

To: Dean

## Intermission (study leave) application form

I hereby submit this application form to register the agreed course(s) with my full understanding of the notes regarding "Intermission (study leave)" and the below due to join study abroad or summer school in overseas

School of		Student ID No.		C D —
Approval seal by class academic advisor	name of class academic advisor  seal 印 (※1)	NAME		

mobile phone :        —        —

E-Mail : \_\_\_\_\_

Course Key <small>Please confirm by syllabus</small>	Class Code	Course Title	Name <small>(Instructor in charge of the course)</small>	Instructor's approval <small>by seal</small>  (※2)

Deadline:

Please see the web site of Faculty of Science and Engineering

Place to be submitted:

Academic & Student Affairs Section in the Center for Science and Engineering, Building 51 (1F)

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 (※1) and instructor in charge of the course (※2) for both. Signature is also acceptable.

Students must be received advising includes what the program intend to join and the course for intermission from class academic advisor prior to obtain her/his approval seal at the department.

After receiving the approval seal as the above, students must consult with the instructor in charge of the course and confirm whether or not the course can be registered. Also students must gain approval seal (※2) after the consultation.

**Furthermore, in case you wish to apply for Intermission (study leave) of other school/graduate school, please contact Center of Science and Engineering in advance.**

3 . Students are not permitted to register the overlapped course(s) of the same period on the same day for resumption. If the course(s) you wish to register overlap(s), 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.