

ABOUT “SYSTEM FOR EXTENDING THE PERIOD OF REGISTRATION”



Degree Programs in Systems and Information Engineering
December, 2024



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About “System for Extending the Period of Registration”

This system allows students who have difficulty completing their studies within the standard period of study **to extend the period of study within the limits of their enrollment period** and to **take courses systematically** within the extended period of study.

Eligible Person

1. Having an occupation
2. Must take care of family members (e.g. children and elderly)
3. Having a disability
4. Other reasons deemed justifiable to apply

List of Programs

- Master's/Doctoral Program in Policy and Planning Sciences
- Master's Program in Service Engineering
- Master's/Doctoral Program in Risk and Resilience Engineering
- Master's/Doctoral Program in Computer Science
- Master's/Doctoral Program in Intelligent and Mechanical Interaction Systems
- Master's/Doctoral Program in Engineering Mechanics and Energy
- Doctoral Program in Empowerment Informatics



Good point and Bad point

Good

The total amount of **tuition** to be paid for the approved extended period is the **same as the standard period of study!**

Tuition for the standard will be paid in **installments during the approved extended period.**

Ex: permitted to extend the period from 3 to 5 years (Doctoral program)

Tuition(1 year) : ¥ 535,800

Total tuition for standard period(3 year) : ¥1,607,400

→ Tuition for the approved extended period

Total = ¥1,607,400

1 year = $\frac{¥1,607,400}{5 \text{ years}}$ = ¥321,480



Good point and Bad point

Bad

If you fail to complete your study as planned, you may **incur more tuition than planned...**



The system is **based on planned study**.

Therefore, if your plans change due to **a leave of absence or withdrawal**, and your **permit is cancelled**, you may be **responsible for a larger tuition payment** than you had planned.

I was in the system but had to **withdrawal** ...



Withdrawal after 5 years of extending the period(Doctoral program)

➡ Extending the period is cancelled and additional payment will be made the difference between the tuition.

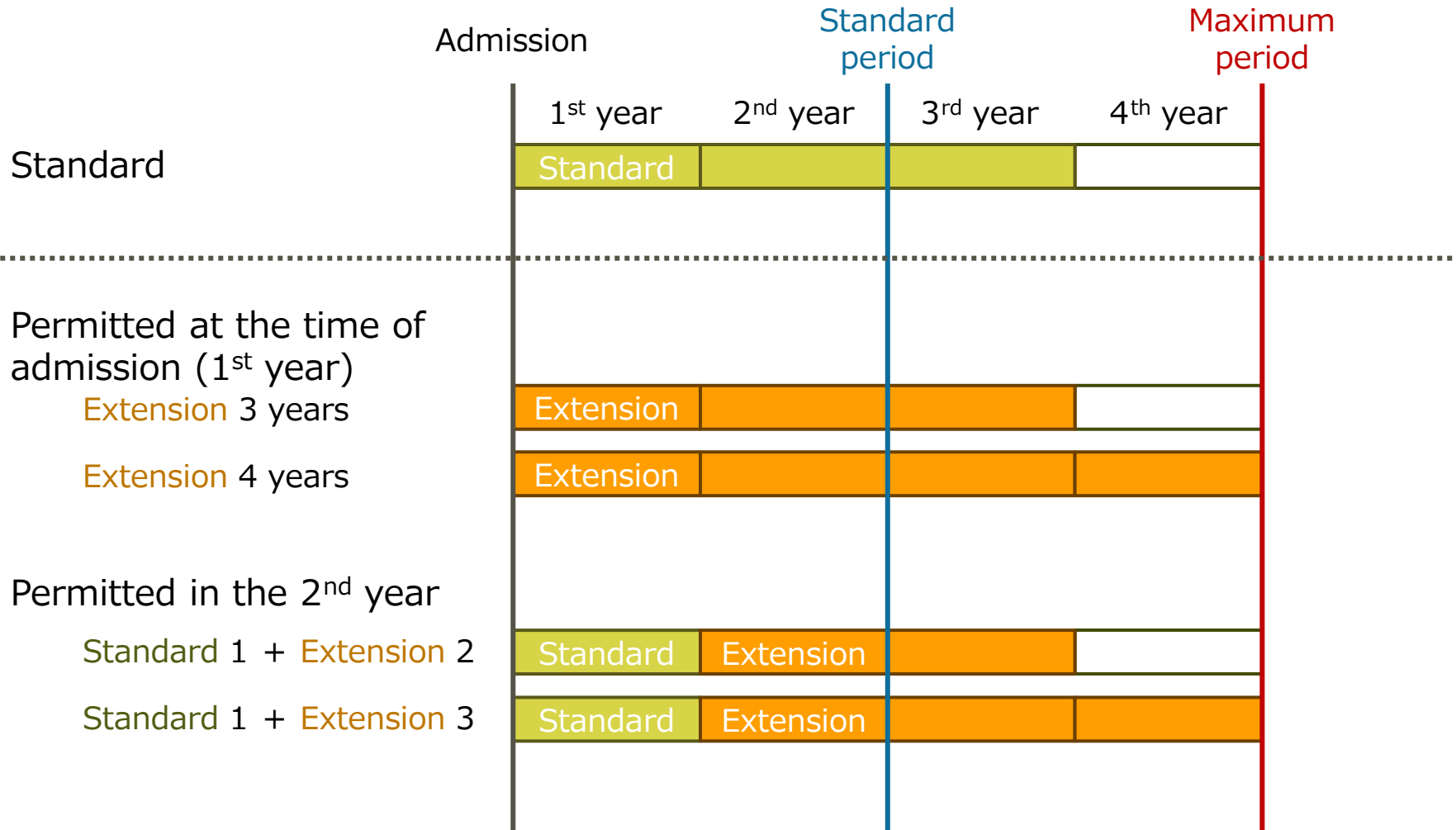
Tuition paid	—	Regular tuition(5 years)	=	additional payment
¥1,607,400		¥2,679,000		¥1,071,600



Please consider carefully whether you can plan your study before applying.

