

October 2020 Admission
Hiroshima City University
Graduate School

Graduate School of International
Studies Doctoral Degree Program
Student Application Guidelines

General Entrance Exam

HCU designated forms

(Download the following application documents separately.)

- [Sheet A] Entrance Application Form
- [Sheet B] Resume
- [Sheet C] Exam Admission Ticket, Photograph Sheet,
Entrance Examination Fee Transfer Certificate Attachment Sheet
Entrance Examination Fee Transfer Request Form



Hiroshima City University

Issued: April 2020

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 International Studies seeks to admit the following persons:

- Persons who use expert approaches to attempt to discover and solve the various issues faced by international society and the various comprising communities
- Persons who undertake inquiries to sharpen their expertise with the logic and persuasiveness to deepen thoughts and debate
- Persons who have the basic knowledge regarding the research field of this Graduate School and the linguistic skills necessary for research, as well as the desire to improve their expert knowledge and research capability to contribute to research or professional work
- Persons devoted to the concept of honing one's own skills through learning at this Graduate School

2. Type of degree conferred

Depending on the content of the student's doctoral thesis, the Graduate School of International Studies Doctoral Degree Program will confer either a Doctoral Degree in International Studies, a Doctoral Degree in Arts and Sciences, or a Doctoral Degree in Peace Studies.

3. Number of recruited prospective students and application outline

Major	Number of recruited prospective students	Recruitment category	Testing schedule
International Studies major	7 students	General Entrance Exam	July 11, 2020 (Sat)

* For examinees that would have trouble coming to the school due to residing overseas or other reasons, an oral examination can be implemented via a video-conference system over the Internet. In such instances, the date and time will be coordinated with the examinee.

4. Application qualifications

1) General entrance exam

Applicants must meet any of the following qualifications (or, for items (1) to (5), be expected to meet them by September 30, 2020).

- (1) Persons who have been awarded a master's degree
- (2) Persons who have been awarded a degree equivalent to a master's degree abroad or who have been awarded such a degree
- (3) Persons who have been awarded a degree equivalent to a master's degree by completing a correspondence course offered by an overseas school in Japan
- (4) Persons who have been awarded a degree equivalent to a master's degree by completing the program of an overseas

school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school

- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University
- (6) Those who have undertaken a course of study at a foreign educational institution, an educational institution as designated under item 4, or the United Nations University, and have passed the examinations stipulated in of the Standards for Establishment of Graduate Schools, or equivalent examinations, and have been deemed to possess an academic ability equivalent to or higher than that of a Master's degree.
- (7) Persons specified by Successive Ministers of Education, Culture, Sports, Science and Technology
- (8) Persons who have reached the age of 24 by October 1, 2020 and whose academic ability is recognized as equaling or exceeding that of a person with a Master's degree, based on an individual review of their qualifications for admission by this university's Graduate School

2) Preliminary review

Persons who wish to **apply based on the qualification (7) and (8)** above will undergo a preliminary review to confirm their eligibility to apply. Be sure to contact the Admissions Office and then submit the following documents. If sending them by mail, use **registered express mail**, and write "**Contains application for eligibility certification for the Graduate School of International Studies Doctoral Degree Program**" in red ink on the envelope surface. Refer to "**5. Application procedure**" → "**4) Where to apply / contact information for application and examinations**" later for where to submit the documents. If bringing the documents in person, the reception period is from 9:00 a.m. to 5:00 p.m. Reception is not available on Saturdays, Sundays, and holidays.

The result of the review will be notified to the applicant by mail by the application period.

[Preliminary review documents]

- a. Preliminary review application (HCU designated form)
- b. Resume (HCU designated form)
- c. Research and other achievements (form)
Use A4-sized sheets. Japanese should be about 2,000 characters, and English should be about 1,200 words.
- d. Documents (6) to (11) in "**5. Application procedure**" → "**5) Application documents**"
- e. Certificates showing academic abilities, qualifications, or certifications obtained since attaining highest educational level (copies of applicable items)

Note 1: Forms designated by HCU will be issued upon request.

Note 2: If a submission document is prepared in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.

