

Graduate School of International Studies, Hiroshima City University 2018 First Semester Admission (Doctor Course)

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Designated Application Forms

(Please download the following forms from our website.)

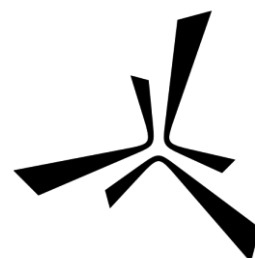
[A] Application Form

[B] Curriculum Vitae

[C] Examination Admission Card / Photograph Card

/ Proof of Examination Fee Payment

Bank Remittance Form (入学検定料振込依頼書)



Hiroshima City University

November 2017

1. Admission Policy

Hiroshima City University aims to foster human resources who have rich sensibilities and creativity, who possess enthusiasm for seeking truth, who respect a diversity of cultures and values, and who aspire to create a world of peace. We also devote our efforts to develop those who are equipped with the capability to broadly contribute to society, utilizing a broad range of general knowledge, advanced and specialized knowledge, and a high level of ethics.

To this end, the following persons are welcome to enroll in our university.

- Individuals who have a rich sense of humanity, and who have a strong desire for learning
- Individuals who have high academic interests and a deep intellectual curiosity, and who aspire to create and utilize new knowledge.
- Individuals who desire to contribute actively to building world peace and promoting local and international community development.

Ideal candidates for this program are:

- Individuals who have a broad education and keen interest in various regional and global issues.
- Individuals who have the skills of reading, thinking, and expressing themselves at the level required for attending graduate school.
- Individuals who have basic knowledge in research categories of the Graduate School of International Studies and who desire to enhance their specialized knowledge and research capabilities.

2. Degrees Conferred

The Doctor Course confers “Doctor of Philosophy,” “Doctor of Philosophy in International Studies,” or “Doctor of Philosophy in Peace Studies,” depending on the content of each student’s doctoral thesis.

3. Enrollment Number and General Application Guidelines

Department	Enrollment	Application Categories	Dates of Exam
International Studies	7	Entrance Exam	Feb. 8 (Thu) and 9 (Fri), 2018
		Entrance Exam designed for the full-fledged	

4. Application Qualifications

(1) Entrance Examination

Applicants must satisfy any of the following qualifications.

- 1) A person who has obtained or is expected to obtain a master degree by March 31, 2018.
- 2) A person who has been awarded or is expected to be awarded by March 31, 2018 an academic degree in a foreign country that is equivalent to a master degree.
- 3) A person who has undertaken curricular studies in Japan by way of a distance education program offered by an overseas educational institution, and has been awarded or is expected to be awarded by March 31, 2018 an academic degree equivalent to a master degree.

- 4) A person who has been awarded or is expected to be awarded by March 31, 2018 an academic degree equivalent to a master degree after completing a foreign country's postgraduate course at an educational institution in Japan that is designated in the said foreign country's education system and specifically designated in Japan by the Minister of Education, Culture, Sports, Science and Technology (MEXT).
- 5) A person who has completed regular university education overseas has passed a Qualifying Examination meant to evaluate the eligibility of students for admission to the doctor course, and who is deemed by Hiroshima City University's Graduate School to have academic ability equivalent or superior to that of a person with a master's degree.
- 6) A person selected by MEXT. (A person who has graduated from university or has completed 16 years of regular education in overseas countries, and has undertaken two or more years of research at a university or research institute in Japan or overseas, and who is deemed by Hiroshima City University's Graduate School based on the results of the said research to have academic ability equivalent or superior to that of a person with a master degree.)
- 7) A person who is recognized, through specific entrance examination by Hiroshima City University's Graduate School, as having academic ability equivalent or superior to that of a person with a master degree, and who has reached 24 years of age as of April 1, 2018.
- 8) A person who has been deemed by Hiroshima City University's Graduate School as having academic ability equivalent or superior to that of a person with a master degree.

(2) Entrance Exam designed for the full-fledged

Applicants are required to satisfy any of the above-mentioned qualifications and have at least three years of work experience in the public or private sector or at least three years of other experience (as a homemaker, volunteer, etc.) at the time of enrollment.

