

October 2019 Admission Hiroshima City University Graduate School

Graduate School of Information Sciences Master's Degree Program Student Application Guidelines

Entrance Examination for Recommended Students from
an International Academic Exchange Partner University

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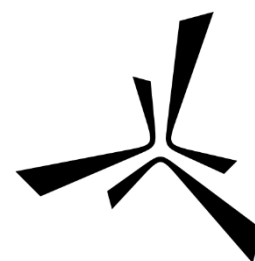
HCU designated forms

(Download the following application documents separately.)

Application form

Resume

Letters of recommendation



Hiroshima City University

Issued: April 2019

1. Admissions policy

Hiroshima City University (HCU) develops professionals who have keen sensitivity and passion toward seeking the truth, who respect diverse cultures and values, and who wish for lasting peace. HCU also develops professionals who have broad knowledge and solid expertise, as well as a strong sense of ethics, and can widely contribute to society.

In order to develop such desired professionals, the university seeks to admit the following persons:

- Persons who are well rounded and have a deep love of learning
- Persons who are intellectually curious and inquisitive, and eager to create and utilize knowledge
- Persons who wish to positively contribute to world peace and the development of local communities and the international community

The Graduate School of Information Sciences seeks to admit the following persons:

- Persons interested in investigating the theory of information sciences and developing science and technology
- Persons with the desire to willingly engage in issues and pass on their results to society
- Persons with the mathematical and scientific thinking required to pursue information sciences

2. Type of degree conferred

Depending on the content of the student's master's thesis, the Graduate School of Information Sciences Master's Degree Program will confer either a Master's Degree in Information Sciences or a Master's Degree in Computer and Network Engineering.

3. Number of recruited prospective students

Graduate School	Major	Number of Admitted Students	Number of Recruited Prospective Students	Entrance Examination Venue
Graduate School of Information Sciences	Computer and Network Engineering major	23	Several	Hiroshima City University
	Intelligent Systems major	23	Several	
	Systems Engineering major	23	Several	
	Biomedical Information Science major	15	Several	
	Total	84	Several	

4. Application qualifications

Persons who meet the following criteria and have graduated and been granted a bachelor's degree, or are expected to graduate by September 30, 2019, from a foreign university that has signed an academic exchange agreement with Hiroshima City University (hereinafter, "International Academic Exchange Partner University").

- ① Persons who have received recommendations from two or more faculty members of an International Academic Exchange Partner University (including one head of an affiliated department or faculty)
- ② Persons who can author a technical document in Japanese or English
- * For more about our International Academic Exchange Partner Universities, see our website at <http://www.hiroshima-cu.ac.jp/> (Top page > University Introduction > Basic Information > International Academic Exchange Partner Universities).
- * You can acquire the credits required for the degree taking only courses offered in English.

5. Application procedure

(1) Preliminary consultation

Before applying, applicants should have a preliminary meeting with their desired laboratory supervisor to discuss their research topic and the like in advance. (Please use Internet services or the like for the meeting.)

For more about the research contents of each laboratory, see our website.

To hold the preliminary meeting, send an e-mail to our Admissions Office (nyushi@m.hiroshima-cu.ac.jp) with the title “Graduate School of Information Sciences (Master’s Degree Program), Entrance Examination for Recommended Students from an International Academic Exchange Partner University Preliminary Meeting”, listing in the body ① the name of the applicant, ② the university you attended (or graduated from), and ③ your desired supervisor.

[Deadline for applications for preliminary meetings] May 10, 2019 (Fri)

(2) Application period

May 17 (Fri) to June 7 (Fri), 2019 (Must arrive by final day)

(3) How to apply

Place all of the application documents in an envelope and **mail the envelope ensuring that the documents arrive within the application period.** Write “**Contains application documents for Entrance Examination for Recommended Students from an International Academic Exchange Partner University**” in red ink on the envelope surface.

After the application deadline, we will mail documents to each examinee listing their examinee number. If you do not receive your documents by the day before the announcement of successful applicants, please inquire with our Admissions Office.

- * We recommend using Express Mail Service (EMS) when mailing.
- * If you have graduated from an International Academic Exchange Partner University, are applying for the entrance examination for recommended students from an International Academic Exchange Partner University, and are already in Japan, please directly consult with our Admissions Office (second floor of the Administration Building) regarding the application procedure.

(4) Special waiver for the entrance examination fee

The entrance examination fee is specially waived for the entrance examination for recommended students from an International Academic Exchange Partner University.

(5) Where to apply / contact information for application and examinations

Admissions Office, Hiroshima City University, 3-4-1 Ozuka-Higashi,

Asaminami-ku, Hiroshima 731-3194 Japan

Phone: +81-82-830-1503

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

(6) Application documents

Document Required for Application		How to Prepare
①	Application form	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins. Photos must be taken within 3 months prior to application, 4 cm H x 3 cm W, showing upper body, uncovered head, facing camera, and no background. Write your name on the back before affixing it.
②	Resume	Enter the required information on the HCU designated form.
③	Letters of recommendation	Submit letters prepared by two or more faculty members of the International Academic Exchange Partner University (including one head of an affiliated department or faculty), using the HCU designated form and sealed up in an envelope.
④	Transcript	Submit a transcript prepared and sealed up by the president or dean of an International Academic Exchange Partner University.
⑤	Graduation (expected) diploma	Submit a diploma prepared by the president or dean of an International Academic Exchange Partner University. If you have a degree certificate that is separate from the diploma, submit a copy of it, too.
⑥	Report of exam results measuring Japanese proficiency or English proficiency [To be submitted only by applicable applicants]	If your native language is not Japanese or English, submit the original copy of a following report of exam results (which shows your score) measuring Japanese proficiency or English proficiency <ul style="list-style-type: none">• Report of results of Japanese Language Proficiency Test (JLPT) or Examination for Japanese University Admission (EJU) taken on or after May 1, 2017• Report of results for a TOEFL®, TOEIC®, or IELTS test taken on or after May 1, 2017 * After the application period, original documents will be enclosed and returned with the examinee number notification.
⑦	Statement of purpose	Summarize how and why you decided to enter this Graduate School. Using Japanese or English, write horizontally on A4-size paper. Japanese should be about 1,000 characters, and English should be about 600 words.
⑧	Research plan	Regarding the research plan you wish to pursue after entering this Graduate School, summarize your research project, the academic significance of the research project, how you came upon the idea, matters you wish to clarify, and the research method(s). Using Japanese or English, write horizontally on A4-size paper. Japanese should be about 2,000 characters, and English should be about 1,200 words. If you have any reference materials (such as a graduation thesis), submit them as well.

