Affairs, Administration Office.

Article 11. Other Certificates

11-1 In cases when students request certificates such as a certificate of student enrollment, transcript, expected graduate certificate or graduation letter, expected complete certificate or completion letter, recommendation letter

for job application, various qualification certificates or qualification letters, etc., a completed Application Form for Certificates (Form 4) must be submitted to the Section of Student Affairs, Administration Office.

11-2 Notwithstanding the previous clause and former regulations, the certificates and documents referred in the Appendix are available to be issued to students via the "Student Station" at AIU. For the grant of those certificates, application procedures are unnecessary.

Article 12. Long Absence

12-1 In cases when a student wishes to take a long absence in accordance with Article 44 of Akita International University School Policy (hereinafter referred to as "School Policy") or wishes to extend the length of an absence period according to Article 45 of School Policy, the student shall submit a completed Request Form for Long Absence or Absence Period Extension (Form 6) (with signatures of both the student and his/her guarantor) to the Section of Student Affairs, Administration Office. Such periods of absence or their extension shall take effect only after approval from the President.

Article 13. Reinstatement

13-1 In cases when a student wishes to return to the university in accordance with Article 46 of AIU School Policy, the student shall submit a completed Reinstatement Request Form (Form 7) (with signatures of both the student and his/her guarantor) to the Section of Student Affairs, Administration Office. Reinstatement shall take effect following approval from the President.

Article 14. Transfer to Other Schools

14-1 In cases when a student wishes to transfer to another university, in accordance with Article 47 of AIU School Policy, the student shall submit a completed Transfer Request Form (Form 8) (with signatures of both the student and his/her guarantor) to the Section of Academic Affairs, Administration Office. The transfer document shall be prepared following approval from the President.

Article 15. Change of Program

15-1 In cases when a student wishes to change his/her major, the student shall submit a completed Request Form for Change of Program (Form 9) (with signatures of both the student and his/her guarantor) to the Section of Academic Affairs, Administration Office. Change of major shall be processed following approval from the President.

Article 16. Study Abroad

16-1 In accordance with Article 49 of School Policy, in cases when a student would like to study abroad to any foreign university except the AIU affiliated universities in the 1st clause of Article 41, School Policy, students must submit a completed Study Abroad Application Form (Form 10) (with both signatures of the student and his/her guarantor) to the Section of Academic Affairs, Administration Office. Study abroad documents shall be processed following approval from the President.

Article 17. Withdrawal

17-1 In accordance with Article 50 of School Policy, in cases when a student wishes to withdraw from AIU, the student shall submit a completed Withdrawal Request Form (Form 11) (with signatures of both the student and his/her guarantor) to the Section of Student Affairs, Administration Office. Withdrawal shall be processed following approval from the President.

Article 18. Student Organization

18-1 In cases when students wish to establish student clubs or other organizations (hereinafter referred to as "student organizations"), students must submit a completed Student Organization Establishment Application Form (Form 12) and a completed Student Organization Member List (Form 12-2) to the Section of Student Affairs, Administration Office. Organization shall be established following approval by the President.

18-2 Regarding the previous clause, each student organization must have an advisory faculty member (excluding student affairs staff members) from among the AIU full-time faculty (professors, associate professors, assistant professors).

18-3 In cases when a student organization wishes to participate within the activities of an off-campus organization, students must submit a completed Request Form for Participating in Off-Campus Organization Activities (Form 12-3) to the Section of Student Affairs, Administration Office. Such participation shall take place only following approval from the President.

18-4 In cases when a student organization wishes to participate in off-campus activities, students must submit a completed Off-Campus Activity Participation Request Form (Form 12-4) to the Section of Student Affairs, Administration Office. Such participation shall take place only following approval from the President.

