

AIU 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 Declaration of Change of Guarantor (Form 3) to the Division 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. Registration of Student Information

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 the online system that AIU provides.

4-2 Degree-seeking students and non-degree students must keep the registered information updated by themselves through the online system in case of any changes in the name, address, phone number, and/or address of the student or his/her guarantor.

Article 5. Student Outfit, Smoking, Drinking Alcohol

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

5-2 Students shall not be allowed to smoke on campus.

5-3 Students of legal drinking age shall be able to drink alcohol only in the designated areas on campus.

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, promote public health, and prevent accidents and disasters.

6-3 In case where students damage or destroy any AIU facilities or equipment, whether purposefully or accidentally, the students shall bear entirely or partially the repair and replacement costs for restoration.

Article 7. Medical Examinations

7-1 Degree-seeking students and special non-degree students shall be required to undergo a medical checkup at AIU every year at a scheduled or special occasion.

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 by AIU to improve their own health.

7-3 In cases where a degree-seeking student or a special non-degree student wishes to have a certificate for the results of medical examinations at AIU, he/she can receive its copy by submitting a completed Application Form for Certificates (Form 4) to the Division of Student Affairs, Administration Office.

Article 8. Student Identification Card

8-1 AIU shall provide a student ID card to each student at the time of matriculation to AIU.

8-2 Students shall be required to carry their valid student ID card all the time on campus.

8-3 In cases where students shall be required to show their own student ID cards immediately when requested by an AIU faculty/staff member.

8-4 In case of loss or damage of the student ID card, students shall request for reissue of the card to the Division of Student Affairs, Administration Office, submitting a completed Application for Re-Issuance of Student ID Card (Form 5).

8-5 Students shall not be allowed to lend nor give their student ID cards to other persons at any time.

8-6 Students shall return their student ID cards to AIU immediately when ending their studies at AIU, such as graduation, program completion, withdrawal or expulsion.

Article 9. Commuter Certificate

9-1 In cases where students need a commuter travel certificate to purchase a student commuter pass for public transportation, they may receive the certificate by submitting an Application Form for Certificates (Form 4) to the Division of Student Affairs, Administration Office.

Article 10. Japan Railways Student Discount Coupon Tickets

10-1 In cases where students need a Japan Railways (hereinafter referred to as "JR") student discount coupon ticket, they can receive it by submitting a completed Application Form for Certificates (Form 4) to the Division of Student Affairs, Administration Office.

Article 11. Other Certificates

11-1 In cases where students wish to have any 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., they may receive any of them by submitting a completed Application Form for Certificates (Form 4) to the Division of Student Affairs, Administration Office.

11-2 Notwithstanding the previous clause and former regulations, students may be able to receive the certificates and documents referred in the Appendix through the automatic certificate-issuing machine in Administration Office. In this case, the application procedure shall not be unnecessary.

Article 12. Long Absence

12-1 In cases where a student wishes to take a leave of absence in accordance with Article 44 of Akita International University School Policy (hereinafter referred to as "School Policy") or wishes to extend the duration of the absence according to Article 45 of School Policy, the student shall receive a prior approval from the President by submitting a completed Application for Leave of Absence or Extension of Absence Term (Form 6) (with signatures of both the student and his/her guarantor) to the Division 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 where a student wishes to return to AIU in accordance with Article 46 of AIU School Policy, the student shall

receive a prior approval from the President by submitting a completed Request to Return to University (Form 7) (with signatures of both the student and his/her guarantor) to the Division of Student Affairs, Administration Office. Reinstatement shall take effect following approval from the President.

Article 14. Transfer to Other Schools

14-1 In cases where a student wishes to transfer to another university, in accordance with Article 47 of AIU School Policy, the student shall submit a completed Application for Transfer to Another University (Form 8) (with signatures of both the student and his/her guarantor) to the Division 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 where a student wishes to change his/her major, the student shall receive a prior approval from the President by submitting a completed Application to Change Program of Study (Form 9) (with signatures of both the student and his/her guarantor) to the Division 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 where a student would like to study abroad at any foreign university except the AIU affiliated universities in the 1st clause of Article 41, School Policy, students must receive a prior approval from the President by submitting a completed Application for Study Abroad (Form 10) (with both signatures of the student and his/her guarantor) to the Division 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 where a student wishes to withdraw from AIU, the student shall receive a prior approval from the President by submitting a completed Application to Withdraw from University (Form 11) (with signatures of both the student and his/her guarantor) to the Division of Student Affairs, Administration Office. Withdrawal shall be processed following approval from the President.

