

Implementation Requirements for the Long-term Academic Stay Program for the University of the Ryukyus Graduate School of Engineering and Science

January 27, 2010

Accepted by the Graduate School of Engineering and Science Committee

(Aim)

Article 1. This document, based on Article 18 of the University of the Ryukyus Graduate School Regulations as well as the Implementation Guideline for the Long-term Academic Stay Program for the University of the Ryukyus Graduate School, defines requirements to implement the long-term academic stay program at the University of the Ryukyus Graduate School of Engineering and Science (hereafter referred to as the Graduate School).

(Purpose)

Article 2. The purpose of the program is to enable students that have difficulty graduating in standard years of enrollment due to employment, among other reasons, to stay enrolled beyond the standard years of enrollment for a prescribed period in order to complete their educational curriculum and receive their degrees on a schedule.

(Maximum Duration of Stay)

Article 3. The maximum duration of stay under the long-term academic stay program is as follows:

- (1) Three or four years for a Master's student
  - (2) Four, five, or six years for a Doctoral student
2. Under the long-term academic stay program, the period of stay shall be counted by year.
3. The period of a leave of absence from school shall not be counted as part of a period of stay under the long-term academic stay program. However, the standard years of enrollment cannot be exceeded.

(Eligibility)

Article 4. One of the following must be applicable for a student to be eligible for the program. However, a student in his final year of study is not eligible.

- (1) A student has difficulty graduating in standard years of enrollment due to employment.
- (2) A student has difficulty graduating in standard years of enrollment due to

childbirth, childcare, or long-term nursing care.

(3) A student deemed by the Graduate School Committee to have difficulty graduating in standard years of enrollment due to unavoidable circumstances.

(Application Procedure)

Article 5. A student who wishes to extend his stay under the program shall first consult his supervising instructor to discuss whether the program is truly necessary, and if so, a study plan, and obtain the instructor's acceptance.

2. A student who wishes to apply to the program shall submit the following to the Office of Academic Affairs.

- (1) Application form (Form 1)
- (2) Study (long-term research guidance) plan (Form 2)
- (3) Employment certificate or a documentary proof of employment (if employed)
- (4) Petition form (for those with childcare or domestic care duties)

3. The application period shall be, in principle, as follows:

- (1) Registration period for new students
- (2) February 1 to the end of February for returning students who enrolled in April  
August 1 to the end of August for returning students who enrolled in October.

(Eligibility Review)

Article 6. Eligibility review shall be conducted by the applicant's major taking into account the application form and other documents stated in Article 5-2.

2. Chairman of the major shall submit the eligibility review in written form along with the application and other documents to the Dean of the Graduate School.

3. Specific standard and other particulars required for the review shall be separately defined by the Dean of the Graduate School.

(Notice to Student)

Article 7. The Dean of the Graduate School shall post the name of the successful applicant on the bulletin board and notify the student in writing. The Dean shall also notify the unsuccessful applicant and inform the reason for the decision.

(Tuition)

Article 8. Tuition of a student in the long-term academy stay program shall be governed by Article 2-2 of the University of the Ryukyus Tuition Regulations.

(Shortening the Duration of Program)

Article 9. If a student in the program no longer has reason to stay in the program, and is expected to complete his study within standard years of enrollment, the duration of the program may be shortened by submitting a specified form (Form 3).

2. The duration of the program shall be shortened by the unit of one year. If granted, the tuition of the student shall be governed by Article 2-2 of the University of the Ryukyus Tuition Regulations.

(Report)

Article 10. Once a student a student is accepted into the long-term academic stay program, the Dean of the Graduate School shall report in writing information concerning the student to the Department of Finance.

Supplementary Provision

This document is enforced from January 27, 2010, and applied from April 1, 2010.

Supplementary Provision

This document is enforced from April 24, 2013.

Supplementary Provision

This document is enforced from March 7, 2018, and applied from April 1, 2018.

Form 1

Long-term Academic Stay Application Form

To: Dean of the Graduate School of Engineering and Science

Date:

Major:

Name:

Signature:

I hereby submit my application to enter into the long-term academic stay program.

ID (Student) Number		
Date of Enrollment	Expected Date of Completion	Expected Years of Study
Current Address	TEL:	
Work Address	Company Name (Job Type)	
	TEL:	
Reason for Application Necessity:		
Long-term Study Plan:		
Comment by Instructor		
Name of Instructor:		Signature:

\*This is not applicable for Monbukagakusho Scholarship students.

Form 2

The University of the Ryukyus Graduate School Long-term Academic Stay Program  
(Long-term Academic Research Guidance) Plan

To: Dean of the Graduate School of Engineering and Science

Date:

Name of Instructor (must be written by the instructor):

Signature:

I hereby submit the planned long-term academic stay program for the following student:

Name of Applicant:	Graduate School:
Student ID Number:	Major:
Original Period of Enrollment From                      to	Expected Period of Enrollment under the Program: From                      to
Research Guidance Plan (be specific)	

Note: The instructor, upon receiving an application form from a student, shall present a specific long-term study (research guidance) plan on this form, provide his comment on the Application Form, and submit them to the Administrative Office of the Graduate School.

Form 3

Application to Shorten the Duration of Long-term Academic Stay Program

To: Dean of the Graduate School of Engineering and Science

Date:

Majoring in \_\_\_\_\_ at the Graduate School of Engineering and Science

Name:

Signature:

I hereby submit my request to shorten the duration of my long-term academic stay program.

Student ID Number	
Month and Year of Enrollment	
Originally Scheduled Month and Year of Completion	
Originally Scheduled Period of Stay under the Program	
Scheduled Month and Year of Completion after Shortening	
Scheduled Period of Stay after Shortening	
Reason (why the program is no longer necessary)	
Comment by Instructor	
Name of Instructor: _____ Signature: _____	