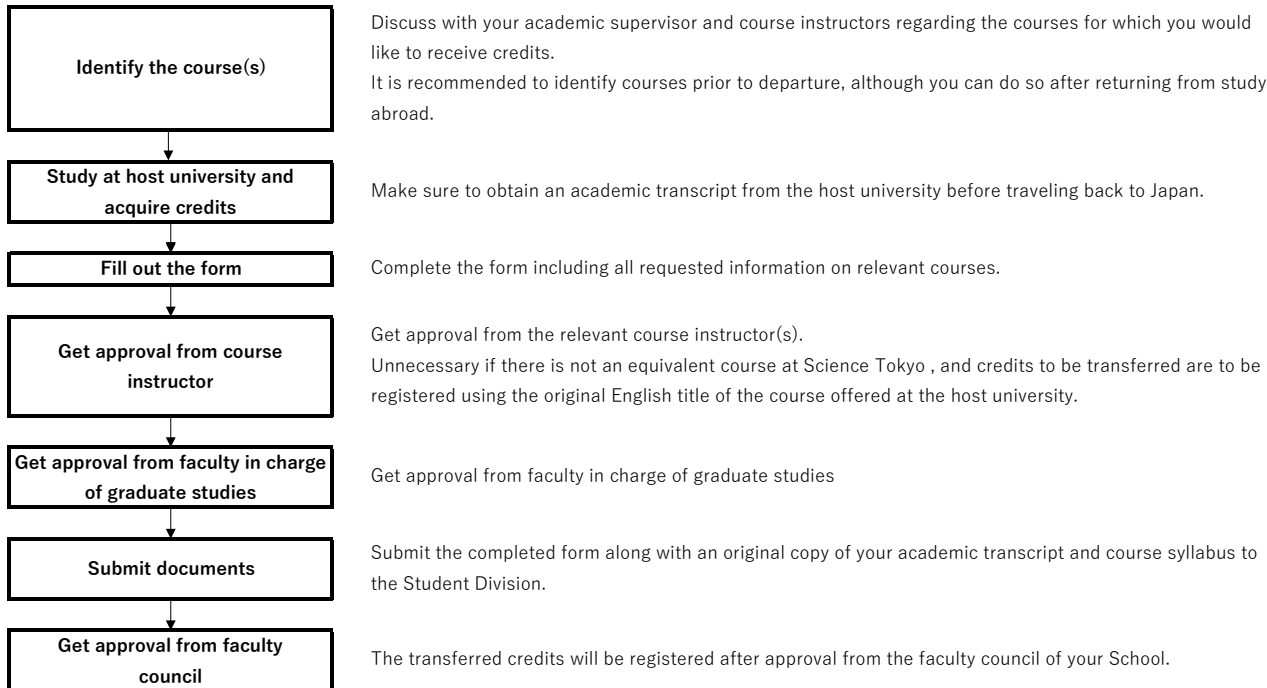


Procedure for transfer of course credits attained during study abroad

If you would like credits attained from study abroad to be transferred and count toward credit requirements at Science Tokyo, please follow the procedure below.



Notes:

- Academic credits attained from a graduate program at another university can be transferred to and recognized as course credits at Science Tokyo as long as the number does not exceed 15. (In the case of credits obtained from a professional master's degree program at another university, 15 or less can be transferred to the equivalent professional master's degree program at Science Tokyo.)
- If there are no equivalent courses for which study abroad credits are counted, those credits can be transferred and registered using the original English titles of the courses offered at the host university. In this case, the number of credits transferred must be calculated in accordance with the "Guideline for Transfer of Credits Attained from Study Abroad." These credits are deemed earned outside the standard curriculum, in accordance with the "Matters pertaining to recognition of academic credits earned by graduate students enrolled in or after AY 2016, decided at the Educational Planning Committee meeting on July 25, 2016" (平成28年度以降に入学した大学院生の単位認定について). (in Japanese only)

履 修 単 位 認 定 表

ふ り が な 氏 名			
入 学 年 度	年度	学籍番号	
所 属	(学院・系・コース)		
留 学 大 学 名			
留 学 期 間	年 月 日 ～ 年 月 日		

