

○ Kobe University Rules for School of Business Administration

(Established on April 1, 2004)

**Revised on:** March 31, 2005    March 17, 2006  
May 12, 2006    February 27, 2007  
February 6, 2009    March 12, 2010  
March 31, 2011    March 21, 2012  
March 27, 2013    March 26, 2014  
June 26, 2014    March 31, 2015

(Purpose)

Article 1 The purpose of these Rules is to provide for the necessary matters pertaining to the Kobe University School of Business Administration (hereinafter referred to as "Faculty") in accordance with the Kobe University General Rules for Students (established on April 1, 2004; hereinafter referred to as "General Rules").

(Education and Research Purposes)

Article 1-2 The purposes of the Faculty is to impart a wide range of knowledge; to provide leading education and research as a core base for business administration and commerce in Japan, as well as cultivate human resources who possess deep cultural understanding, general understanding of business administration, economics and society, expert knowledge pertaining to business administration, a cognitive ability that can be used in the international community, judgment ability and communication skills.

(Departments)

Article 2 The Faculty will have a Department of Business Administration.

(Major Fields)

Article 3 The Department of Business Administration will have the following majors:

- Field of Business Administration
- Field of Accountancy
- Field of Market Science

(Notification of Major Fields)

Article 4 Students must belong to one of the major fields set forth in the preceding Article.

2 Students must notify the dean of the Kobe University School of Business Administration (hereinafter referred to as "Dean") of the department they wish to apply to by the designated date after admission. However, students who selected research instruction will be deemed to wish to apply the field the instruction teacher belongs to.

3 Changes to the major field students belong to shall not be approved without special reasons.

(Subjects and Number of Credits)

Article 5 The subjects and the number of credits awarded to each subject at the Faculty are as listed in Appended Table 1.

2 The allocation of subjects in the preceding paragraph in each year shall be prescribed separately.

3 In addition to those subjects prescribed in the paragraph 1, subjects may be established on a temporary basis.

4 Those temporary subjects, the number of credits awarded to them and the annual allocation of subjects set forth in the preceding paragraph will be prescribed at the time of their establishment.

(Credit Standards)

Article 6 Credits for each subject shall be calculated in a way that one credit shall be granted for 15 hours of class.

(Requirements)

Article 7 Students must attain the designated number of credits prescribed in Appended Table 2.

- 2 Students may not enroll for research instruction if they do not meet the criteria for credits earned set forth separately after 1 year and 6 months after admission.
- 3 When foreign students earn credits from subjects established under the provisions of Article 26, paragraph 2 of the General Rules, these credits may be approved as credits as prescribed in the preceding paragraph pursuant to the provisions set forth separately.

(Upper Limit for Registration of Subjects)

Article 8 The upper limit of the number of subject registrations as prescribed in Article 29, paragraph 1 of the General Rules shall be 49 credits.

- 2 Under the provisions of paragraph 1 of the preceding Article, a student with an excellent academic record who has acquired the designated credits may be allowed to register for subjects in excess of the upper limit prescribed in paragraph 1.
- 3 The criteria for students who register for subjects in excess of the upper limit prescribed in the preceding paragraph shall be prescribed separately.

(Enrollment in Subjects)

Article 9 Students must submit the required enrollment form and examination notification by the designated date in every semester, and obtain the approval of the Dean.

- 2 For enrollment in subjects offered by other faculties and taking the examinations, students must obtain permission from the Dean of that faculty through their Dean.
- 3 Research instruction shall be provided for 2 years from the 3rd year.
- 4 Matters concerning research instruction shall be prescribed separately.

(Taking Subjects at Other Universities or Junior Colleges)

Article 10 Students may take subjects at other universities or junior colleges (including foreign universities. The same applies hereinafter.) with whom the Faculty has signed a cooperative agreement after receiving the approval of the Kobe University School of Business Administration Faculty Council (hereinafter referred to as "Faculty Council").

- 2 Notwithstanding the provisions of the preceding paragraph, when unavoidable circumstances arise, students may take subjects at a foreign university or junior college with whom the Faculty has not signed any cooperative agreement after receiving the approval of the Faculty Council.
- 3 Regarding credits earned for subjects pursuant to the provisions of the preceding 2 paragraphs, up to 60 credits may be treated as credits earned at the Faculty and approved as credits as prescribed in Appended Table 2 after receiving the approval of the Faculty Council.

(Handling of Credits Acquired in a University or Junior College in a Foreign Country, during a Leave from the University)

Article 10-2 Credits earned by a student for subjects taken at a faculty of a foreign university or junior college with whom the Faculty has signed a cooperative agreement while on leave of absence under the approval of the Faculty Council may be treated as credits earned at the Faculty.

2 Notwithstanding the provisions of the preceding paragraph, when unavoidable circumstances arise, credits earned by a student for subjects taken at a faculty of a foreign university or junior college with whom the Faculty has not signed any cooperative agreement while on leave of absence may be treated as credits earned at the Faculty after receiving the approval by the Faculty Council.