Example of Extending the Period

Master's Program standard period **2** years, maximum period **4** years



Example of Extending the Period

Doctoral Program standard period **3** years, maximum period **5** years

	Admission			Standard period		Maximum period
	1 st year	2 nd year	3 rd year	4 th year	5 th year	
Standard	Standard					
<hr/>						
Permitted at the time of admission (1 st year)						
Extension 4 years	Extension					
Extension 5 years	Extension					
Permitted in the 2 nd year						
Standard 1 + Extension 3	Standard	Extension				
Standard 1 + Extension 4	Standard	Extension				
Permitted in the 3 rd year						
Standard 2 + Extension 2	Standard		Extension			
Standard 2 + Extension 3	Standard		Extension			

How to Apply

Procedures

1. Prepare the application documents.
(To be prepared in consultation with your academic advisor.)
2. Consult with the Chair of the Program and your supervisor, and obtain approval for applying for system for extending the period of registration.
3. Submit the application documents by the deadline.
4. Based on the submitted documents, each application will be examined individually to determine whether it is acceptable or not.



Precautions when applying (for those who have not yet enrolled)

In the Web Entry System for Graduate School Entrance Examinations, there is a section that confirms whether or not you wish to apply for the system for extending the period of registration. However, selecting “Yes” in this item does not automatically complete the procedure. Please make sure to complete the prescribed application procedures after you have passed the entrance examination.

Applications submitted after the deadline will not be accepted.

How to Apply

Application Documents

- 長期履修申請書
(Application for extending the period of registration)
- 長期履修計画書
(Plan for the extended period of registration)
- 長期履修が必要であることを証明する書類
(Documents certifying that the extension of the registration period is necessary)
- 長期履修申請に関する確認書
(Consent form for precautions regarding the application for extending the period of registration)



How to Apply

Submission Deadline

Before enrollment (Successful applicants for the entrance examination)

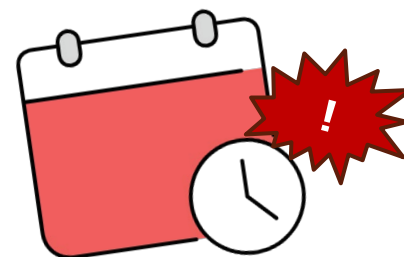
- ➔ Same as the deadline for submitting the documents regarding admission procedures

After enrollment (Current students)

- ➔ for admission in April:
By the end of January of the academic year before the academic year in which you wish to start to study under the system

for admission in October:

By the end of July of the academic year before the academic year in which you wish to start to study under the system



How to Apply

Submission Method

Submit at the counter or by post

Counter :

Graduate Support
Academic Service Office for the Systems and Information Engineering Area
(3A Bldg. Room 201)

Posting address :

Graduate School Academic Affairs,
Academic Service Office for the Systems and Information Engineering Area,
University of Tsukuba 3A201, 1-1-1 Tennodai, Tsukuba, Ibaraki
305-8573 Japan

* Original application documents must be submitted.
Data will not be accepted.



Change of the Extended Period of Registration

If you need to change the period of registration after the extension is granted, please submit the required documents.

(e.g.) Acceleration or postponement of completion schedule, leave of absence, etc.

Application Documents

- 長期履修申請書
(Application for extending the period of registration)
- 長期履修計画書
(Plan for the extended period of registration)
- 長期履修申請に関する確認書
(Consent form for precautions regarding the application for extending the period of registration)

*If there is a change in the reason for the need for extending the period of registration, please submit “長期履修が必要であることを証明する書類 (Documents certifying that the extension of the registration period is necessary)” in addition to the documents listed below.

Change of the Extended Period of Registration

Submission Deadline



For admission in April:

By January of the academic year preceding the final academic year of the approved extended period of registration

For admission in October:

By July of the academic year preceding the final academic year of the approved extended period of registration



When considering a leave of absence, be aware of the submission deadline!

There have been a number of situations where students who have decided to take a leave of absence in their final year of study have missed the deadline to apply for a change of the extended period, resulting in the cancellation of their extending the period. Please note that if you cancel your extending the period, you will be charged for additional tuition.

Related Links

- ◆長期履修制度 (University of Tsukuba Website) *Japanese only
<https://www.tsukuba.ac.jp/education/g-courses-chokirishu/>
- ◆System for Extending the Period of Registration
(Degree Programs in Systems and Information Engineering Website)
<https://www.sie.tsukuba.ac.jp/eng/visitor/student/longterm>