[Submission deadline]

Must arrive by 5:00 p.m. on May 20, 2020 (Wed)

5. Application procedure

1) Preliminary consultation

Referring to "Faculty Members of the Graduate School of International Studies Doctoral Degree Program" on pages 11 and 12 or the university's website, select your desired supervisor (from among the faculty members), as well as the faculty member's research field and subject. **Before applying, be sure to consult with the faculty member in advance through the Admissions Office.** Applications cannot be accepted if you did not carry out the preliminary consultation.

2) Application period

June 3 (Wed) to 9 (Tue), 2020 (Must arrive by 5:00 p.m. on final day)

If submitting application documents by mail, only **registered express mail postmarked by June 8 (Mon), 2020 , the day before the application deadline**, will be accepted if it arrives after the deadline.

3) How to apply

After having preliminary consultation with your desired supervisor, place all application documents in a square #2 envelope and **submit that to the Admissions Office (second floor of the Administration Building) within the application period**, either by mail or delivery in person. If submitting it by mail, be sure to use **registered express mail**, and write "**Contains Graduate School entrance examination application documents**" in red ink on the envelope surface.

If bringing the documents in person, the reception hour is from 9:00 a.m. to 5:00 p.m.

4) 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

5) Application documents

Document Required for Application		How to Prepare
(1)	Entrance Application Form [Sheet A]	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins.
(2)	Resume [Sheet B]	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins.
(3)	Exam Admission Ticket	Enter the required information on the HCU designated form.
(4)	Photograph Sheet [Sheet C]	Enter the required information on the HCU designated form. 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.

Document Required for Application		How to Prepare
(5)	Entrance Examination Fee Transfer Certificate Attachment Sheet [Sheet C]	Use the HCU designated request form to transfer the entrance examination fee of 30,000 yen at your financial institution. After making the transfer, affix the "Entrance Examination Fee Transfer Certificate" (bearing the stamp of the financial institution) to the HCU designated "Entrance Examination Fee Transfer Certificate Attachment Sheet." Furthermore, if using the Japan Post Bank or the post office, your passbook and seal (notified seal) are required. You cannot make a transfer using cash. Also, the Japan Post Bank designated request form must also be filled in, along with the HCU designated request form. However, if you have completed an HCU Graduate School of International Studies Master's degree program in September of 2020 and are advancing to the doctoral degree program at this Graduate School, entrance examination fees are not required. * The payment method is different for applicants residing abroad. For details, please inquire by e-mail to the contact listed in "4) Where to apply / contact information for application and examinations."
(6)	Transcript	Submit a transcript prepared and sealed by the president or dean of the graduate school you attended or graduated from. (It does not have to be sealed for applicants enrolled at HCU.) However, persons applying based on application qualification (6), (7), or (8) must submit a transcript regarding their highest educational level.
(7)	Completion (expected) diploma	Submit a transcript prepared by the president or dean of the graduate school you attended or graduated from. However, persons applying based on application qualification (6), (7), or (8) must submit a diploma regarding their highest educational level.
(8)	Report of exam results measuring English proficiency or Japanese proficiency [This submission is not required for persons who are native speakers of Japanese or English, or persons who authored (or are authoring) a Master's thesis in Japanese or English.]	Submit one of the following score certificates or the like (showing score, copies not accepted). However, this is limited to tests implemented on July 1, 2018 or later. (1) Test in Practical English Proficiency (2) TOEIC (IP test also accepted) (3) TOEFL (PBT or iBT) (4) IELTS (Academic Module) (5) Japanese Language Proficiency Test (6) Examination for Japanese University Admission for International Students (taken the "Japanese as a foreign language" subject)
(9)	Master's degree thesis, etc.	Persons without a Master's degree thesis should submit activity reports, books, or the like authored through work or the like (other equivalent works are also accepted).
(10)	Summary of master's thesis (4 copies)	Summary of the thesis in item (9) above. Use Japanese or English. Japanese should be about 1,200 characters on A4 paper, and English should be about 700 words on A4 paper.
(11)	Research plan (4 copies)	Use Japanese or English. Japanese should be about 1,200 characters on A4 paper, and English should be about 700 words on A4 paper.
(12)	Return envelope	Write your postal code, address, and name on a standard-size envelope (rectangular #3, 23.5 cm x 12 cm) for shipping the exam admission ticket, and apply an 84 yen stamp . Applicants bringing documents in person should also submit this.

