

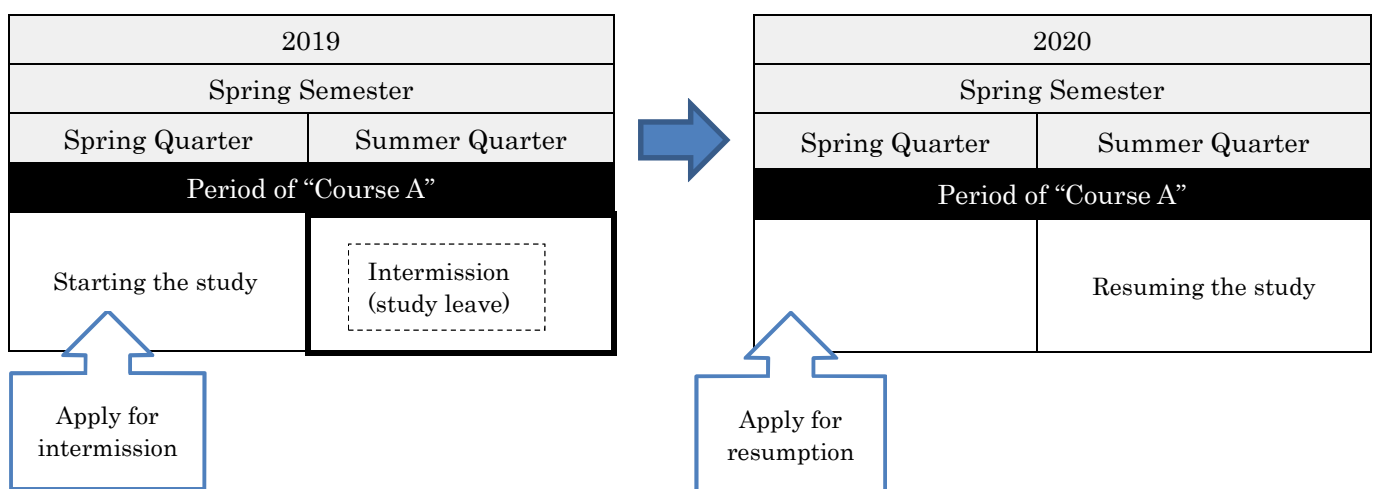
## ■ Intermission (study leave)

### (1) What is “Intermission (Study leave)”?

After you start your course, you may choose to participate in a summer school or to 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.

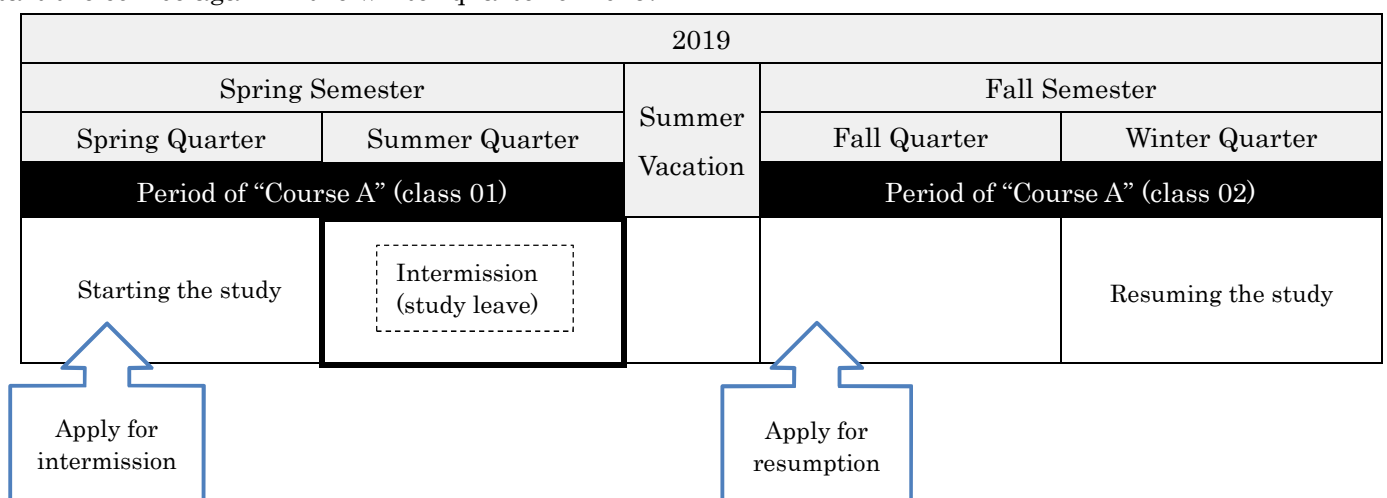
#### Example 1

You leave for study in the summer quarter of 2019 and return from the leave in the spring semester of 2020 and start the course again in the summer quarter of 2020.



#### Example 2

You leave for study in the summer quarter of 2019, return from the leave in the fall semester of 2019 and start the course again in the winter quarter of 2019.



