

Long-Term Completion System

Graduate School of Information Science and Technology, The University of Tokyo

The Long-Term Completion System is a system for students who have difficulty completing their graduate courses within the standard allotted period due to employment responsibilities or other reasons. The System aims to aid students in creating their study plan over the standard period and ensure they finish their courses.

Students in master's courses may extend their periods of study for one or two years and students in doctoral courses may extend for up to three years. These extensions will enable students to receive degrees in accordance with their plans.

When newly enrolled students (including students proceeding from master's courses to doctoral courses) apply for this system, the total tuition fee for the standard period will be divided into the number of the years permitted by the school. For example, if a master's course student is permitted to extend for one year, the total tuition fee of two years will be divided into three years, and the resulting amount will be the annual tuition fee. (Please refer to "Long-Term Completion System Payment Patterns.")

Guidelines for the Long-Term Completion System at the Graduate School of Information Science and Technology are as follows:

1. Qualifications:

One of the following must apply to the applicant:

- (1) Applicant is a new entrant to the Graduate School of Information Science and Technology (including individuals proceeding from master's courses to doctoral courses) and also falls under one of the following categories:
 - ① Individuals with a full time job in a public office or business organization (receiving compensation; not including individuals who have been released from duty), those who work full-time in self-owned businesses or similar, and those who work part-time. Part-time workers whose working hours do not affect school hours are not eligible.
 - ② Individuals bearing children, raising children, or caring for family members.
 - ③ Individuals who have handicaps such as vision impairments, hearing disabilities, or physical handicaps and are restricted from studying for long hours.

The document is a translation from the official Japanese version.

(2) Applicant is an individual who is already enrolled at the Graduate School of Information Science and Technology, and has attended school for less than a year (for master's course students) or less than two years (for doctoral course students) (excluding any leaves of absence), and who falls under one of the following categories:

- ① Individuals who have full-time jobs in public offices or business organizations (receiving compensation; not including individuals who have been released from duty), who work full-time in self-owned businesses or similar, and those who work part-time. Part-time workers whose working hours do not affect school hours, however, are not eligible.
- ② Individuals bearing children, raising children, or caring for family members.
- ③ Individuals who have handicaps such as vision impairments, hearing disabilities, or physical handicaps and are restricted from studying for long hours.

In cases where students wish to apply under condition 2-1, applicants for whom the condition is applicable at the time of entry to the school (including when proceeding from a master's course to a doctoral course) are ineligible.

2. Application Procedures:

Applicants who wish to apply for the Long-Term Completion System must receive approval from their supervising professor and submit the following documents to their department office.

- (1) Student Application Form for Long-Term Completion (Designated Form)
- (2) Long-Term Course Completion Plan (Designated Form)
- (3) Other: Documents to certify the reason for application.

For example: *Certificate of employment (for employed applicants)

*Photocopies of maternal and child health handbooks (for pregnant applicants and/or applicants raising children)

*Photocopy of identification booklet for physically handicapped individuals (for disabled applicants)

3. Application Period:

- (1) Eligible students (as described in section 1-1) must complete applications during the enrollment procedure period. Individuals who wish to apply to the system must contact the below-indicated office to obtain the required application forms.
- (2) Eligible students (as described in section 1-2) must complete application procedures two months before the end of the academic year.

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4. Approval

Students will be notified directly by the school after review of all factors, including course completion plan, employment status, childbirth and childrearing responsibilities, family care responsibilities, and disabilities.

5. Period of Study and Application of Changing Period

If a student who has been approved as a Long-Term Completion student needs to change the established course completion period, in principle, he or she must complete an application to change the completion period two months before the end of the academic year.

6. Approval of Course Completion Period Changes

Students will be notified directly by the school regarding approval of applications to change course completion periods. Decisions will be made after review of application documents.

7. Long-term Completion System Timing

Long-term course completion plans start at the beginning of the academic year. They cannot start in the middle of the academic year.

8. Tuition Fees under the Long-Term Completion System

Tuition fees are determined in accordance with “Rules Regarding Examination Fees, Admission Fees, and Tuition Fees at the University of Tokyo.”

9. Other

Individuals who wish to apply for the Long-Term Completion System must contact the person in charge of the Office of the Graduate Office of Information Science and Technology prior to application.