[Long-term Study System]

The standard time to complete a Doctoral Degree Program is three years. However, those who have difficulty completing study programs in the standard time period can apply for the Long-term Study System after enrollment. This system enables students to extend their period of study to four, five or six years to acquire the necessary credits and complete their master thesis in order to receive their doctoral degree. Tuition for students who have been deemed eligible for long-term study shall remain the same. The total tuition amount for the standard term of study shall be divided by the total number of years in the extended period of study. The resulting amount shall be paid during each academic year.

The use of the Long-term Study System shall be limited to students admitted through the entrance examination designed for the full-fledged.

(3) Preliminary Screening for Qualifications of Applicants

Applicants who qualify for admission **under qualifications 5, 6, 7 or 8** are required to contact the Admissions Office of Hiroshima City University and submit the following documents for preliminary screening. If you submit the required documents by mail, please be sure to write in red **“Preliminary Screening Application Documents, Doctor Course, Graduate School of International Studies”** on the envelope and send it by **registered express mail**. For the mailing address, refer to **“(4) Application Submission Address and Inquiries Regarding Applications and Examinations”** of **“5. Application Procedures.”**

Screening results will be sent to applicants prior to the application period.

[Documents Required for Preliminary Screening]

- a) Application form for preliminary screening (designated form)
- b) Curriculum vitae (designated form)
- c) Research achievements report

A summary of major research achievements to date must be prepared on A4-size paper: about 2,000 to 2,400 characters in Japanese, or two pages (double-spaced, 80 characters x 29 lines) in English.

- d) Documents 6 to 11 from documents described in “(5) Application Documentation” in “5. Application Procedures”
- e) A photocopy of the certificate for qualification acquired after the last school attended

Notes:

1. Designated forms will be provided to applicants upon request.
2. Please be sure that documents prepared in languages other than Japanese and English be accompanied by a Japanese or English translation.

[Submission Deadline]

Application documents must arrive by 5:00 p.m., December 1 (Fri), 2017.

5. Application Procedures

(1) Prior Consultation

Prior to your application, you must contact the Admissions Office to seek prior consultation with a faculty member you wish to work with. Please refer to the List of Faculty Members (pages 11 and 12) or our website.

(2) Application Period

December 25 (Mon), 2017 to January 5 (Fri), 2018

Note: Application documents must be submitted by 5:00 p.m. on the closing day.

If your application document is sent **by registered express mail**, it must be postmarked on or before **January 4 (Thu), 2018.**

(3) Application Method

After consultation with a faculty member you wish to work with, please enclose application documentation in an envelope that accommodates A4-size documents and submit it in person or by mail to the Admissions Office by the deadline. If submitting by mail, be sure to write in red “**Application Documents for Graduate Program Enclosed**” on the envelope and send it by **registered express mail**.

If submitting in person, application documents are accepted from 9:00 a.m. to 5:00 p.m. on weekdays.

(4) Application Submission Address and Inquiries Regarding Applications and Examinations

Hiroshima City University

Admissions Office

Address: 3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima 731-3194, Japan

