

履修様式第9号

休 学 願 (理工学系)
Request for Leave of Absence (Science and Engineering Field)

年 月 日

Date: yyyy / mm / dd

東京科学大学長 殿/To President and Chief Academic Officer, Institute of Science Tokyo

学 籍 番 号 Student ID Number	本 人 氏 名 Student Name		(自署/Signature)
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:		
※ 保 証 人 *Personal Guarantor	Address: 〒		TEL:
	Email:	(自署/Signature)	(続柄/Relationship)

※連絡先を届けている場合は記入不要 / *NOT required for students who notified the Institute of "Contact person".

私は、このたび下記のとおり休学したいので、許可くださいますようお願いいたします。

I hereby request a leave of absence as follows:

【休学期間/Period】 年 月 日から 年 月 日まで
From: (yyyy) / (mm) / (dd) To: (yyyy) / (mm) / (dd)

※休学期間は原則学期末までとなります。The end of your leave of absence should coincide with the end of a semester.

【理由/Reason(s)】

- ☐ 傷病/Medical ☐ 出産, 育児, 介護/Childbirth, Childcare, Nursing care ☐ 海外渡航/Study abroad
☐ 兵役/Military conscription ☐ 経済的理由, 家庭の事情/Financial, Family ☐ 修学指導上の理由/Academic
☐ 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
 /Other unavoidable reasons specifically approved by faculty council

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

(注1) 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
- 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 certifying the circumstances
- 出産, 育児, 介護：事情を証明する書類/Childbirth, childcare, nursing care/ Financial, Family: Documents certifying 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
- 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.

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