

Leaves of absence and withdrawal

If a student wishes to take leave of absence or withdraw from the University, he or she must submit a request and receive permission. In such cases, the student in question is responsible for paying all University fees up until the end of the term during which he/she submitted the request. If a student wishes to take advice on leave of absence or withdrawal, the member of staff responsible for student affairs in each department should provide the relevant advice regarding necessary paperwork and the dates by which it should be submitted.

If a student requests leave of absence, a member of his/her teaching staff should ensure they meet with the student in advance to establish whether there may be any other measures taken. Where necessary, staff should work in conjunction with the Counseling and Health Center, Student Counseling Office, or member of staff responsible for student affairs in the department concerned, and a request for leave of absence should be submitted, along with the supplementary form, only in cases where it is acknowledged that leave of absence is the best possible solution.

Leave of absence may be taken, according to departmental and graduate school rules, only for reasons of “ illness ” , “ economic reasons ” or “ special circumstances. ” Special circumstances include traveling overseas for language study or surveys or research into overseas situations, long-term internships within Japan, the need to nurse a family member, child rearing, employment or other reasons that prevent the student from continuing to attend their courses.

Where students return to the University after a leave of absence – particularly if such was taken for mental health reasons – and it is considered that advice is required from the Student Counseling Office or Counseling and Health Center, such agencies must work in partnership with the department in order to provide appropriate guidance for the student returning to studies.

Discipline

If a student breaches university rules or acts in a way that contravenes his/her duty, the university will take the following disciplinary action against the student who has committed the breach, in order to ensure that proper standards of education are maintained.

- [Types of disciplinary action]
- Expulsion:
A student subject to expulsion will be deprived of his/her status as a student.
- Suspension:
A student subject to suspension will be prohibited from attending university for either a period of no more than

six months or an indefinite period.

- Reprimand:

A student subject to reprimand will receive a written warning about his/her breach, requesting that he/she reflect on his/her actions and not commit the same breach again.

Staff and faculty members must cooperate in providing students with guidance concerning their daily lives, in order to ensure that they do not commit any breaches or contravene their duties.

Want to know more

General Regulations of Undergraduate Schools of Kyushu University, Articles 26-37 General Regulations of Graduate Schools of Kyushu University, Articles 33-40 Guidelines on Student Discipline at Kyushu University Guidelines on Student Guidance, etc. while Suspended <https://www.kyushu-u.ac.jp/ja/university/information/rule/rulebook/>

Contact

Student Affairs and Information Section, Student Affairs Planning Division, Student Affairs Department (Leaves of absence /withdrawal) 092-802-5935 ext.:90-5935 gapkyomu@jimu.kyushu-u.ac.jp Extracurricular Support Section (Discipline), Student Support Division, Student Affairs Department 092-802-5966 ext.:90-5966 gaggakusei@jimu.kyushu-u.ac.jp Staff members responsible for student affairs within faculties https://www.kyushu-u.ac.jp/ja/contact/student_section/