Phone: +81-82-830-1503

E-mail: nyushi@office.hiroshima-cu.ac.jp

(5) Application Documentation

Document to Submit			Instructions
1	Application Form	[A]	Please fill out the prescribed form.
2	Curriculum Vitae	[B]	Please fill out the prescribed form.
3	Examination Admission Card	[C]	Please fill out the prescribed form.
4	Photograph Card		Please fill out the prescribed form. Affix a photograph in the space provided on a photograph card (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body). Be sure to write your name on the back of the photograph.
5	Proof of Examination Fee Payment		An exam fee of 30,000 yen must be paid through a bank or other financial institution, using the designated bank remittance form (入金票). Attach the payment receipt (振込証明書) to the designated form for Proof of Examination Fee Payment and submit it together with the other application documents. Please note that payment through Japan Post Bank or a post office requires your bank book and the registered bank seal. Not payable in cash. It is also necessary to complete a bank remittance form in addition to the designated bank remittance form. Payment of the examination fee is not necessary for an applicant who is expected to complete the Master Course of the Graduate School of International Studies, Hiroshima City University by March 2018 and who plans to go on to the Doctor Course.
6	Academic Transcript		A sealed original academic transcript must be issued by the president or dean of the graduate school attended. (If you are a student of Hiroshima City University, you do not need to have it sealed.) Applicants falling under application qualifications 5, 6, 7 or 8 must submit an academic transcript from the last school attended.
7	Certificate of (Expected) Completion of Master Course		Must be issued by the president, dean or registrar of the graduate school attended. Applicants falling under application qualifications 5, 6, 7 or 8 must submit the Certificate of (Expected) Completion from the last school attended.
8	Other Certificates		[For applicants for exemption from the written English test, refer to p. 8.] • TOEFL® = Examinee score report or official score report • TOEIC® = Official certificate of achievement or score report • English Language Proficiency Test = passing certificate (In any case, a photocopy is acceptable.)
9	Master thesis, etc.		A master thesis or suitable alternative (paper related to the applicant's intended research area) must be submitted. If you wish the thesis or paper returned after completion of the admission examination, please let us know at the time of application.
10	Abstract of Master Thesis (4 copies)		The abstract of the master thesis or suitable alternative must be submitted. Must be prepared in Japanese or English: 3,000 characters (A4-size paper) in Japanese or 1,000 words (A4-size paper) in English
11	Research Proposal (4 copies)		Must be prepared in Japanese or English: 1,200 characters (A4-size paper) in Japanese or 700 words (A4-size paper) in English
12	Return Envelope		On the envelope (23.5 cm x 12 cm), write your name, address and postal code, and affix an 82-yen Japanese stamp.

Notes:

1. Please access the Hiroshima City University website and download the forms for documents 1 to 5 for **Applications for the 2018 First Semester Admission to the Doctor Course**.

2. If, due to special circumstances, an Academic Transcript cannot be submitted, a suitable alternative may be submitted.
(A person who has completed or is expected to complete a graduate program overseas should submit a photocopy of the Academic Transcript or Certificate of Completion of a Master Course.)
- 3. Documents 6 to 9: A document prepared in a foreign language other than Japanese or English must be accompanied by a Japanese or English translation.**
4. Inadequately completed application documents may not be accepted.
5. Applicants who have already submitted documents 6 to 11 for preliminary screening do not need to resubmit them.

(6) Exemption of Entrance Examination Fee

If you are a resident of Hiroshima City and it is determined that it is significantly difficult for you to pay the entrance examination fee, you will be exempt from paying this fee.

If you wish to obtain an exemption of the entrance examination fee, contact the Admissions Office and apply for the exemption by the deadline.

Note: A resident of Hiroshima City refers to a person falling under any of the following:

- a) An applicant who has had a registered domicile in Hiroshima City since before April 1, 2017;
- b) An applicant whose spouse or first-degree family member has had a registered domicile in Hiroshima City since before April 1, 2017; or
- c) An applicant who is deemed to be equivalent to the persons above.

[Deadline] Applications must arrive by 5:00 p.m., December 1 (Fri), 2017.

(7) Other Important Points for Application

- 1) The University will not accept inadequately completed application documents. Before submitting your documents, be sure to double check them.
- 2) No change can be made to application documents that have been submitted.
- 3) Submitted application documents and paid examination fees shall not be returned or refunded.
- 4) Once granted, admission may be cancelled if it is determined that contents stated in the submitted documents differ from actual facts.

6. Prior Consultation for Those Requiring Consideration for Taking the Exam or Attending Classes

Physically disabled and other applicants who may require consideration for taking the exam or attending classes should complete an application form, which will be provided upon request, and submit it to the Admissions Office.

[Deadline] Applications must arrive by 5:00 p.m., December 1 (Fri), 2017.

7. Handling of Private Information

Applicants' personal information contained in submitted application documents, such as name, date of birth and gender, will be used only for the purposes of selection for admission, announcement of results, and enrollment procedures.

