

Important Notice

(1) CERTIFICATE OF ACADEMIC RECORD

Based on the grades in the certificate, you may process credit transfer accordingly by following your institutional regulations. We have attached a sample of the certificate and an explanation of credit system at our university at the end.

(2) Extension of Stay

When the students who initially planned for one semester study abroad with us wish to extend their stay for another semester, it is critical that this request should come to us by the end of April or earlier for our Spring term / by the end of October or earlier for our Fall term. The announcement must be made as an official request from the students' home institution. An official letter is required. In the letter, please make sure to clarify your students' names, the reason of extension and other necessary information. Most importantly, please be aware that Kansai University has the entitlement to make the final decision whether or not the request for an extension of stay can be granted. Please inform your students about the extension procedures, should you need to do so in advance. When we are able to grant the request, we will officially inform your institution in a prompt manner.

(3) Returning Home Before the Semester Ends

When your students studying with us must return home before the semester ends, due to various reasons (e.g., adjusting academic year at home university), an official notification from your university is required. The students must be responsible to inform you to generate such a notification. In the notification letter, please make sure to clearly indicate your students' names, the reason of returning home earlier than expected, and other necessary information. Please advise your students to check the home university's academic calendar beforehand and act on the notification as early as possible, or before May for our Spring term/ November for our Fall term.

Please let your students know that we will not be able to officially acknowledge of the students' departure in the midst of the semester without the notification from you. Without a notification, one may receive an unexpected letter grade evaluation due to their absence and missing out of the assignments for the remaining of the semester after their departure.

KANSAI UNIVERSITY

Senriyama Campus : 3-3-35 Yamate-cho, Suita-shi, OSAKA 564-8680 JAPAN
 Takatsuki Campus : 2-1-1 Ryozenji-cho, Takatsuki-shi, OSAKA 569-1095 JAPAN

Takatsuki Muse Campus : 7-1 Hakubai-cho, Takatsuki-shi, OSAKA 569-1098 JAPAN
 Sakai Campus : 1-11-1 Kaorigaoka-cho, Sakai-ku, Sakai-shi, OSAKA 590-8515 JAPAN

CERTIFICATE OF ACADEMIC RECORD

Program: Student Exchange Program

Period Attended: From April 1, 2019 to March 31, 2020

Student ID: ES19-0001

Name: KANDAI, Taro

Date of Birth: January 1, 2000

Subjects	Reference Credits at Kansai University	Grade	Semester
A Guide to Japanese Modern Literature	2	I	2019 spring
Econometrics I	2	C	2019 spring
History of Film and Media Culture A	2	A	2019 spring
Intensive English Program 1	1	A	2019 spring
Japanese (5-a)	2	S	2019 spring
Japanese (5-b)	2	S	2019 spring
Contemporary Japan (Researching Japan)	2	B	2019 fall
Intensive English Program 3	1	B	2019 fall
Japanese (6-a)	2	S	2019 fall
Japanese (6-b)	2	A	2019 fall
Qualitative Research Methods	2	F	2019 fall
Research Methods for Social Sciences	2	S	2019 fall
----- Record complete at time of printing -----			
<div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); font-size: 100px; opacity: 0.5;">SAMPLE</div>			
Note: Grading System-The highest obtainable mark is 100 and the lowest pass-mark is 60. S:90-100,A:80-89,B:70-79,C:60-69,F:0-59,I:Incomplete on withdrawal			

Official seal of The University

Signature: _____

Date of Issue: March 31, 2020

SHIBAI, Keiji
 President, Kansai University

Academic credit system at Kansai University is regulated as follows.

【Grading System】

Mark	Undergraduate	Graduate
100~90	S	A
89~80	A	
79~70	B	B
69~60	C	C
~59	F	F

For courses which include a final exam during the formal examination week*, an “Incomplete” grade (I) will be given to those who fail to take the test. This grade is not available in courses that are assessed in class without a final test component during the formal examination week. An unsatisfactory performance in such a class will be given a F (failure) / 59 points or lower.

*The formal examination week is scheduled after the 15-week long period of classes.

【Credit System】

Credits at Kansai University are as written on the Certificate of Academic Record.

We define 1 credit as equivalent to 45 hours’ worth of learning as standard.

The definition above does not apply to some of the courses.

We will inform you separately in case your students take such courses.