

## **Long-term Study System Overview**

The long-term study system allows the systematic study of curricula for periods that exceed the standard enrollment terms—i.e., two years to complete a master's degree and three years to finish a doctoral degree—due to circumstances related to such things as employment, childbirth, childcare, or nursing care. When long-term study is authorized, the tuition from the day the long-term study system begins is the total amount of tuition to be paid for the standard length of time to complete studies, calculated in installments over the duration of the extended enrollment period.

Here is how this graduate school handles the long-term study system.

### **1. Duration of enrollment for extended studies**

Units of one year are used for the duration of enrollment for periods of study that exceed standard enrollment terms. The maximum number of one-year terms that students can stay enrolled is four for master's degree programs and six for doctoral degree programs. In other words, three or four years from the date of admission for a master's degree program and four, five or six years from the date of admission for a doctoral degree program. Enrollment terms do not include periods of temporary leaves of absence. In addition, the maximum applicable enrollment term remains unchanged even in the case of long-term studies. Note that after long-term study has been authorized, the duration can be shortened only once.

### **2. Application criteria**

Students eligible to apply for long-term study include those who are newly enrolled—including those entering from an undergraduate program—in this graduate school, or are enrolled in this graduate school and whose enrollment term (not including time taken off) has been, as a rule, under one year for master's degree programs and fewer than two years for doctoral degree programs and will have difficulty completing studies within the standard length of time because any of the following apply:

- (1) Their occupational commitments
- (2) Childbirth, childcare, or nursing care needs
- (3) Other reasons the graduate school deems appropriate

### **3. Long-term studies tuition**

The method for calculating tuition for the long-term study system is shown in the attachment. Basically, the per-semester installments are derived by dividing the tuition amount for the standard number of years by the number of years required for extended studies. Note that when a student is enrolled without completing a program even after the long-term study period has finished, tuition reverts to the usual amount.

#### **4. Application period**

(1) Students newly enrolling in this graduate school who wish to use this system should apply the application procedures by the date the graduate school specifies.

(2) Students whose enrollment period (not including time taken off) has been as a rule under one year for a master's degree program and fewer than two years for a doctoral degree program that wish to take advantage of this system should apply the application procedures at least two months before the month the academic year ends. (This means by the last day of February for students admitted in April and the last day of August for students admitted in October.)

Note: Please be aware that you will be ineligible for this system if you fail to apply during the periods specified above.

#### **5. Application documents**

(1) Long-term study application (form 1)

(2) Self-addressed envelope no smaller than 120 X 235 mm (*nagasan* 長 3 in Japan) for the notification regarding permission

(3) Other documentation deemed necessary to verify the reasons for applying

Examples: Employment certificate if you are working; a copy of your *Maternal and Child Health Handbook (Boshi-Techo in Japanese)* in the case of childbirth or childcare.

#### **6. Application method**

Submit the long-term study application (form 1) to your current or prospective faculty advisor in advance to have them sign/stamp it in the designated space and submit it together with the application documents to the location provided below.

#### **7. Where to submit your application**

Academic Affairs Office of Urban Environmental Sciences (second floor of Building No. 9)

Please submit these documents together with your application forms for this graduate school if applying at the time of admission.

#### **8. Permission (or denial)**

You will be notified about whether you have been accepted into the long-term study system after a review of your employment, childbirth, childcare, or nursing care situation and your study plans at the departmental conferences, Graduate School Admissions Committee and/or Academic Affairs Committee conferences, and then faculty heads' reviews.

## **9. Changing the duration of long-term study**

(1) If you were granted permission for long-term study at the time you enrolled but would like to shorten the duration of your program, submit form 2 by a separately specified date. However, please remember that you can only shorten the duration of long-term study once, and the minimum duration allowed is the standard amount of time to complete studies (i.e., two years for a master's degree program and three years for a doctoral degree program). Additionally, you cannot apply for a degree and curtailment during the same academic year.

(2) Students who gain permission for long-term study after admission (while enrolled) can shorten the duration by a one-year increment to the length of the standard amount of time required to complete studies, one time only. The duration of long-term study cannot be extended.

## **10. Other**

Long-term study students should be aware that permission for long-term study will be revoked if they are found to have engaged in conduct that violates their responsibilities as students or have applied for long-term study fraudulently.

### **For more information:**

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042-677-2694 (direct line)