Article 19. Approval Expiration Date

19-1 The expiration date for the approvals referred to in Article 18 No. 1 is the end of the first month in the beginning of the next semester after the student organization has been officially approved (or previously extended). If the student organization has submitted a completed Student Organization Renewal Request Form (Form 13) to the Section of Student Affairs by the expiration date, the student organization may be automatically approved for the organization and in such case, the organization can continue its activities for the next fiscal year.

Article 20. Activity Report

20-1 Each student organization must submit a completed Student Organization Activity Report (Form 14) to the Section of Student Affairs, Administration Office, by the end of the first month of each semester.

Article 21. Change of Representation Name, etc.

21-1 In cases when a student organization wishes to change its representation name, statement of purpose, name of the person in charge of the group or its advisor, a completed Student Organization Change Form (Form 15) must be submitted to the Section of Student Affairs, Administration Office, and must receive approval from the President before such changes shall take effect.

Article 22. Dissolution of a Student Organization

22-1 In cases when students wish to discontinue operation of their organization altogether, a completed Notification of Student Organization Dissolution (Form 16) must be submitted to the Section of Student Affairs, Administration Office.

Article 23. Discontinuation of the Activity by a Student Organization

23-1 The President can direct a student organization to discontinue an activity of that organization or can direct a group to dissolve altogether in cases when the student organization falls into one or more of the following categories:

- (1) when the student organization has disturbed the educational or research activities of AIU;
- (2) when the activities of the student organization violate school policies or other regulations;
- (3) when members of the school organization have been involved in improper acts that are closely-linked to activities of the student organization;
- (4) when the student organization has been inactive for a long period of time.

Article 24. Off-Campus Activities held by the Student Organization

24-1 In cases when a student organization would like to carry out the following activities off-campus, a completed Notification Form for Off-Campus Activities held by the Student Organization (Form 17) must be submitted to the Section of Student Affairs, Administration Office, at least seven days prior to the actual starting date of the activity.

- (1) training camp;

- (2) trip for group members;
- (3) mountain climbing and/or camping activities.

Article 25. Use of Facilities and Equipment

25-1 In cases when students or a student organization would like to use school facilities and/or equipment for their activities, they must follow the AIU Facility Management Policies.

Article 26. Extra-Curricular Activities (including Extra-Curricular Activities Overseas)

26-1 Regulations on this matter are set separately.

Supplementary Provisions;

These Policies shall be effective on April 1, 2004.

Supplementary Provisions;

These Policies shall be effective on December 20, 2004.

Supplementary Provisions;

These Policies shall be effective on October 1, 2008.

Supplementary Provisions;

These Policies shall be effective on July 1, 2009.

Supplementary Provisions;

These Policies shall be effective on March 1, 2010.

Supplementary Provisions;

These Policies shall be effective on April 1, 2016.

Attached Table

The following certificates or documents are available and issued through the Student Station at the AIU campus.

1	Certificate of Student Enrollment
2	Student Travel Discount Coupons for JR Line
3	Official Transcript
4	Certificate of Expected Graduation Date
5	Certificate of Medical History Reports

- Form 1 Written Pledge
- Form 2 Guarantee
- Form 3 Declaration of Change of Guarantor
- Form 4 Application for Certificate(s)
- Form 5 Application for Re-Issuance of Student ID Card
- Form 6 Application for Leave of Absence or Extension of Absence Term
- Form 7 Request to Return to University
- Form 8 Application for Transfer to Another University
- Form 9 Application to Change Program of Study
- Form 10 Application for Study Abroad

- Form 11 Application to Withdraw from University
- Form 12 Application to Found a Student Group
- Form 12-2 Student Organization Founding Member List
- Form 12-3 Application to Participate in Off-Campus Organization
- Form 12-4 Application to Participate in Off-campus Event
- Form 13 Application to Renew permission for Student Organization
- Form 14 Report of Student Organization Activities for Academic Year
- Form 15 Request to Change Student Organization
- Form 16 Declaration of Dissolution of Student Organization
- Form 17 Declaration of Off-Campus Activity