留 学 時 に 修 得 し た 授 業 科 目			履 修 認 定 授 業 科 目		
授 業 科 目 名	単位数	成績	授 業 科 目 名 (科目コード)	単位数	授業担当 教員名
			()		
			()		
			()		
			()		

上記のとおり認定いたしましたので、よろしくお取り計らい願います。

東 京 科 学 大 学 長 殿

コース担当教員会議開催年月日 年 月 日

コース主任確認

※ 添付書類 ・ 成績証明書

・ 留学時に修得した授業科目のシラバス等，授業科目の内容が分かるもの。

※ 本学の授業科目として認定する場合，必ず科目担当教員の承認を得ること。

(担当教員が複数の場合，1名の承認を得ること)。

担当教員が未定の場合には，科目の内容を把握している教員の承認を得ること。

履修単位認定表の提出時に，承認を得たことがわかるメールを添付すること。

※ 留学した大学（大学院）で修得した科目名（英文）のまま認定を希望する場合には，科目名のみ記入する。

科目コードは空欄にしておくこと。

Guideline for Transfer of Credits Attained from Study Abroad

Course credits attained from another university while studying abroad may be transferred and counted towards course credit at Institute of Science Tokyo ("Science Tokyo") in accordance with the Institute of Science Tokyo Rules on Study Abroad for Undergraduate Students (東京科学大学学士課程学生の留学に関する規程), the Institute of Science Tokyo Rules on Study Abroad for Graduate Students (東京科学大学大学院学生の留学に関する規程), and the Institute of Science Tokyo Rules on Leave of Absence (東京科学大学における休学に関する規程). Departments, committees in charge of graduate majors, the Technology and Innovation Management Program, (hereafter, "Departments, committees, or the Program") with which the student is affiliated will determine eligibility based on these guidelines.

If the host university and Science Tokyo share a student exchange agreement that specifies credit conversion and transfer methods, that agreement will determine how course credit is calculated. However, these guidelines will stipulate partial credit calculations or cases where the number of credits exceed the permitted maximum.

1. Credit transfer criteria

The following criteria will be considered in a decision to transfer credits attained at the host university during a study abroad program.

- I. Course content
- II. Class type (lecture, exercise, experiment, practical training)
- III. Total hours of instruction

2. Credit transfer procedures

Departments, committees, or the Program will review Accreditation Approval Forms to determine if the courses are equivalent those offered by Science Tokyo based on the above criteria. They will also determine whether graduate school courses fall under the standard curriculum, as well as the course categories for undergraduate school programs. They will then determine the number of transfer credits based on the following:

- I. When converting the course credits attained at the host university into Science Tokyo course credits:
Regardless of the number of credits the student attained in the course at the host university, only the designated number of credits for the equivalent Science Tokyo course will be granted.
- II. When transferring credits attained from host university courses with an English course title, credits will be granted using the relevant A or B method below:
 - A: For credits converted to the ECTS/UCTS standard, the credits transferred to Science Tokyo will be the number attained divided by 2.
 - B: In all other cases, the number of credits will be calculated as follows:
When the class type is a *lecture* or *exercise*, divide the total number of hours of instruction by 700 (which corresponds to 50 minutes multiplied by 14 weeks).
When the course involves *experiments* or *practical training*, divide the total number of hours of instruction by 1,400 (100 minutes multiplied by 14 weeks).
However, the number of transferred credits cannot exceed the total

number of credits attained at the host university; any excess will not be counted.

Note: if the course credit calculation using method A or B results in a fraction, keep the first decimal and round down (see example below).

Departments, committees, or the Program may also adjust the number of course credits at their discretion to ensure the total number of transferred credits does not exceed the maximum stipulated in the Institute's Undergraduate School Regulations and its Graduate School Regulations.

Example calculation using method B:

A student takes a lecture course at the host university for a total of 1,950 minutes of instruction (130 minutes multiplied by 15 weeks).

$$1,950 \div 700 = 2.785$$

Keep the first decimal and round down:

2.7 transferred credits

Note: to verify the results, the student's academic transcript and syllabus are required, along with the following documents:

- Academic calendar of the host university (or similar document confirming the beginning and end of the course as well as exam and vacation periods)
- Class schedule (document confirming the total hours of instruction at the host university, e.g., a document specifying the total hours of instruction allocated to a course, or the day of the week and time of the class)