

# **Memorandum regarding the Exchange of Students of Gakushuin University, Gakushuin Women's College, Japan Women's University, Rikkyo University and Waseda University**

Based on "the Agreement regarding the Exchange of Students of Gakushuin University, Gakushuin Women's College, Japan Women's University, Rikkyo University and Waseda University", Gakushuin University, Gakushuin Women's College, Japan Women's University, Rikkyo University and Waseda University agree to execute this memorandum regarding mutual opening of various classes and mutual taking of classes by the students, under the spirit of mutual benefit.

## **1. Acceptance**

If students of a partner university wish to take the designated class, each university may accept such student in accordance with the Agreement.

## **2. Position of the Accepted Student**

Each university shall refer to the students accepted in accordance with the preceding clause as a special auditing student, unless the accepting university separately states otherwise.

## **3. Eligible Persons**

College students enrolled in each university who are second year students or above shall be eligible.

## **4. The Number of Accepted Students**

The number of special auditing students accepted by each university in accordance with this agreement shall be decided upon consultation amongst the five universities.

## **5. Provision and Protection of Personal Information**

- (1) Each university shall mutually provide necessary information regarding the enrollment status of its own students who wish to take the class mutually.
- (2) The information obtained in accordance with the preceding clause shall not be used for purposes other than the exchange of students amongst the five universities.

## **6. Term of Taking the Class**

The term of taking the class for special auditing students shall be the term stated as necessary for such students to take the class.

## **7. Scope of the Class and its Number of Credits**

- (1) The number of classes provided by each university shall be adjusted by the five universities upon consultation.
- (2) Each university shall select and mutually notify the classes which can be taken by the special auditing students from the classes held in each university.
- (3) The number of the special auditing students

accepted in each provided class shall be as stated by the university establishing such class.

- (4) The maximum number of registered credits which can be taken by the special auditing students in the same year shall be decided by the five universities upon consultation.

## **8. Application and Approval Process**

Students who wish to take a class as special auditing students shall take the prescribed application procedure within the prescribed period of time and obtain permission by the university accepting the student.

## **9. Method of Taking the Class, Performance Evaluation and Others**

- (1) The method of taking the class, the performance evaluation and others of the special auditing students shall be as stated by the university establishing such class.
- (2) Recognition of credit taken by the special auditing students shall be as stated by the university where such students belong.

## **10. Allow Mutual Use of the Library**

Each university shall make an arrangement for the special auditing students to use the university library in order to benefit the studies of the special auditing students.

## **11. Allow Use of Facility/Equipment**

Other than as stipulated in the preceding article, each university shall allow the special auditing students to use the facility/ equipment of the university establishing the class, in case it is necessary to use it upon taking the class, as stated by such university.

## **12. Academic Fee and Others**

- (1) Each university shall mutually exempt the tuition fee and others regarding the class taken by the special auditing students.
- (2) Special expenses such as experiment and practical training fees required upon taking the class shall be as stated by the university establishing such class.

### **13. Consultation**

The five universities shall consult and decide on any necessary matters regarding the implementation of the Agreement, other than the items stipulated in this Memorandum.

### **14. Others**

- (1) Revision and abolition of this Memorandum shall be conducted by consultation amongst the five universities.
- (2) This Memorandum shall become effective on April 1, 2001 and shall be valid until March 31, 2004. This Memorandum shall automatically be extended for one more year if there is no objection made six months prior to the expiration date.