All personal information submitted will be managed properly by the university, and personal information of successful applicants will be used only for the purposes of academic affairs (school registration, guidance, etc.), student support services (healthcare, scholarship, exemption from tuition fee, etc.), research and surveys (for improving exams and research and analysis of application trends). If personal information is handled by an outside company due to consignment of business activities, the university shall implement appropriate security measures in order to protect all personal information.

8. Admission Criteria

The same admission criteria are applied for both the entrance examination and the entrance examination designed for the full-fledged.

(1) Examination Schedule

Date	Timetable				
Feb. 8 (Thu), 2018	10:00	11:30	13:30	15:30	
		Paper Test (Foreign language)		Paper Test (Individualized questions)	
Feb. 9 (Fri), 2018	9:30	12:00	13:00	17:00	
		Interview		Interview	

(2) Examination Venue

Hiroshima City University (3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima City)

(3) Point Allocation and Contents of Examination

Subject (Point allocation)			Contents of Examination
Paper Test	Foreign language (200 points)	90 minutes	Select one language from English, French, Chinese, Russian and Japanese. (Circle the language you select from the list provided in the foreign language examination section on the Application Form. Applicants exempt from the test of written English need to check the appropriate box.) 【Evaluative Standard】 Reading, Logical Thinking and Writing Necessary
	Individualized questions (200 points)	120 minutes	Questions are asked focusing on applicants' intended research area. 【Evaluative Standard】 Understanding and Logical Thinking Necessary
Interview (3-level Rating: A, B and C)			An approx. 30- to 60-minute interview is given to each applicant within the scheduled time frame mentioned above, in which questions are asked mainly about the submitted thesis/paper, research proposal and materials, as well as intended research area. 【Evaluative Standard】 Motivation and Ability to Research

(4) Exemption from the Paper Test for a Foreign Language (English)

< Exemption Requirements >

Applicants to whom any of the following items apply will be exempt from the paper test for a foreign language (English).

- 1) Those with a TOEFL®PBT (Paper-based Test) score of 550 or higher. It must be the results of an examination carried out after February, 2016.
- 2) Those with a TOEFL®iBT (Internet-based Test) score of 90 or higher. It must be the results of an examination carried out after February, 2016.
- 3) Those with a TOEIC®* or TOEIC®IP (Institutional Program) **score of 730 or higher. It must be the results of an examination carried out after February, 2016.
- 4) Those who have passed the Level 1 English Language Proficiency Test.

* From May 2016 onward, TOEIC® Listening & Reading Test.

** From April 2017 onward, TOEIC® Listening & Reading IP Test.

< Documents to Submit >

Documents certifying the applicant's English proficiency must be submitted **at the time of application**. (Please see "8 Other Certificates" of "(5) Application Documentation" in "5. Application Procedures".)

(5) Admission Criteria

Admission decisions are made comprehensively based on the results of paper tests, interview and submitted application documents.

(6) Points to Note for Taking the Entrance Examination

- a) Enter the designated examination room and be seated at least 30 minutes before the start of the examination.
- b) Examinees who are late for the exam shall be permitted to take the exam if arriving within 30 minutes after the start time. However, the test time will not be extended.
- c) Be sure to bring your Examination Admission Card on the day of the examination. If you lose or forget your Examination Admission Card, please contact the Examination Office as soon as possible to receive a provisional admission card for the examination.
- d) Wristwatches limited to watch functions are allowed to be used in the examination. The use of a mobile phone as a watch shall not be permitted.

9. Announcement of Results

10:00 a.m. February 16 (Fri), 2018

Successful applicants will receive notification of their acceptance by mail.

Successful applicants' examinee numbers will also be posted on the University's notice board and website. For accuracy, however, results must be confirmed through the University's notice board or from the notification of acceptance.

Inquiries regarding results by telephone or other means will absolutely not be accepted.

