

Chapter 2 Temporary Leave of Absence, Withdrawal from the University, and Study Abroad

The details information and the designated forms concerning temporary leave of absence, study abroad, withdrawal and returning to study are indicated in the following website. <https://www.students.keio.ac.jp/en/sfc/gsmg/procedure/status/apply.html>

1. Temporary Leave of Absence

(1) Application for Temporary Leave of Absence

When students anticipate an absence from the University, the student and their guarantor must both personally sign and seal the “Application for Temporary Leave of Absence” (download from the Keio University Student Website, and submit it to the SFC Academic Affairs Office. The handwriting, seals, or signatures of the student and guarantor must not be the same.

If the temporary leave of absence is due to illness or injury, a medical certificate from a physician is required, and in the case of study abroad for language training programs, a certificate of acceptance is required. The period of the temporary leave of absence is until the end of the given semester, and the semester in which the student takes a temporary leave of absence is not counted towards the duration of enrollment required for advancement to the next year or completion of the program. If the temporary leave of absence continues to the next semester, the student must apply again. You cannot apply for temporary leave of absence during an extension of the doctoral program.

Submission deadline (strictly enforced) for Application for Temporary Leave of Absence

	Deadline	Period of Temporary Leave of Absence
Spring Semester	May 31	April 1 to September 21
Fall Semester	November 30	September 22 to March 31

(2) Notification of Returning to Study

Students returning to their studies after a temporary leave of absence are required to submit the “Notification of Returning to Study” immediately (download it from the Keio University Student Website. If the temporary leave of absence was due to illness or injury, a letter from a physician certifying that student is fit to resume studies is required.

(3) Academic Fees During Temporary Leave of Absence

See page 23 for details on how academic fees are handled during Temporary Leave of Absence.

(4) Annual Health Checkup

Students who were unable to take the annual health checkup in April while on a temporary leave of absence should undergo the checkup for new students in the fall semester.

2. Study Abroad (Application for Study Abroad)

Students may be permitted to study abroad at graduate schools overseas without temporary leave of absence if deemed academically beneficial by the Graduate School Committee (Graduate School Regulations, Article No. 124).

(1) Prior to Going Abroad

Student wishing to study abroad are required to carefully read the “Exchange Student Application Guidebook” (in Japanese only) distributed at the Academic Affairs Office and submit the “Application for Study Abroad”, etc. (in principle, no later than two months prior to the student’s scheduled departure). After being screened and approved by the student’s Academic Advisor, the application will be considered by the Faculty Board. Study Abroad for language training programs will be handled as a regular Temporary Leave of Absence.

(2) After Return to Keio University

Students are required to submit the “Notification of Returning to Study” immediately after returning. Please visit the Academic Affairs Office.

(3) Academic Fees During Study Abroad

See page 21 for details on how academic fees are handled during Study Abroad.

(4) Annual Health Checkup

Students studying abroad during the Spring Semester who miss the annual health checkup in April must undergo the annual health checkup held in the Fall Semester for students enrolling at the University in September.

3. Withdrawal

(1) Voluntary withdrawal

Students who decide to withdraw from the University due to their own reasons are required to complete the “Notification of Withdrawal” by affixing their own signature and seal, obtaining the guarantor’s signature and seal (the student’s and guarantor’s handwriting and seal must not be the same), and provide detailed reasons for the withdrawal. The Student ID Card must be returned by submitting it to the SFC Academic Affairs Office together with the completed notification. If the Student ID Card is lost, a fee of 2,000 yen will be charged. If all academic fees have been paid, the student may choose the date of withdrawal during the semester in question (normally the end of the semester, which is September 21 for the Spring Semester and March 31 for the Fall Semester). Please note that if the date of withdrawal is before the end of the semester, credits earned during the semester in question will be deleted.

(2) Compulsory withdrawal

[Graduate School Rules and Regulations, Article No.128 (excerpt)]

The maximum period of enrollment in the same graduate school is four years in the master’s program, six years in the doctoral program, and eight years in the Graduate School of Medicine Doctoral Program.