## (2) Prescribed procedure

### 1. Applying for study leave

Confirm if the course is applicable for study leave and then apply to your department office. You can apply from April 6 (Sat) to 26 (Fri) for Spring-semester courses and from September 27 (Fri) to October 31 (Thur) for Fall-semester and Full-year courses. Only when your application is not accepted (it depends on the course you take), your department will let you know that by July 31 (Wed) for Spring-semester courses and by January 31 (Fri) for Fall-semester and Full-year courses.

### 2. Resumption

#### Applying for resumption

Apply through MyWaseda during the periods shown below. Refer to "How to apply for resumption" for the details.

|   |                                      |
|---|--------------------------------------|
| Spring-semester courses in 2019             | From Mar. 2 (Mon) to 4 (Wed) in 2019 |
| Fall-semester and Full-year courses in 2019 | From Sep. 2 (Mon) to 4 (Wed) in 2019 |

You will have the confirmation notice for your resumption in the course registration page in Course N@vi or you will receive the confirmation mail in your Waseda mail.

## (3) Notes

- This system only applies to cases in which the student intends to study overseas, such as at a summer school at an overseas university. However, it also applies to students studying full-year courses who are leaving because of absence from the school.
- Quarter courses (spring/summer/fall/winter quarters) and summer/spring intensive courses, which are held in vacation periods, are NOT covered by this system.
- Some courses are not covered by this system. Before applying for intermission, please be sure to check with your Undergraduate/Graduate School which courses are not covered by the system.
- Even after the intermission application has been accepted by your Undergraduate/Graduate School, there is a possibility that it is not approved by the instructors. In such cases, your schools will inform you.
- Despite the intermission application having been accepted, in certain cases, intermission is not approved for reasons such as those below.
  - ✓ There is a mistake in the information on the resumption application form.
  - ✓ The course in question is not running in the semester or academic year of resumption (because the course has been closed or suspended, or the semester it is offered has been changed).
  - ✓ It is judged that the student will be unable to fulfill the conditions needed to obtain credits if they resume the course, because of significant discrepancies between the academic years due, for example, to changes in instructors or curriculum planning.
- Grades and credits are given in the academic year and semester in which study is resumed. For example, if intermitting in spring semester 2019 and resuming in spring semester 2020, when a "pass" is achieved, credits will be treated as acquired in spring semester 2020.

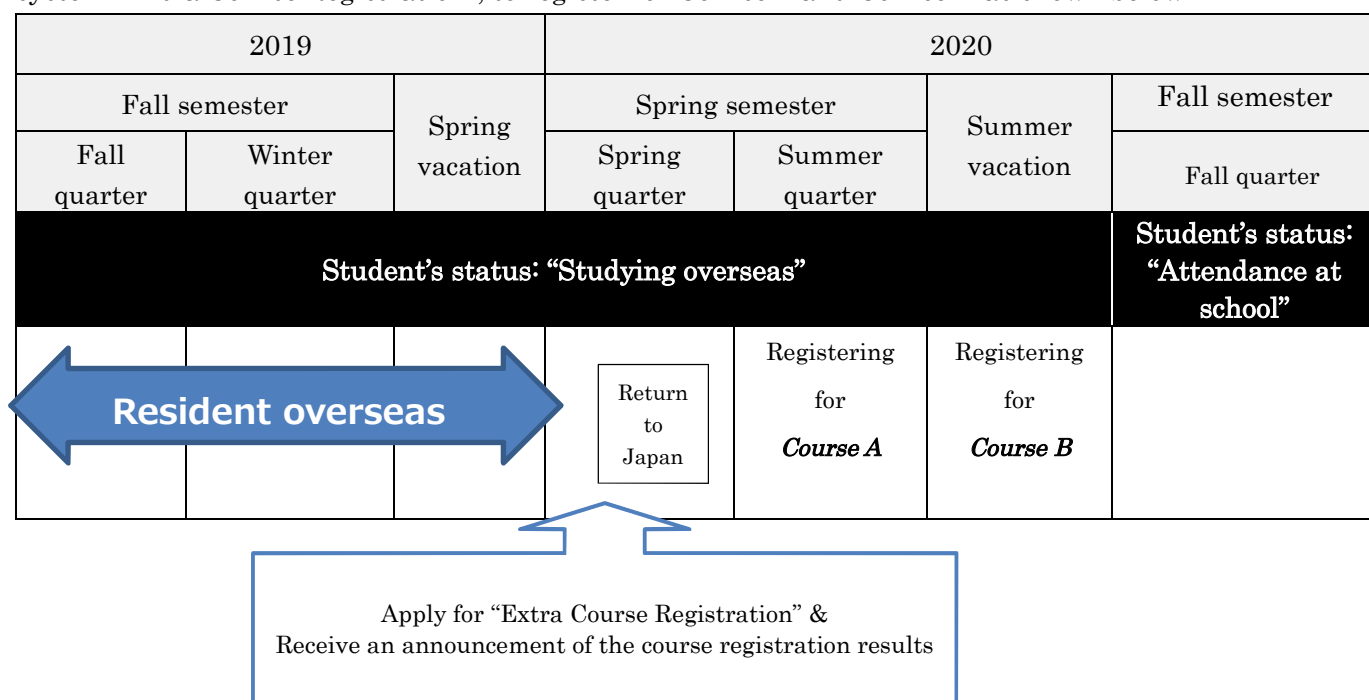
## ■ Extra Course Registration for those returning from studying abroad ("Extra Course Registration")