Contact:

Office of the Graduate School of Information Science and Technology

The University of Tokyo

TEL: 03-5841-7926

E-mail: johoriko.t@gs.mail.u-tokyo.ac.jp

Long-Term Completion System Payment Patterns

Master's Course


【Standard period】

First Year	Second Year	Total
¥535,800	¥535,800	¥1,071,600
		

Standard Period of Study

【Beginning the Long-Term Completion System from Enrollment】


○Students admitted for a three year study period:

First Year	Second Year	Third Year	Total
¥357,200	¥357,200		¥1,071,600
			

Long-Term Completion System Period

[Regular annual tuition fee] ¥535,800 X [Standard period] 2 years / [Long-Term period] 3 years = [Annual tuition fee] ¥357,200

○Students admitted for a four year study period:



First Year	Second Year	Third Year	Fourth Year	Total
¥267,900	¥267,900	¥267,900	¥267,900	¥1,071,600
				

Long-Term Completion System Period

[Regular annual tuition fee] ¥535,800 X [Standard period] 2 years / [Long-Term period] 4 years = [Annual tuition fee] ¥267,900

【Beginning the Long-Term Completion System in the Middle of a Course of Study】

○Students admitted for a four year study period from the beginning of the second year:

First Year	Second Year	Third Year	Fourth Year	Total
¥535,800	¥267,900	¥267,900	¥267,900	¥1,339,500
				

※1 : [Regular annual tuition fee for the first year] ¥535,800

※2 : [Annual tuition fee calculated for four years on the Long-Term System] ¥267,900 × 3 years = ¥803,700

【Changing the Period of the Long-Term System】

○If a student who was admitted for a three year Long-Term study period at the time of enrollment changes to a four year study period at the beginning of the second year:

First Year	Second Year	Third Year	Fourth Year	Total
¥357,200	¥267,900	¥267,900	¥267,900	¥1,160,900
⌞	⌞		⌞	
※1	※2			

※1 : [Annual tuition fee calculated for three years on the Long-Term System] ¥357,200

※2 : [Annual tuition fee calculated for four years on the Long-Term System] ¥267,900 × 3 years = ¥803,700

○If a student who was admitted for a four year Long-Term study period at the time of enrollment changes to a three year study period from the beginning of the second year:

First Year	Second Year	Third Year	Total
¥267,900	¥446,500	¥357,200	¥1,071,600
⌞	⌞	⌞	
※1	※2	※3	

※1 : [Annual tuition fee calculated for four years on the Long-Term System] ¥267,900

※2 : [Annual tuition fee calculated for three years on the Long-Term System] ¥357,200 + [difference](¥357,200 - ¥267,90) = ¥446,500

※3 : [Annual tuition fee calculated for three years on the Long-Term System] ¥357,200

The document is a translation from the official Japanese version.

Doctoral Course

【Standard Period】

First Year	Second Year	Third Year	Total
¥520,800	¥520,800	¥520,800	¥1,562,400

Standard Period of Study

【Beginning the Long-Term Completion System from Enrollment】

○Students admitted for a four year study period:

First Year	Second Year	Third Year	Fourth Year	Total
¥390,600	¥390,600	¥390,600	¥390,600	¥1,562,400

Long-Term Period of Study

[Regular annual tuition fee] ¥520,800 × [Standard period] 3 years / [Long-Term period] 4 years = [Annual tuition fee] ¥390,600

○Students admitted for a five year study period:

First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
¥312,480	¥312,480	¥312,480	¥312,480	¥312,480	¥1,562,400

Long-Term Period of Study

[Regular annual tuition fee] ¥520,800 × [Standard period] 3 year / [Long-Term period] 5 years = [Annual tuition fee] ¥312,480

○Students admitted for a six year study period:

First Year	Second Year	Third Year	Fourth Year	Fifth Year	Sixth Year	Total
¥260,400	¥260,400	¥260,400	¥260,400	¥260,400	¥260,400	¥1,562,400

Long-Term Period of Study

[Regular annual tuition fee] ¥520,800 × [Standard period] 3 years / [Long-Term period] 6 years = [Annual tuition fee] ¥260,400

【Beginning the Long-Term Completion System in the Middle of a Course of Study】

○Students admitted for a five year period from the beginning of the second year:

First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
¥520,800	¥312,480	¥312,480	¥312,480	¥312,480	¥1,770,720

※1
※2

※1 : [Regular annual tuition fee] ¥520,800

※2 : [Annual tuition fee calculated for five years on the Long-Term System] ¥312,480 × 4 years = ¥1,249,920

The document is a translation from the official Japanese version.

○Students admitted for a six year study period from the beginning of the third year:

First Year	Second Year	Third Year	Fourth Year	Fifth Year	Sixth Year	Total
¥520,800	¥520,800	¥260,400	¥260,400	¥260,400	¥260,400	¥2,083,200
※1		※2				

※1 : [Regular annual tuition fee] ¥520,800 × 2 years = ¥1,041,600

※2 : [Annual tuition fee calculated for six years on the Long-Term system] ¥260,400 × 4 years = ¥1,041,600

【Changing the Period of the Long-Term System】

○A student who was admitted for a four year Long-Term study period at the enrollment changes to a six year study period from the beginning of the third year.