If a student has not registered for courses nor has applied for a temporary leave of absence/withdrawal, the student may be asked to be withdrawn from the Graduate School as per Article No. 161 of the Graduate School Rules and Regulations.

[Graduate School Rules and Regulations, Article No.161 (excerpt)]

A person who breaches these regulations or other regulations of the University established hereunder, or who neglects his/her studies, infringes on the dignity of the University or others, or otherwise engages in behavior not befitting of a student shall be punished, according to the circumstances of the offense, by reprimand, deduction of marks, suspension, or expulsion; Expulsion shall be employed only in the following circumstances:

1. Improper conduct or character with no prospect of improvement
2. Inferior academic ability with no prospect of an improvement in performance
3. Excessive absence from class without reasonable cause
4. Disruption of university order or other marked infringement of the duties of a student

(3) Withdrawal from the Doctoral Program after the Completion of Required Course Work without Submission of a Thesis (Doctoral students only)

Students who satisfy doctoral candidate requirements and curriculum period (three years) may withdraw from the doctoral program after completion of required course work without submission of a thesis. The Report on Withdrawal from the Doctoral Program with the Completion of Course Requirements must be submitted to the SFC Academic Affairs Office by the deadline specified for each semester. However, if the Application for Extension of Enrollment Period is submitted before the specified deadline, students may extend their period of enrollment without exceeding the maximum enrollment period (six years). Please note that during extension of enrollment period, temporary leave of absence and study abroad will be counted in the enrollment period. Unless the Application for Extension of Enrollment Period is submitted, students who are doctoral candidates after their sixth semester of enrollment will have to withdraw from the doctoral program after completion of required course work without submission of a thesis. Please refer to Chapter 5, [Process for Acquiring the Doctoral Degree], and Chapter 7, [Excerpts of Related Provisions]

Study Abroad

Description		Students may be permitted to study abroad at graduate schools overseas without temporary leave	
Period	Duration	Up to one year from the starting date. Based on the duration permitted by the host university. Approximately one week before and after the study abroad period can be included as preparation, but using this time for internships etc. will not be permitted.	
	Extension	Extensions may be made up to two times (up to three years from the start date of the study abroad). After three years, it will be considered temporary leave of absence. * You must submit the Study Abroad Extension Application Form in order to extend your study abroad.	
Academic Fees and Scholarships	Academic Fee Reduction/Exemption	Applies to	
		Students who enrolled in or after Academic Year 2013 *1	For privately funded study abroad, tuition, facility fees, and experiment and practical training fees will be reduced for each semester in which the student is permitted to study abroad. Reduction will not be provided for student exchange programs that already include a fee exemption. Academic fees will be reduced for student exchange programs that do not include exemptions of academic fees during the semester of the exchange program that the graduate faculty approved. However, fees collected by the university on behalf of other organizations do not apply. The process for reductions is undertaken after returning from study abroad.
	Students who enrolled in or before Academic Year 2012 *1	For privately funded study abroad, tuition, facility fees, and experiment and practical training fees will be halved for each semester in which the student is permitted to study abroad. Reductions will not be provided for student exchange programs that already include fee reductions. Academic fees will be reduced for student exchange programs that do not include reductions of academic fees during the semester of the exchange program that the graduate faculty approved. However, fees collected by the university on behalf of other organizations do not apply. The process for reductions is undertaken after returning from study abroad.	
Scholarships	Scholarships for exchange program students are available. For application details, contact the International Exchange Services Group, Office of Student Services at the Mita Campus.		
Credit	Course Registration	Courses cannot be registered for in the semesters that study abroad takes place. <u>Study abroad from the beginning of the semester:</u> Course registration is not necessary. Submit the Study Abroad Application Form at least two months before departure. <u>Study abroad starting during the semester:</u> In principle, all courses registered for the semester that study abroad takes place will be canceled.	
	Credit Transfer	<p>[Master's Program] Up to ten credits in total may be transferred from those earned before entering the master's program, other graduate programs at Keio University, and other universities after enrolling in the Graduate School of Media and Governance (including from universities overseas). Courses that can be transferred are those offered in the Graduate School of Media and Governance (excluding the Master Thesis) and Courses offered in other Keio Graduate Schools (excluding courses with restrictions). Courses that exceed the limit of 10 credits will be recognized as Optional Subjects.</p> <p>[Doctoral Program] Transferable courses are those offered in the Graduate School of Media and Governance (excluding Independent Research), Doctoral Program Courses (excluding Special Courses), Courses offered in other Keio Graduate Schools (excluding subjects with restrictions). Approved courses will be recognized as optional subjects.</p> <p>[For Both Master and Doctoral Programs] Recognized credits will be treated the same as regular Keio University Course Credits and given a "G" (Recognized) grade. Those wishing to transfer credits should apply at the Academic Affairs Office as soon as possible after their study abroad period ends. Not all courses applied for may be recognized.</p>	
Advancing to the Next Year and Completion	Through application, up to one year of the study abroad period may be included in the enrollment period at Keio University Graduate School. However, retroactive completion will not be approved.		
Inclusion of Study Abroad Period in Keio University Enrollment Period			
Application Process	<ol style="list-style-type: none"> 1. Download the Application for Study Abroad from the Jukusei (Keio student) website 2. Fill out the form and prepare the documents that must be attached. 3. Submit the above 1. and 2. to the SFC Academic Affairs Office 4. Upon the Faculty Board approval, notice of approval will be sent to the guarantor 		