### (1) What is "Extra Course Registration"?

"Extra Course Registration" refers to the system that enables students to newly take intensive courses during the spring or summer vacation or courses offered in the summer or the winter quarter, when they return to Japan from studying abroad.

#### Example 1

You study abroad from fall semester 2019 to spring semester 2020, trying to take advantage of the new system "Extra Course Registration", to register for Course A and Course B as shown below:



### (2) Prescribed procedure

|   | Procedures  | Notes   | Schedules  |   |
|---|---|---|--|---|
|   |   |   | Summer quarter courses / Summer intensive courses / Summer season courses                | Winter quarter courses/ Spring intensive courses/ Winter season courses |
| 1 | Confirm available courses for "Extra Course Registration" | Confirm whether or not the course is available by checking the "Available course list of Extra Course Registration" to be found on the webpages of your Undergraduate/ Graduate School. | Available from Apr. 26 (Fri)   | Available from Oct. 18 (Fri)  |
| 2 | Apply for "Extra Course Registration"                     | Register for the course, using the method designated by your Undergraduate/Graduate School.   | Please confirm the registration periods with your Undergraduate/ Graduate School office. |   |
| 3 | Confirm registration results                              | Confirm registration results either from the course registration page or from Waseda Mail.  | From May. 27 (Mon)   | From Nov. 18 (Mon)  |

|   |   |   |                                     |                                      |
|---|---|---|-------------------------------------|--------------------------------------|
| 4 | Pay Audit Fees /Course enrollment Fees (*1) or/and Credit Audit Fees (*2)<br>*1 This applies only to students who take a course that requires the fee.<br>*2 This applies only to students who study abroad with their private fund | Lecture fees, and laboratory and fieldwork fees for the courses on which the student is registered should be paid within the specified time.<br><br>Please pay the full amount, in accordance with the Payment information email that will be sent to the student's Waseda Mail address on the first day of the payment period. | May. 28 (Tue)<br>to<br>June 3 (Mon) | Nov. 19 (Tue)<br>to<br>Nov. 25 (Mon) |
|---|---|---|-------------------------------------|--------------------------------------|

### (3) Points to Note (please check before starting the procedure)

- This system applies to students studying overseas in the semester in which Extra Course Registration is made, such as students on an exchange program, Double Degree Program, or CS (customized study) Program, or privately financed students, who study abroad with their private fund.

#### *Points common to all students*

- Some courses are not covered by this system. Before applying for “Extra Course Registration”, please check the List of Courses Open to Extra Course Registration, which can be found on the webpages of your Undergraduate/Graduate School.
- When registering for a course that requires an Audit/Course enrollment fee, it is necessary to pay the full amount during the specified time. Please see details below.
  - Whether or not the course requires the fee:  
Check the “Available course list of Extra Course Registration,” which can be found on the webpages of your Undergraduate/Graduate School.
  - How to pay:  
Check the “University-wide Open Courses Guidebook (全学オープン科目履修ガイド)” or <https://www.waseda.jp/inst/gec/en/undergraduate/registration/>
- Grades and credits of the courses are given in which the courses are taken.
- Registration outside the period will not be accepted.

### *Points applicable only to privately financed students*

- Regarding privately financed students, because no tuition payments are paid to Waseda University while they are studying overseas, it is necessary to pay audit fees corresponding to the number of credits, or Credit Audit fees, attached to the course taken via Registration upon Return to Japan. Credit Audit fees for each course are on the List of Courses Open to Registration upon Return to Japan.

*Example:* A privately financed exchange student registered for “*General Tutorial English*” (two credits), a summer intensive course offered at the Global Education Center via Extra Course Registration

|                               |                   |
|-------------------------------|-------------------|
| Credit Audit fees:            | JPY 72,800 *      |
| Audit/Course enrollment fees: | <u>JPY 43,000</u> |
| Total:                        | JPY 115,800       |

\*As stipulated below, the amount paid in credit audit fees is capped.

The total figure for **the fixed fee per transferred credit (A)**, **the enrollment fees paid during the relevant period of study overseas (B)**, and **the Credit Audit fees (C)** are capped at the level of the total amount of tuition, Educational Environment Improvement Fees, and Global Education Fees for the period of study overseas, regardless of the number of credits that are transferred or taken.

[Explanatory Diagram]

