

## Accreditation of off-campus academic activity

Off-campus academic activity is defined as any activity that is educational and/or research-based in nature and that is initiated, planned and implemented off campus during a defined period independently by the student. The place of implementation can be at any institution either in Japan or abroad. The institution may be public or private, educational or non-educational and profit or non-profit based. The activity undertaken can be paid or unpaid. If the activity is approved to be both relevant and beneficial to the student's master's / doctoral research, it can be conferred Program course credits provided that it satisfies the conditions listed below. Accreditation is possible only once during the duration of the student's master's / doctoral course.

### Conditions:

- (1) The activity must be considered to be relevant and beneficial to the student's master's / doctoral research.
- (2) It must take at least 60 hours in total either in Japan or abroad to complete. Note that traveling hours are not included in this count.
- (3) It must be planned and implemented on the student's own initiative.
- (4) It must be approved in advance of implementation by the student's supervisor and the program director.
- (5) It must be reported in detail in the form of a written document within one month of completion to the supervisor and the program director.

### Course registration:

The activity can be registered and accredited with two credits as one of the following courses. Designation is made by the program director:

- Special Lecture on Foundations of Environmental Sciences III
- Special Lecture on Environmental Management and Policy III
- Special Lecture on Environmental Measurement and Evaluation III
- Special Lecture on Materials Systems and Dynamics III
- Special Lecture on Energy Technology and Natural Resources III
- Special Lecture on Health and Security III

### Procedure:

Any student who wishes to have their activity accredited must follow the following procedure.

1. The student must prepare a "proposal for off-campus academic activity" (two pages) using the designated form, and submit it with the supervisor's permission to the program director.

2. Based on the submitted proposal, the program director in consultation with the supervisor will judge the proposed activity based on relevance and effectiveness, and notify the student of the decision.
3. The student must implement the activity in accordance with the proposal.
4. Once the activity is completed, the student must prepare an “off-campus academic activity report” (in free format) and submit it to the supervisor and the program director within one month.
5. Based on the submitted report, the supervisor and the program director will decide on the accreditation as well as the grade.

**Grade evaluation:**

Grades are determined based on the submitted report.

**The form of “proposal for off-campus academic activity”:**

See the separate sheet.