

Intermission · (Study leave)

1. What is Intermission (study leave)?

After you start your course, you may choose participation in a summer school or study abroad. In order to defer your studies halfway through, you are required to apply for intermission during the allotted time period. After returning from study leave, you may take the course by applying for resumption during the allotted time period. This is applicable for semester and full-year courses.

2. Eligibility for application

This system only applies to cases in which the students intend to study overseas, such as at a summer school at an overseas universities without transfer of registration status.

3. Application procedure (for Faculty of Science and Engineering)

Intermission (Study leave) <before study abroad>

- ① Please fill in the course(s) students wish to register on the form, "Intermission (Study leave) application form" and attach the certification of pre-approved which is issued by receiving institution prior to obtain approval seal from department by class academic advisor.
- ② Once students obtain the approved seal as the above, please submit it to the instructor in charge of the course and gain her/his approval seal.
- ③ Please submit approved form of "Intermission application" by the deadline to Academic & Student Affairs Section in the Center for Science and Engineering, on the 1st floor of bldg.51

※In case you wish to register the course(s) at other school/graduate school for study leave, please contact Center of Science and Engineering in advance.

Resumption <after study abroad>

- ① Please log in MY Waseda and apply for resumption during the periods as the below.
※If you fail to apply during the designated period, you will lose your qualification for the resumption.
※For more details, please check the website of Global Education center.
(Global Education center HP: <https://www.waseda.jp/inst/gec/undergraduate/registration/>)
- ② Please contact to the instructor of the course you wish to apply for resumption.

4. Schedule for application

Intermission <before study abroad>

Courses of spring semester: by the end of April, Courses of Fall semester: by the end of October

Resumption <after study abroad>

(Apply through My Waseda))

Courses of spring semester: 3 working days from March 1st

Courses of fall semester: 3 working days from September 1st

For more detailed dates, please check the web site of Global Education Center.

(Global Education Center HP: <https://www.waseda.jp/inst/gec/undergraduate/registration/>)

5. Notes

1. This system only applies to cases in which the students intend to study overseas, such as at a summer school at an overseas universities.
Please attach the certification of pre-approved which is issued by receiving institution when you submit the application form.
Some programs the students intend to join for study abroad may not be covered by this system in your school/ graduate school.
2. Students must obtain the approved seal from his/her department and instructor in charge of the course for both.
3. Students are not permitted to register the overlapped course(s) of the same period on the same day for resumption. Please refer to the course(s) in the following academic year.
Furthermore, In case the course(s) of period and day may change and overlap(s) other course(s) you wish to register; students cannot have exception or special treatment. In case the course(s) arranged in order, you must follow the order when you apply for the resumption. If the students fail to register the course(s) in order, they are not fulfilling precondition.
4. Your resumption has not made a commitment at the time of application. The determination will be consulted and referred to the student's proposal course(s) by the instructor of the course in the academic year (semester) for resumption.
5. The course of intermission is valid in the following year from the time students completed the application. If students fail to apply for the resumption in the next academic year from the year of intermission, students will lose the qualification.
6. Credits and grades are given in the academic year and semester in which study is resumed.
7. The treatment for the number of course registration is prorated on the academic year of intermission and resumption for both.

EX1. In case student registered 2 credits in spring semester.

If student takes study leave after completed only spring quarter and returns from study abroad in the following year and she/he will start to study for resumption in summer quarter,

⇒1 credit is given in the academic year of intermission and 1 credit will be given at the time for resumption.

EX2. In case student registered 4 credits in full year.

If student takes study leave after completed only spring quarter and returns from study abroad in the following year and she/he will start to study for resumption in summer, fall winter quarter,

⇒1 credit is given in the year of intermission and 3 credits are given in the year at the time of resumption.