Note 1: Download forms for (1) to (5) **(for October 2020 admission to the Graduate School of International Studies Doctoral Degree Program)** from the university's website.

Note 2: If you cannot submit a transcript or the like due to special circumstances, submit documents that serve as a replacement therefor. (Copy of a transcript or completion diploma if you graduated from a foreign graduate school, for example)

Note 3: **If a document from (6) to (9) above is written in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.**

Note 4: If a document is not prepared as instructed in "How to Prepare" column (for example, information is omitted, translation is not attached, etc.), the application may not be accepted.

Note 5: Persons who are subject to a preliminary review and have already submitted the documents specified above in (6) to (11) do not have to resubmit the documents.

6) Waiver for the entrance examination fee

If it is deemed to be extremely difficult for a person of Hiroshima City to pay the entrance examination fee, that person may be subject to a waiver for the entrance examination fee.

Consult with the Admissions Office in advance and apply before the deadline.

Note: "Person of Hiroshima City" refers to persons who correspond to either of the following cases.

- a. Person who has continually had an address within Hiroshima City since October 1, 2019 or before
- b. Person whose spouse or relative in the first degree of kinship has continually had an address (Resident registration) within Hiroshima City since October 1, 2019 or before
- c. Person otherwise deemed by this university to correspond to the above

[Application deadline]

Must arrive by 5:00 p.m. on May 20 (Wed), 2020

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 the Admissions Office.
- (3) **Once accepted, application documents and entrance examination fees will not be returned. However, we can return your Master's degree thesis, etc., after reviewing your academic abilities if you wish. Please state so when you apply.**
- (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.

6. Special measures for applicants affected disaster

Applicants affected by disaster can apply to have their entrance examination fees refunded after submitting their admission application (entrance examination fees must be transferred when making their application). Also, successful applicants can apply to have their admission fees partially waived.

The application procedure requires an HCU designated application form and documents that verify the claim. For details, inquire with the Admissions Office or check the university's website.

Furthermore, we include information about the refund of entrance examination fees when we send the exam admission ticket, and include information about special measures when we send the enrollment procedure documents.

7. Preliminary consultation for persons requesting considerations in examination or study

Persons who would like considerations in examination or study, such as persons with disabilities, should prepare an application and consult with the Admissions Office.

We will supply the application form upon request.

[Content to be included in application]

- a. Applicant's name, address, and contact telephone number
- b. Type and degree of the disability, etc. (Attach a diagnosis sheet from a doctor or a copy of one's disability certificate)
- c. Matters requesting considerations in examination
- d. Matters requesting considerations in study
- e. Situation in daily life

[Application deadline]

Must arrive by 5:00 p.m. on May 20 (Wed), 2020

8. Handling of personal information

- (1) Personal information contained in application documents (such as your name, date of birth, sex, and other personal information) will be used for entrant selection, notification of acceptance, and enrollment procedures, and surveys/research (entrance exam improvement, application trend surveys/analyses, etc.).

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.).

- (2) 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.

9. How entrants are selected

1) Implementation schedule for academic ability reviews and the like

Scheduled date	Exam subject	Time	Entrance Examination Venue
July 11, 2020 (Sat)	Oral examination	Starting at 1:30 p.m.	Hiroshima City University (3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima)

- * For examinees that would have trouble coming to the school due to residing overseas or other reasons, an oral examination can be implemented via a video-conference system over the Internet.

In such instances, the date and time will be coordinated with the examinee.

2) Scoring, content, and the like of the academic ability review

Exam subject (scoring)	Content and evaluation standard of academic ability review
Oral examination (Evaluated on 3 levels of A, B, C)	[Content] Focusing on submitted theses, research plans, reference materials, and the content of the first-choice research field, this test consists of (1) a research report (about 20 minutes) and (2) questions and answers about the research report and questions and answers about the submitted theses, research plans, the content of the first-choice research field, and the like (about 40 minutes). In general, this is performed in Japanese. However, it may also be performed in English depending on the research field. [Evaluation standard] The examinee is evaluated by 3 levels regarding his/her ambition to research, capability to perform research, and the like.

