願(理工学系)

great for I save of Absorpes (Coiones and Engineering Field)

Reque	est for Leave of Absence	e (Science	and Engine	ering	Fleia 年	ノ 月	日
			Date: <u>yy</u> y	/y	' / mm		/dd
	//To President and Chief Acaden		itute of Science	Tokyo			
学籍番号 Student ID Number		人 氏 名 dent Name			()	自署/S	ignature)
所 属/Affiliation	(学院・系・コース/School, Department, and Graduate Major)						
休学中の連絡先							
Address While on Leave	〒 Tel:						
	Address: [─]						
※保証人 *Personal	Email:	Tel:					
Guarantor	(氏名/Name)		(自署/Sig	nature)	(続柄/Re	elations	hip)
【理由/Reason(s)】 □傷病/Medical □ □兵役/Military consci	From: / / / (yyw) (mm) (ままでとなります。The end of your control of the control of your control o	our leave of ab Childcare, No	esence should co ursing care sial, Family	/ (mm) pincide w □海	vith the e	end of	a semeste Iv abroad
/Other unavo	N理由として学生が所属する idable reasons specifically ap			5 <i>0</i>)		(自署/;	Signature)
指 導 教 員 承 認 Name(s) and seal(s) of academic supervisor(s)						(自署/	Signature)
Date of c	教員会議開催日 lepartment meeting		年 (Year)	(Mont	月 th)	(Da	日 y)
	ース主任確認 epartment or Head of Graduate						

- Studies who approved the leave 下記の書類を必ず添付すること。/Please attach applicable documents specified below:
 - ○傷病:医師の診断書/ Medical: Medical certificate
 - o海外渡航:留学計画書及び受け入れ先の承諾書/ Study abroad: Study abroad plan and an acceptance letter from the host institution
 - ○経済的理由, 家庭の事情: 事情を証明する書類/ Financial, Family: Documents certificating the circumstances
 - ○出産,育児,介護:事情を証明する書類/Childbirth, childcare, nursing care/ Financial, Family: Documents certificating the circumstances

 - ○兵役:事情を証明する書類(入隊通知書)/ Military conscription: Documents certifying your enlistment ○修学指導上の理由:学生からの理由書及び指導教員の意見書/ Academic: Written statements by the student and the academic advisor
 - oその他やむを得ない理由として学生が所属する学院の教授会が特に認めたもの:学生からの理由書等/ Other unavoidable reasons specifically approved by faculty council: Written statements by the student
- (注2) International students who take a leave of absence cannot remain in Japan under "Student" status, nor are they allowed to work part-time. They must leave Japan promptly or change to an appropriate residence status if they wish to stay. See Science Tokyo's website for details.

https://students.isct.ac.jp/en/012/student-life-and-support/visa-and-status-of-residence

______ 休学期間を含むクォーターに開講された科目の成績付与を希望する場合は、別紙に当該科目を記載の上、授業担当教員の許可を得たことが分かる資料を休学願と一緒に提出すること。詳細は別紙参照 If you wish to receive grades for courses offered during the quarters that include your leave of absence, submit

a separate document detailing the courses and evidence of the instructor's approval. Please refer to the attached document for details.

休学期間を含むクォーターに開講された科目の成績付与の申請をしない場合は提出不要 / If you do not wish to receive grades for courses offered during the quarters that include your leave of absence, you do not have to submit this form.

Date: yyyy	年 / mm	月 /dd	Ē
学籍番号/ Student ID Number			
氏名/ Student Name			

私は、下記科目について休学開始日前日までにシラバスに記載されている授業計画・課題を全て完了する見込みがありますので、成績付与を希望します。

I request grades for the following courses offered during the quarters that include my leave of absence, as I am expected to complete all the coursework and assignments outlined in syllabus by the day before the start of my leave of absence.

開講クォーター Course Quarter	科目コード Course number	授業科目名 Course title
Course Quarter	Course number	Course title

申請方法:別紙・授業の授業担当教員の許可を得たことが分かる資料(書類またはメールの写し)を休学願と一緒 に提出してください。

How to submit Evidence of the course instructor's approval: Submit this form and Evidence of the course instructor's approval (Documents or Copy of e-mail) together with "Request for Leave of Absence".

【授業担当教員の許可を得たことが分かる資料について/ Evidence of the course instructor's approval】

科目ごとに、書類かメールの写しのどちらかの1つ提出してください。

For each subject, please submit either the document or a copy of the email.

書類:授業担当教員の自署があること。学生氏名・学籍番号・科目名・科目コードが明記されていること。 決まった様式はありませんので、A4用紙等に必要事項を記入して提出してください。 講究科目等については、指導教員が指定様式(別紙2)を使用して作成する。

Documents: The course instructor's signature must be included. The student's name, Student ID number, course name, course code, and the name of the instructor in charge of the class must be clearly indicated. There is no specific format required, so please fill in the necessary information on an A4-sized sheet or similar and submit it.

For Research seminars and similar courses, Academic adviser use the designated format.

メールの写し:授業担当教員が送付していること。学生氏名・学籍番号・科目名・科目コード・授業担当教員名が明記されていること。

Copy of the email: Must be sent by the course instructor. The student's name, Student ID number, course name, course code, and the name of the instructor in charge of the class must be clearly indicated.

【注/Note】

○休学願提出時以外は受け付けません

This form is only accepted when you submit this form with "Request for Leave of Absence".

○授業の授業担当教員の許可を得たことが分かる資料の提出がない場合など、申請に不備がある場合は成績付与され ません

If there are any deficiencies in the request, such as the absence of Evidence of the course instructor's approval, you will not receive grades offered during the quarters that include your leave of absence.

講究科目の成績付与について

休学期間を含んだ学期の講究科目またはそれに準じる研究関連科目の成績付与を希望する場合

指導教員と相談の上、学期を通して行う講究の内容と同等の学修内容を行った旨の説明を記入すること。 その後、コース教員会議で承認の上、休学願、休学願別紙1とあわせて教務課に提出すること。

To receive grades for research seminars or equivalent research-related courses for the semester in which your leave of absence is included, you must do the followings.

First, consult with the academic advisor and fill out the "休学顧別紙 2" (this form) with an explanation that you have completed studies equivalent to the content of the semester-long research seminars.

Next, obtain approval at the course faculty meeting for your "Request for Leave of Absence" attached "休学願別紙 1" and "休学願別紙 2".

(講究内容説明記入欄)

学籍番号/Student ID No.:	
学生氏名/Name:	_
科目名/Subject name:	_

指 導 教 員 承 認	(自署/Signature)
Name(s) and seal(s) of academic supervisor(s)	(自署/Signature)
コース教員会議開催日	年 月 日
Date of department meeting	(Year) (Month) (Day)
コース主任確認 Name of Chair of Department or Head of Graduate Studies who approved the leave	