

The System for Extending the Period of Registration at the University

Shinshu University Graduate School has the System for Extending the Period of Registration at the University to support graduate school students who are balancing their studies with circumstances such as employment. According to the individual's work situation, this system grants permission for students who are in work and are deemed to be unable to complete an educational program within the standard length of course study (2 years for master's programs and 3 years for doctoral programs) a planned course of study based on their application. Students who are granted permission for an extended period of registration at the university can in principle study the course over a longer permitted period of time paying the tuition fee for the standard length of course study.

[1. Main Eligibility]

Those who have difficulty completing their educational program within the standard length of course study due to any of the following circumstances:

- Students who are in work
- Students who have circumstances such as childcare or nursing care and wish to apply for the system (Please consult with us separately.)

[2. Extended Period of Registration for Study]

Individuals cannot apply for a number of years in excess of the limits determined by each graduate school. (Note that these limits do not include periods in which students have taken a leave of absence from the university.)

Program	Name of graduate school	Standard length of course study	Extended length of registration
Master's Program	Graduate School of Humanities and Social Sciences, Graduate School of Science and Technology, Graduate School of Medicine (Health Sciences Program)	2 years	4 years
Doctoral Program	Graduate School of Medicine, Science and Technology (Department of Medical Sciences Health Science Division, Department of Science and Technology, Department of Biomedical Engineering 3-year course)	3 years	6 years

* Please note that the following graduate schools and departments are not eligible for this system and cannot apply.

- Graduate School of Education Division of Teacher Professional Development
- Graduate School of Science and Technology Department of Agriculture (chiikikyousei management program and Landscape • planning • program only)
- Graduate School of Medicine Human Sciences Program
- Graduate School of Medicine, Science and Technology (Department of Medical Sciences Medical Science Division and Department of Biomedical Engineering 4-year course only)

[3. Application Procedures]

1. When applying during the period of Admission Procedures

- ① Those who pass the entrance examination for the applicable graduate schools and departments and wish to apply for the system for extending the period of registration at the university should register the necessary information through the admission procedure system.
- ② Please submit the Application to Study an Educational Program for an Extended Period form (page 6 – 7) to the Academic Affairs Office of the relevant graduate school by the date specified by the graduate school after having consulted with your supervisor about your study plan.

2. When applying during the first year of registration at the university

Please prepare an Application to Study an Educational Program for an Extended Period (page 6 – 7) in consultation with your supervisor and submit it to the relevant graduate school by the date specified by the graduate school.

Please note that **applications to extend the period of registration at the university cannot be made from the 2nd year onward.**

[4. Tuition]

After the application of extended period of registration is permitted, the amount of annual tuition will change as follows:

[Annual tuition = Total tuition of standard terms / Permitted total registered years]

Please note that the tuition that you have already paid in the first year is not subtracted.

[5. In the event that students who have had their application approved wish to shorten the Extended Period of Registration at the University]

In the event that students who have had their application approved wish to shorten the Extended Period of Registration at the University, they are to submit the Application to Shorten an Educational Program for an Extended Period form. If the application to shorten the Extended Period of Registration at the University is approved, students are to pay the difference between the tuition fee for the standard length of course study portion and the existing payments in a single lump sum.