*1 The required process and documents for academic fees reduction/exemption differ according to the academic fee system that applies. Details on the necessary process should be confirmed with the SFC Academic Affairs Office.

Temporary Leave of Absence

Description		<ul style="list-style-type: none"> Language training programs including overseas training programs not recognized as study abroad as at left (Need to attach Letter of Approval) Undergoing medical treatment (Need to attach medical certificate) Other, such as personal reasons
Period	Duration	One semester units, i.e., spring semester or fall semester Regardless of when the application is submitted, the temporary leave of absence will apply to the entire semester concerned.
	Extension	One semester units, i.e., spring semester or fall semester (Study abroad period will be recognized for up to three years. After three years, it will be considered temporary leave of absence.)
Academic Fees and Scholarships	Academic Fee Reduction/Exemption	Applies to
		Students who enrolled in or after Academic Year 2013 *1
	Students who enrolled in or before Academic Year 2012 *1	The students are required to pay all academic fees for the period of temporary leave of absence, but those listed below may have their tuition reduced. Inquire at the Academic Affairs Office for details. A. Reductions may only be received if the student has been hospitalized, treated at a hospital, or treated at home for at least one year, and will only apply to the second year of temporary leave of absence and beyond. B. The student taking a temporary leave of absence due to military duty in their home country, or large-scale natural disasters (disaster of extreme severity) such as earthquakes, typhoons. Only in this case will the academic fees for the first year be reduced. See Regulation on Reduction and Exemption of Tuition Fees: Article 2.
Scholarships	None available	
Credit	Course Registration	Courses cannot be registered for in the semester of temporary leave of absence. <u>Temporary leave of absence from the beginning of the semester:</u> Course registration is not necessary. Submit the Temporary Leave of Absence Application Form by one day prior to the course registration period. <u>Temporary leave of absence starting during the semester:</u> All courses registered for the semester in which the temporary leave of absence takes place will be cancelled.
	Credit Transfer	There is no credit transfer system.
Advancing to the Next Year and Completion	The semester that students take a temporary leave of absence is not included in the enrollment period at Keio University.(*) Regardless of how many years you have actually been enrolled, you will advance to the next year even when taking a temporary leave of absence. (*) Temporary leave of absence will not apply to those extending their enrollment period.	
Inclusion of Study Abroad Period in Keio University Enrollment Period		
Application Process	<ol style="list-style-type: none"> Download the Temporary Leave of Absence Application Form from the Jukusei (Keio student) website Fill out the form and the prepare documents that must be attached Submit the above 1. and 2. to the SFC Academic Affairs Office Upon the Faculty Board approval, notice of approval will be sent to the guarantor 	

*1 The required process and documents for academic fees reduction/exemption differ according to the academic fee system that applies. Details on the necessary process should be confirmed with the SFC Academic Affairs Office.