Article 18. Student Organization

18-1 In cases where students wish to establish clubs or other organizations (hereinafter referred to as "student organizations"), the students shall receive a prior approval from the President by submitting a completed Student Organization Establishment Application Form (Form 12) and a completed Student Organization Founding Member List (Form 12-2) to the Division of Student Affairs, Administration Office. Organizations shall be established following approval by the President.

18-2 Regarding the previous clause, each student organization shall have an advisor among the AIU full-time faculty/staff members (excluding staff members of the Division of Student Affairs) or select professors.

18-3 In cases where students establish an organization based on the 1st clause of Article 18, at least one member of the organization shall have completed an emergency life-saving training session beforehand.

18-4 In cases where a student organization wishes to be a member of other associations off campus the student organization shall receive a prior approval from the President by submitting a completed Application to Participate in Off-Campus Organization (Form 12-3) to the Division of Student Affairs, Administration Office. Such membership shall be granted only following approval from the President.

18-5 In cases where a student organization wishes to participate in off-campus activities, students shall receive a prior approval from the President by submitting a completed Application to Participate in Off-campus Event (Form 12-4) to the Division 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 the 1st clause of Article 18 is the end of the first month of the next

semester.

19-2 In case where a student organization wishes to renew the on-going approval based on the 1st clause of Article 18, the student organization shall receive a prior approval from the President by submitting a completed Application to Renew Approval for Student Organization (Form 13) to the Division of Student Affairs by the expiration date. In this case, an automatic approval shall be given to the student organization for the next semester.

19-3 For the continued approval referred in the previous clause, at least one member of each student organization shall have completed the emergency life-saving training session offered by the Administration Office.

Article 20. Activity Report

20-1 Each student organization must submit a completed Report of Student Organization Activities (Form 14) about the previous semester to the Division 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 where a student organization wishes to change its representation name, statement of purpose, representative person's name or advisor, the student organization shall receive a prior approval from the President by submitting a completed Request to Change Student Organization (Form 15) to the Division of Student Affairs, Administration Office. Such changes shall take effect following approval from the President.

Article 22. Dissolution of a Student Organization

22-1 In cases where a student organization wishes to disband, the student organization shall submit a completed Declaration of Dissolution of Student Organization (Form 16) to the Division of Student Affairs, Administration Office.

Article 23. Discontinuation of the Activity by a Student Organization

23-1 The President shall be able to order discontinuation or dissolution of activities to a student organization in any of the following cases:

- (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 student organization have been involved in improper acts, and those acts are closely related to the 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 where a student organization wishes to carry out the following activities off campus, the student organization shall submit a completed Declaration of Off-Campus Activity (Form 17) to the Division of Student Affairs, Administration Office, at least seven days before the actual starting date of the activity.

- (1) training camp;
- (2) trip as a group;
- (3) mountain climbing and/or camping activities.

Article 25. Use of Facilities and Equipment

25-1 In cases where students or student organizations wish to use AIU facilities and/or equipment for their activities, they shall 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 April 1, 2007.

Supplementary Provisions;

These Policies shall be effective on July 1, 2007.

Supplementary Provisions;

These Policies shall be effective on April 1, 2008.

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.

Supplementary Provisions;

These Policies shall be effective on April 1, 2019.

Attached Table

The following certificates or documents are available through the automatic certificate-issuing machine at the AIU Administration Office.

- 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 Examination Results
- Form 1 Written Pledge
- Form 2 Written 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 (Undergraduates)
- Form 9-2 Application to Change Program of Study (Graduates)
- 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 Approval for Student Organization

- Form 14 Report of Student Organization Activities
- Form 15 Request to Change Student Organization
- Form 16 Declaration of Dissolution of Student Organization
- Form 17 Declaration of Off-Campus Activity