10. Enrollment Procedures

(1) Enrollment Period

March 12 (Mon) to March 16 (Fri), 2018 (Closes at 5:00 p.m. on the last day)

(2) Enrollment Procedures

- 1) Documents necessary for enrollment procedures, together with the notification of acceptance, will be sent directly to successful applicants.
- 2) Enrollment procedures can be conducted by submitting the necessary documents by mail or in person.
When submitting the documents by mail, be sure to write in red “**Enrollment Procedure Documents Enclosed**” on the envelope and send it by **registered express mail**. The documents must be received by the deadline mentioned above. If submitting in person, applications will be accepted from 9:00 a.m. to 5:00 p.m. on weekdays.
- 3) After completing the enrollment procedures, an admission letter will be sent to all applications.

(3) Document to Submit

- 1) Examination Admission card
- 2) Written Pledge (designated form)
- 3) Guarantee of Support (designated form)
- 4) Photograph x 1 (4 cm [L] x 3 cm [W], taken within 3 months of applying, no background, clearly displaying a frontal, hatless view of the upper part of the body) Please write the name of the Graduate School and your name on the back of the photograph.
- 5) Certificate of Residence (necessary only if a resident of Hiroshima City in terms of tuition fee payment, (See 11. Fees Payable upon Admission” on page 10.) If you are a successful applicant residing in Hiroshima City, please submit a copy of your Certificate of Residence. For other cases, please refer to the notice regarding the documents to be submitted, which is to be sent together with the notification of acceptance.)

(4) Enrollment Procedure Address

Hiroshima City University

Admissions Office

Address: 3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima 731-3194, Japan

Phone: +81-82-830-1503

(5) Points to Note about Enrollment Procedure

- 1) Those who have not completed all the necessary enrollment procedures will be regarded as having declined the offer of admission.
- 2) Please check the accuracy of all materials before submission. Inadequately completed documents will not be accepted.
- 3) Submitted enrollment procedure documents will not be returned, and paid enrollment fees will not be refunded.
- 4) **Applicants who applied pending completion of a master program are required to submit the Certificate of Completion as soon as possible.**

11. Fees Payable upon Admission

(1) Fees to Be Paid Prior to Admission

Fee Type		Amount
Admission Fee	Resident of Hiroshima City*	¥282,000
	Others	¥423,000

* A resident of Hiroshima City refers to a person falling under any of the following:

- An applicant who has had a registered domicile in Hiroshima City since before April 1, 2017;
- An applicant whose spouse or first-degree family member has had a registered domicile in Hiroshima City since before April 1, 2017; or
- An applicant who is deemed to be equivalent to the persons above.

Payment of the Admission fee is not necessary for an applicant who is expected to complete the Master Degree Program of the Graduate School of International Studies, Hiroshima City University by March 2018 and who plans to go on to the Doctor Course.

(2) Fees to Be Paid after Enrollment

Fee Type	Amount	Due Date
Tuition (¥535,800/year)	¥267,900	By the end of April
	¥267,900	By the end of October

Notes:

- Tuition is for the 2017 academic year. The tuition is subject to change and new fees will apply if changed.
- Tuition for students who have been deemed eligible for long-term study system shall remain the same as those for regular students. The total tuition amount for the standard term of study shall be divided by the total number of years in the extended period of study. (For details on long-term study system, refer to page 3.)

(3) Reduction and Exemption of Admission and Tuition Fees

1) Reduction/Exemption of Admission Fee

Those who find it difficult to pay the admission fee for economic reasons and fall under any of the following may be granted a reduction or exemption of this fee. Please consult the Admissions Office before conducting your enrollment procedures.

- The person scheduled to bear the cost of the student's study dies, no more than one year before enrollment;
- The student or the person scheduled to bear the cost of study is a victim of a natural disaster, including but not limited to storm and flood damage, no more than one year before enrollment.
- The student is a resident of Hiroshima City and belongs to a household that receives public assistance based on the Public Assistance Act.

2) Reduction/Exemption of Tuition or Deferral of Payment

Those who find it difficult to pay tuition due to financial hardship and whose academic performance is remarkable may be granted a reduction or exemption of tuition or deferral of payment. Detailed explanation will be given at the orientation meeting to be held after enrollment.