3) Standard for determining pass or failure

The application documents and results of the oral examination are judged comprehensively to determine a pass or failure.

4) Precautions for examination

- a. The examinee should enter the specified examinee waiting room by 30 minutes before the start of the test.
- b. If the examinee is not in the examinee waiting room at the starting time of the oral examination, that examinee will be deemed as having been absent.
- c. Be sure to bring the university's exam admission ticket on the day of the examination. Persons who forget the university's exam admission ticket must promptly receive a provisional exam admission ticket at the provisional exam admission ticket issuing desk.
- d. Clocks permitted for use during the examination time are limited to those with only a clock function. Cellular phones and the like are not permitted for use.

10. Announcement of successful applicants

July 29 (Wed), 2020 , 10:00 a.m.

The examinee numbers of successful applicants are displayed on a board in front of the Administration Building, and successful applicants are mailed a notification of acceptance.

The university's website (<http://www.hiroshima-cu.ac.jp/>) will also post the examinee numbers of the successful applicants. Since this is reference information, please check for the official notification on the board in front of the Administration Building or the notification of acceptance sent to successful applicants.

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

11. Enrollment procedure

1) Enrollment procedure period

September 14 (Mon) to 18 (Fri), 2020 (Must arrive by 5:00 p.m. on 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) Perform the enrollment procedure either by mail or in person.

If submitting by mail, be sure to use **registered express mail** and write "**Contains enrollment procedure documents**" in red ink on the envelope surface, and then **send it so that it arrives within the enrollment procedure period.**

Documents brought in person will be accepted at the Admissions Office (second floor of the Administration Building). The reception hour is from 9:00 a.m. to 5:00 p.m.

(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) The university's exam admission ticket
- (2) Pledge (HCU designated form)
- (3) Guarantee (HCU designated form)
- (4) 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.)

- (5) Copy of the residence certificate (This is required as proof only for persons whose admission fees in "12. Payments" on page 9 correspond to "person of Hiroshima City". If the successful applicant himself/herself is a person of Hiroshima City, please prepare a copy of the residence certificate for that person only. For other cases, refer to the notice regarding submission documents mailed together with the notification of acceptance.)

4) Enrollment office

Admissions Office, Hiroshima City University, 3-4-1 Ozuka-Higashi,
Asaminami-ku, Hiroshima 731-3194 Japan
Phone: +81-82-830-1503

5) 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 completion, you must submit your completion certificate promptly after completing your program.**

12. Payments

1) Payments due by enrollment procedure

Payment		Amount
Admission fee	Person of Hiroshima City	282,000 yen
	Person other than the above.	423,000 yen

Note: "Person of Hiroshima City" refers to persons who correspond to either of the following cases.

- a. Person who has continually had an address within Hiroshima City since October 1, 2019 or before
- b. Person whose spouse or relative in the first degree of kinship has continually had an address (Resident registration) within Hiroshima City since October 1, 2019 or before
- c. Person otherwise deemed by this university to correspond to the above

However, persons who have completed an HCU International Studies Master's degree program in September of 2020 and are advancing to this doctoral degree program are not required to pay entrance fees.

2) 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 2020. If revisions are made, the new tuition rate will apply at the time of revision.

3) Partial waiver for admission fee and tuition fee

(1) Partial waiver for admission fee

If it is deemed to be extremely difficult for a person corresponding to either of the following to pay the admission fee, that person may be subject to a partial waiver for the admission fee. Please consult with us before the enrollment procedure.

- a. The party mainly bearing the education expenses died within one year before enrollment.
- b. The enrolling party or the party mainly bearing the education expenses was involved in a disaster such as a wind or flood disaster within one year before enrollment.
- c. The enrolling party is a person of Hiroshima City and belongs to a household receiving public assistance pursuant to the Public Assistance Act.

(2) Partial waiver or postponement for tuition fee

If it is deemed to be difficult for the person to pay the tuition fee due to economic reasons and the person is deemed academically outstanding, that person may be subject to a partial waiver or postponement for the tuition fee. Detailed information will be offered at the orientation meeting after enrollment.