Note 1: Download the forms for ①, ②, and ③ from the university's website.

Note 2: **If a document from ① to ⑤ is written in a foreign language other than English, be sure to attach a Japanese or English translation of it.**

Note 3: If a document is not prepared as instructed in the "How to Prepare" column (for example, information is omitted, translation is not attached, etc.), the application may not be accepted.

(7) Precautions when applying

- ① If you do not submit all of the required documents, your application will not be accepted. Carefully check when applying.
- ② After the application documents have been accepted, changes to application items will not be permitted. If, however, your name, address, and/or telephone number changes, promptly contact us.
- ③ Once accepted, application documents will not be returned.
- ④ If an application document entry is found to be incorrect, even after the applicant's admission has been approved, said admission may be revoked.

(8) Handling of personal information

Personal information contained in application documents (such as your name, date of birth, sex, and other personal information) will be used for notification of acceptance and enrollment procedures.

Also, said information will be managed by the university in connection with the educational affairs of successful applicants after admission (student registration, school guidance, etc.), student support services (health management, scholarship applications, tuition waiver applications, etc.), and surveys/research (entrance exam improvement, application trend surveys/analyses, etc.).

With some of the operations and services mentioned above, outside companies may be employed, after necessary steps are taken to ensure that personal information is appropriately managed.

6. How entrants are selected

Letters of recommendation, Japanese or English proficiency exam results, the statement of purpose, the research plan, and other submission documents are comprehensively evaluated during the selection process. Interviews may be conducted if necessary using Internet services.

7. Announcement of successful applicants

June 25, 2019 (Tues), 10:00 a.m. (JST)

A notification of acceptance will be delivered to the successful applicants.

The university's website at <http://www.hiroshima-cu.ac.jp/> (Top Page > Admissions Information > Graduate School Entrance Exam Information) will also post the examinee numbers of the successful applicants. Since this is reference information, please check for the official notification of acceptance letter, which is sent to successful applicants.

Inquiries made by telephone, e-mail, mail, etc., will not be answered.

8. Enrollment procedure

(1) Enrollment procedure period

From July 1 (Mon) to July 25 (Thu), 2019 (Must arrive by final day)

(2) Enrollment procedure method

- ① Documents necessary for enrollment procedure will be delivered directly to the applicant along with the notification of acceptance.

- ② Place all submission documents for the enrollment procedure in an envelope and **mail the envelope ensuring that the documents arrive within the enrollment procedure period.** Write “**Contains enrollment procedure documents**” in red ink on the envelope.

* We recommend using Express Mail Service (EMS) when mailing.

- ③ After the enrollment procedure period has ended, those who have completed the enrollment procedures will be sent a Letter of Admission.

(3) Submission documents

- ① Pledge (HCU designated form)
- ② Guarantee (HCU designated form)
- ③ One photo (4 cm H x 3 cm W, taken within last 3 months, showing upper body, uncovered head, facing camera, and no background. On back, write your name and name of the admitting graduate school.)
- ④ Documents required for Application for Certificate of Eligibility (HCU will carry out the Application for Certificate of Eligibility in your place if you have passed the entrance examination for recommended students from an International Academic Exchange Partner University and completed the prescribed enrollment procedure.)

(4) Important notes regarding enrollment procedure

- ① If you do not complete the procedures within the specified period, it will be assumed that you have declined admission.
- ② If you do not submit all of the required documents, said documents will not be accepted. Carefully check when submitting documents.
- ③ Once accepted, enrollment procedure documents and enrollment fees will not be returned.
- ④ If you are applying based on an upcoming expected graduation, you must submit your diploma promptly after graduating.

9. Payments

(1) Payments due by enrollment procedure

Payment	Amount
Admission fee	423,000 yen

(2) Payments due by end of September

Payment	Amount
Support Association dues	20,000 yen

Note: Support Association dues include premiums for Personal Accident Insurance for Students Pursuing Education and Research, and Liability Insurance for Students Pursuing Education and Research.

(3) Payments due after entrance

Payment	Amount	Payment Time
Tuition fee (annual sum: 535,800 yen)	267,900 yen	By end of April
	267,900 yen	By end of October

Note: Amounts shown are current as of April 2019. If revisions are made, the new tuition rate will apply at the time of revision.

(4) Scholarships

Persons with the “Study Abroad” status of residence can apply for scholarships from local public entities and foreign student support organizations.

(5) Partial waiver for admission fee

Within one year before enrollment, if the party mainly bearing the education expenses (hereinafter, “education expenses bearer”) dies or the party to be enrolled or the education expenses bearer is involved in a disaster such as a wind or flood disaster, and it becomes extremely difficult to pay the admission fee, please consult with us as the admission fee may be subject to a partial waiver.

(6) Partial waiver for tuition fee

There is a partial waiver system for tuition fees for foreign students. Please consult with us after enrollment.