First Year	Second Year	Third Year	Fourth Year	Fifth Year	Sixth Year	Total
¥390,600	¥390,600	¥260,400	¥260,400	¥260,400	¥260,400	¥1,822,800
※1		※2				

※1 : [Annual tuition fee calculated for four years on the Long-Term System] ¥390,600 × 2 years = ¥781,200

※2: [Annual tuition fee calculated for six years on the Long-Term System] ¥260,400 × 4 years = ¥1,041,600

○A student who was admitted to a six year Long-Term study period at enrollment changes to a five year study period from the beginning of the second year.

First Year	Second Year	Third Year	Fourth Year	Fifth Year	Total
¥260,400	¥364,560	¥312,480	¥312,480	¥312,480	¥1,562,400
※1	※2	※3			

※1 : [Annual tuition fee calculated for six years on the Long-Term System] ¥260,400

※2: [Annual tuition fee calculated for five years on the Long-Term System] ¥312,480 + [difference](¥312,480 - ¥260,400) = ¥364,560

※3 : [Annual tuition fee calculated for five years on the Long-Term system] ¥312,480 × 3 years = ¥937,440

(Notice) This calculation is based on annual tuition amounts as of 2019.

○Rules Regarding Examination Fees, Admission Fees, and Tuition Fees at the University of Tokyo (abstract)

Article 2 (abbreviated)

(Rules on Examination Fees, Admission Fees, and Tuition Fees)

2 In accordance with Article 2 Paragraph 7 of the Graduate School Rules and Regulations, annual tuition fees for individuals who are permitted to plan and complete courses in an extended period of time (hereafter referred to as “Long-Term Completion System Students”) by the University of Tokyo through the Long-Term Completion System will be calculated as follows*:

$$[\text{Annual tuition fee}] \times [\text{Standard number of years}] \div [\text{Number of years in Long-Term Completion System}]$$

(*The calculated amount is to be rounded up to the nearest JPY 10.)

Article 3 (abbreviated)

(Special Provisions for Tuition Fees and Payment Methods for Long-Term Completion System Students)

1. If a Long-Term Completion System student remains enrolled even after the extended enrollment period ends, the annual tuition fee for the period exceeding the term established in the Long-Term Completion plan will be designated as shown in Table 1.
2. If a Long-Term Completion System Student completes the established curriculum during the academic year, tuition fees will be calculated as follows*:

$$[\text{Annual tuition fee under Article 2 Paragraph 2}] \div [12] \times [\text{Number of months enrolled}]$$

(*The calculated amount is to be rounded up to the nearest JPY 10.)

The student should pay this fee in the first month of the academic year.

However, if the student is expected to complete the curriculum in the second half of the academic year, the University may collect the fees relevant to this period in the second half of the academic year.

3. If the University permits a Long-Term Completion System student to shorten his or her extended-enrollment period, the student must adjust for the difference by paying in the following way:

$$[\text{Re-calculated annual tuition fee for the shortened enrollment period under Article 2 paragraph 2*}] \times [\text{Number of years the student has already been enrolled}] - [\text{Total tuition fees payable for the actual enrollment period before re-calculation**}]$$

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*Any fraction of less than one year is rounded up. The same applies below.

**If this falls in the middle of an academic year, the applicable period will be until the end of the given academic year. The same applies below.

The student should pay this fee upon receiving permission for a shortened period.

However, if the shortened period becomes equal to the standard enrollment period, the difference to be paid is as follows:

[Annual tuition fee under Article 2 Paragraph 1] X [Number of years the student has already been enrolled] – [Total tuition fees payable for the actual period of enrollment before re-calculation]

4. If the University permits a Long-Term Completion System student to further extend the period, the annual tuition fee is re-calculated for the period of extension as described in Article 2 Paragraph 2. However, no balance adjustment will be made to tuition fees for course periods which have already concluded.
5. If the University admits a student to the Long-Term Completion System during an academic year, the new annual tuition fee for the extended period will be calculated as indicated in Article 2 Paragraph 2. However, no balance adjustment will be made to tuition fees for course periods which have already concluded.
6. If the University revises tuition fees, the new annual tuition fee for a Long-Term Completion System Student will be calculated based on the revised fee described in Article 2 Paragraph 2. However, no balance adjustment will be made to tuition fees for course periods which have already concluded.