Faculty Members of the Graduate School of International Studies Doctoral Degree Program

Courses	Name		Subject	Research Field
International Society	Professor	AOKI, Nobuyuki	• Language Education	• English Language Education
	Professor	INOUE, Yasuhiro	• Mass Media	• Mass Media • International Communication
	Professor	IWAI, Chiaki *	• Applied Linguistics	• Applied Linguistics
	Professor	URABE, Masashi	• Comparative and International Education • Education for Sustainable Development	• Comparative and International Education
	Professor	OTA, Ikuko	• International Law	• International Law and Human Rights
	Professor	KAKIGI, Nobuyuki	• Contemporary Thought	• Philosophy
	Professor	KANAYA, Nobuko	• Nonprofit Organization	• Nonprofit Organization • Public Policy • Social Welfare Policy
	Professor	KIM, Yeongho	• Comparative Politics	• Politics • Contemporary Korean Studies
	Professor	TAKAHASHI, Hiromasa	• Economic Policy	• Theoretical Economics
	Professor	TERADA, Hideko	• Urban Economics	• Transport Economics • Local Public Finance
	Professor (HPI)	MIZUMOTO, Kazumi	• Contemporary Disarmament and Peace	• International Politics • Nuclear Disarmament • Security Studies
	Professor	YAMAGUCHI, Mitsuaki	• Psychology for Health	• Health Psychology
	Professor	YUASA, Masae	• Sociology	• Sociology
	Professor	YOKOYAMA, Tomoyuki	• Translation Studies	• Translation Studies • Language Education
	Professor	YOSHIDA, Haruhiko	• International Cooperation	• International Relations
	Professor	LEE, Jaeho	• International Management	• International Management • Supply Chain Management
	Professor	WATANABE, Tomoe	• Interpretation Studies	• English Language Education
	Associate Professor	IDEYOSHI, Masayoshi	• Accounting	• Accounting • International Accounting
	Associate Professor	CARSON, Luke	• Learning, Education and Culture	• TESL/TEFL • Cross-cultural Communication
	Associate Professor (HPI)	KAWAKAMI, Akihiro	• Constitutional Law of Japan	• Constitutional Law Study

Courses	Name		Subject	Research Field
International Society	Associate Professor	TAKAKU, Kenya	• International Finance	• International Finance • International Macroeconomics
	Associate Professor	FURUZAWA, Yoshiaki	• Conflict Resolution	• Conflict Resolution • Peacebuilding
	Associate Professor	MEGURO, Toshio	• International Development Studies	• Environmental Sociology • African Area Studies
	Associate Professor	YAMANE, Fumihiko	• Environmental Economics	• Environmental Economics • Econometrics and Risk Perception
	Associate Professor	LI, Ling	• Marketing	• International Marketing • Global Brand Studies
Regional Studies	Professor	WÖHR, Ulrike	• Japanese Society	• Gender History of Modern Japan
	Professor	OBA, Chieko	• East European Studies	• History of International Relations
	Professor (HPI)	GANESAN, Narayanan	• International Relations of Southeast Asia	• Southeast Asian politics • International relations
	Professor	GORMAN, Michael	• American Literature and Culture	• American Literature and American Studies
	Professor (HPI)	JACOBS, Robert A.	• American Cultural History	• Nuclear History and Culture
	Professor	TAGAWA, Gen	• African Society	• African Sociology
	Professor (HPI)	NAGAI, Hitoshi	• Japanese History	• Modern Japanese History • Japan-Philippines Relations
	Associate Professor	IJIMA, Noriko	• Chinese Studies	• Modern Chinese History • Theory of Overseas Chinese
	Associate Professor	ITAYA, Taisei	• Southeast Asian Studies	• Southeast Asian Studies
	Associate Professor	OBA, Shizue	• French Literature and Culture	• French Literature, Area and Cultural Studies.
	Associate Professor	KURASHINA, Itsuki	• American Politics and Diplomacy	• International Relations History • History of American Politics and Foreign Relations
	Lecturer	SAITO, Shohei	• Russian History	• Modern Russian History • Russian Studies

Note 1: HPI = Hiroshima Peace Institute

2: Faculty members indicated with asterisks (*) are expected to retire at the end of March 2022.