3 Out of those credits that can be treated as earned at the Faculty pursuant to the provisions of the preceding 2 paragraphs, up to 60 credits in total with those credits approved as earned at the Faculty pursuant to paragraph 3 of the preceding Article, may be approved as credits as prescribed in Appended Table 2.

(Learning at Academic Facilities, etc. Other than Universities)

Article 10-3 The approval of credits as prescribed in Article 35, paragraph 1 of the General Rules shall be determined after deliberation by the Faculty Council.

2 Out of the number of credits approved under the provisions of the preceding paragraph, up to 60 credits in total with the credits approved as earned at the Faculty pursuant to Article 10, paragraph 3 and paragraphs 1 and 2 of the preceding Article may be approved as credits as prescribed in Appended Table 2.

(Approval of Credits Attained before Admission to a University)

Article 11 The approval of credits attained before admission to a University as prescribed in Article 36, paragraph 1 of the General Rules shall be determined after deliberation by the Faculty Council.

2 Persons who wish to have previously earned credits approved must submit the necessary documents to the Dean by the designated date.

3 Regarding the approval of credits pursuant to the provisions of paragraph 1, out of the credits earned outside of the University, excluding cases of transfer from other universities and faculties and cases of readmission, up to 60 credits in total with the credits approved as earned at the Faculty pursuant to the provisions of Article 10, paragraph 3, Article 10-2, paragraphs 1 and 2 and paragraph 1 of the preceding Article may be approved as credits as prescribed in Appended Table 2.

(Examinations)

Article 12 Examinations refer to subject examinations and graduation thesis examinations.

(Examinations)

Article 13 Subject examinations shall be conducted at the end of the semester when the classes have ended. However, the examinations may be conducted at times other than the end of the semester when necessary.

2 Makeup examinations will not be conducted for students who missed the subject examinations. However, this shall not apply where there is deemed to be an extraordinary reason after receiving the approval of the Faculty Council.

3 Re-examinations will not be conducted for subjects that students have failed.

(Thesis Examinations)

Article 14 Thesis examinations shall be conducted at the end of the semester when research instruction end.

2 Persons who received research instruction must submit their theses by the designated date.

3 Students who do not submit the thesis by the designated date or students who have failed may submit the thesis at the end of the semester in or after the following semester and take the graduate thesis examination.

(Criteria for Academic Evaluation)

Article 15 The criteria for evaluating academic performance set forth in Article 30 of the General Rules shall be prescribed separately.

(Graduation)

Article 16 Persons who are enrolled for the period prescribed in Article 22, paragraph 1 of the General Rules and have met the conditions prescribed in Article 7 shall be approved for graduation.

2 Criteria for early graduation set forth in Article 22, paragraph 2 of the General Rules shall be prescribed separately.

(Names of Majors)

Article 17 When conferring bachelor degrees, the title of the field of study prescribed in Article 20 of the Kobe University Degree Regulations will be indicated as listed below:

Field of Business Administration Business administration

Field of Accountancy Business administration

Field of Market Science Commerce

(Special Auditor)

Article 18 Students from another university with whom the Faculty has signed a cooperative agreement who wish to apply to the Faculty as special auditors shall submit their requests to the Dean via their universities as prescribed separately.

2 The permitted period for special auditors shall be the beginning of the semester in which the subjects they wish to take are being held, and the enrollment period for special auditors shall be the period during which subjects that they take are held.

(Miscellaneous Provisions)

Article 19 In addition to the provisions in these Rules, necessary matters concerning the implementation of these Rules shall be prescribed by the Dean after receiving the approval of the Faculty Council.

Supplementary Provisions

1 These Rules come into effect from April 1, 2004.

2 With regard to persons enrolled upon enforcement of these Rules (Referred to as "enrolled students" in this paragraph) and persons who transfer from another university or another faculty, or are readmitted in the same year at the Faculty as an enrolled student on or after April 1, 2004, the previous Rules shall remain applicable in accordance with the provisions of the Kobe University Rules for School of Business Administration (hereinafter referred to as "Old Rules") prior to its abolishment under the provisions of Article 2 of the Rules on Abolishing Kobe University Rules, etc. (established on April 1, 2004), notwithstanding the revised provisions of the Kobe University Rules for School of Business Administration (hereinafter referred to as "New Rules").

3 Notwithstanding the provisions of Article 2 of the New Rules, the Department of Accounting, Department of Market Systems and Department of International Business Environment established pursuant to the Old Rules shall continue to exist as long as any of the students enrolled in said Departments as of March 31, 2004 remains enrolled.

Supplementary Provisions between the original and the latest are omitted.

Supplementary Provisions (March 31, 2015)

1 These Rules come into effect on April 1, 2015.

2 With regard to persons enrolled as of March 31, 2015 (hereinafter referred to as "Enrolled Students") and persons who transfer from another university or faculty, or are readmitted in the same year at the Faculty as an Enrolled Student on or after April 1, 2015, the previous Rules shall remain applicable, regardless of the revised provisions of Appended Table 1 (a) and (b) (excluding the credits for reading foreign books) and Appended Table 2.

Appended Tables 1 and 2 are omitted.