List of Faculty Members

Courses	Name		Subject	Research Field
International Society	Professor	OTA, Ikuko	• International Law	• International Law and Human Rights
	Associate Professor	NISHIDA, Tatsuya	• International Security	• International Security
	Professor (HPI)	MIZUMOTO, Kazumi	• Contemporary Disarmament and Peace	• International Politics • International Relations • Nuclear Disarmament
	Professor	YOSHIDA, Haruhiko	• International Cooperation	• International Cooperation
	Professor	YUASA, Masae	• Sociology	• Sociology
	Professor	KIM, Yeongho	• Comparative Politics	• Politics • Contemporary Korean Studies
	Professor	TAKAHASHI, Hiromasa	• Economic Policy	• Theoretical Economics
	Professor	KANAYA, Nobuko	• Nonprofit Organization	• Nonprofit Organization • Public Policy • Social Welfare Policy
	Professor	TERADA, Hideko	• Urban Economics	• Transport Economics • Local Public Finance
	Professor	LEE, Jaeho	• International Management	• International Management • Supply Chain Management
	Associate Professor	KAKIGI, Nobuyuki	• Contemporary Thought	• Philosophy
	Professor	INOUE, Yasuhiro	• Mass Media	• Mass Media • International Communication
	Associate Professor	URABE, Masashi	• Comparative and International Education	• Comparative and International Education
	Professor	YAMAGUCHI, Mitsuaki	• Psychology for Health	• Health Psychology
	Professor	AOKI, Nobuyuki	• Language Education	• English Language Education
	Professor	IWAI, Chiaki	• Applied Linguistics	• Applied Linguistics
	Professor	YOKOYAMA, Tomoyuki	• Translation Studies	• Translation Studies
	Associate Professor (HPI)	KAWAKAMI, Akihiro	• Constitutional Law of Japan	• Constitutional Law Study
	Professor (HPI)	NAONO, Akiko	• Social and Cultural Theory	• Sociology • Hiroshima Memories
	Associate Professor	YAMANE, Fumihiko	• Environmental Economics	• Environmental Economics • Econometrics and Risk Perception
	Lecturer	LI, Ling	• Marketing	• Marketing

Courses	Name		Subject	Research Field
International Society	Associate Professor	MUTO, Ayaka	• Japanese Language Education	• Japanese Linguistics(Cognitive Semantics) • Japanese Language Education
	Associate Professor	FURUZAWA, Yoshiaki	• Conflict Resolution	• Conflict Resolution • International Relations
	Lecturer	MEGURO, Toshio	• International Development Studies	• Environmental Sociology • African Area Studies
Regional Studies	Associate Professor	ITAYA, Taisei	• Southeast Asian Studies	• Development Politics • Southeast Asian Studies
	Professor (HPI)	GANESAN, Narayanan	• International Relations of Southeast Asia	• Southeast Asian politics • International relations
	Associate Professor	IJIMA, Noriko	• Chinese Studies	• Modern Chinese History • Theory of Overseas Chinese
	Professor	TAGAWA, Gen	• African Society	• African Studies • Anthropology
	Professor	OBA, Chieko	• East European Studies	• History of International Relations • East-European Area Studies
	Professor (HPI)	JACOBS, Robert A.	• American Cultural History	• Nuclear History and Culture
	Associate Professor	GORMAN, Michael	• American Literature and Culture	• American Literature and American Studies
	Associate Professor	KURASHINA, Itsuki	• American Politics and Diplomacy	• History of American Politics and Foreign Relations
	Professor (HPI)	NAGAI, Hitoshi	• Japanese History	• Modern Japanese History • Japan-Philippines Relations
	Professor	WÖHR, Ulrike	• Japanese Society	• Gender History of Modern Japan
	Associate Professor	OBA, Shizue	• French Literature and Culture	• French Literature, Area and Cultural Studies.

Notes : 1. HPI = Hiroshima Peace Institute
2. This is a List of Faculty Members as of November, 2017.