

(Reference Translation)

Guidelines for Approval of Credits for Practice II on CMHA (Presentation at international conferences*)

*Academic conferences held outside of Japan

(Purpose)

Article 1

These guidelines prescribe the matters regarding the approval of credits for Practice II on CMHA (hereinafter referred to as “Practice II”) offered by the Educational Program for Extension of Healthy Life Expectancy of the Graduate School of Medical Sciences.

(Overview of Practice II)

Article 2

In Practice II, students are required to attend academic conferences, lectures, symposiums, and other academic meetings organized by universities and other academia (excluding those organized by the private sector) held outside of Japan (hereinafter referred to as “academic conferences”), and credits are granted for oral or poster presentations at academic conferences.

(The number of credits to be granted)

Article 3

In Practice II, a maximum of two (2) credits shall be granted according to the type of academic conference at which the presentation is made, as listed below. However, the judgment as to which academic conferences credits can be granted for shall be made by the chief instructor of Practice II.

- (1) A maximum of two (2) credits is allowed for each oral or poster presentation at an international academic conference as the first author of the presentation abstract.
- (2) For presentations at regional conferences (regional meetings, etc.), the maximum number of credits is one (1) per attendance with oral or poster presentation as the first author of the presentation abstract.

2 The criteria for the number of credits to be granted shall be as listed in the following table according to the number of days of the academic conferences mentioned in each item of the preceding paragraph.

Academic conference	The number of credits to be granted	Examples of credits to be granted
International conferences held outside of Japan	One third (1/3) of one credit is granted for each half day (approximately 5 hours) of the conference period.	• 1-day conference: 2/3 • 2-day conference: 4/3 • 3 or more-day conference: 2
Regional conferences held outside of Japan	One sixth (1/6) of one credit is granted for each half day (approximately 5 hours) of the conference period.	• 1-day conference: 1/3 • 2-day conference: 2/3 • 3 or more-day conference: 1

*Remarks

(a) In principle, the stipulated maximum number of credits shall be granted for three days of attendance at an academic conference. The rationale for this is that 15 hours of class attendance in lectures and seminar courses at the Graduate School of Medical Sciences is defined as one credit and that as the regular program of academic conferences is from 8:00 a.m. to around 6:00 p.m., three days of attendance at an academic conference is equivalent

to approximately 30 hours of class attendance.

(b) When the academic conference is held online only, the number of days actually attended online should be counted for credits.

(c) When an academic conference is held as a hybrid of on-site and online meeting, and there is a period of streaming service, such period should not be included in the number of days of the conference, but only the number of days held on-site should be counted for credits.

(d) The number of credits for attendance at academic conferences that do not conform to the above-mentioned rules shall be determined by the chief instructor of Practice II.

(Application)

Article 4

When a student wishes to earn credits for Practice II, the documents listed below must be submitted, in principle, during the academic year in which the presentation is made to the Student Affairs Office of the Graduate School of Medical Sciences (hereinafter referred to as the "GSMS Student Affairs Office").

(1) Application for Approval of Credits for Practice II on CMHA (Presentation at international academic conferences) (Form 1)

(2) A copy of the certificate of participation in the academic conference

(3) A copy of the conference program containing the applicant's presentation information

(4) A copy of the conference abstract containing the applicant's name as a leading presenter

(5) Request for Approval of Credits for Practice II on CMHA (Presentation at international academic conferences) (Form 2)

(Submit this form when the applicant has lost any of the required documents above or has participated in an online conference.)

2 The application requirements for credits are as follows:

(1) The applying student must be the first presenter.

(2) The applicant's affiliation must be with Kumamoto University, in principle. If the applicant's affiliation is not with Kumamoto University, the applicant's academic advisor must be included in the presentation as a co-presenter.

(3) In principle, conferences shall be attended in person. In the case of online attendance, the request form stipulated in (5) of Article 4 must be submitted.

(Screening)

Article 5

The instructor of Practice II shall review the application documents submitted to the GSMS Student Affairs Office and calculate the number of credits requested in accordance with the credit conversion table stipulated in Paragraph 2 of Article 3.

(Approval of Credits)

Article 6

The instructor of Practice II shall approve the credits calculated as in the preceding Article and report the granted

credits to the GSMS Student Affairs Office. When two credits are to be granted, a grade evaluation shall be made at the same time.

2 The number of credits approved in accordance with the preceding paragraph may be accumulated from year to year until two credits are earned. When the total number of credits accumulated reaches two credits, the instructor shall grant the credits and grade the student.

Supplementary Provisions

1. These guidelines shall come into effect as of May 29, 2024.
2. Only within the academic year 2024, regardless of the provisions of Paragraph 1 of Article 4, students may apply with respect to conferences attended in the past.