

October 2020 Admission
Hiroshima City University
Graduate School
Graduate School of International
Studies Master's Degree Program
Student Application Guidelines

Entrance Examination for Applicable
International Students Living Abroad

HCU designated forms

(Download the following application documents separately.)

Entrance Application Form
Resume
Examination admission card / Photograph Sheet
Letters of Recommendation



Hiroshima City University

April 2020

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.

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. Degrees Conferred

The master degree program confers “Master of Arts,” “Master of Arts in International Studies,” or “Master of Arts in Peace Studies,” depending on the content of the master thesis of each student and the courses he or she has taken.

3. Number of student accepted

Major	Number of recruited prospective students	Recruitment category	Testing schedule
International Studies major	A few	Entrance Examination for Applicable International Students Living Abroad	June 12, 2020 (Fri)

*For examinees that would have difficulty coming to the school to take the exam, an oral examination may be implemented via a video-conference system over the Internet. In such instances, the date and time for implementing the oral examination will be coordinated with the examinee.

*A Master's Degree in Peace Studies can be acquired upon request by taking subjects held in English and writing a Master's thesis in English.

4. Application Qualifications

Applicants must meet requirements (1) and (2).

(1) Persons who correspond to all of the following items.

- a. Persons who are not Japanese citizens and do not reside in Japan
- b. Persons who are expected to be able to acquire the "Study Abroad" status of residence established in the "Immigration Control and Refugee Recognition Act" after entering the Graduate School

(2) Persons who meet any one of the following items (or are expected to meet them by September 30, 2020)

- a. Persons who have completed a 16-year school education program in a foreign country
- b. A Person who has been conferred a degree equivalent to a bachelor's degree through attending an overseas university or other overseas school (limited to those whose education and research activities have been evaluated by persons who have been certified by the relevant country's government or a related institution, or have been separately designated by the Minister of MEXT (Minister of Education, Culture, Sports, Science and Technology) as being equivalent to such) and graduated from a program that requires 3 or more years to complete (Including persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled at the graduate school and who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of MEXT)
- c. Persons who have reached the age of 22 as of September 30, 2020, and whose academic ability is recognized as equaling or exceeding that of a college graduate, based on an individual review of their qualifications for admission by this university's Graduate School

5. Preliminary review of application qualifications

Persons who wish to apply based on **c. of application qualification (2)** 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 to the Admissions office.

[Preliminary review documents]

- a. Preliminary review application (HCU designated form)
- b. Resume (HCU designated form)
- c. Research and other achievements
Use A4-sized sheets. A Japanese description should be about 2,000 characters, and an English description should be about 1,200 words.
- d. Documents (7) to (10) in **"6. Application procedure" → "6) Application documents"** (for (7): final academic background)
- e. Certificates showing academic abilities, qualifications, or certifications obtained after attaining the 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 its Japanese or English translation.

[Submission deadline] Must arrive by 5:00 p.m. (JST), April 20 (Mon), 2020.

6. Application procedure

1) Preliminary consultation

Referring to " List of Faculty Members " on pages 10,11 and 12 or the university's website, select your desired supervisor (from among the faculty members). **Before applying, consult with the faculty member in advance through the Admissions Office.** Applications cannot be accepted with no preliminary

consultation.

2) Application period

May 7 (Thu) to 5:00 p.m. (Japan Standard time), May 27 (Wed), 2020 (Must arrive by 5:00 p.m. JST on final day)

- * Please be aware that the period for transferring the entrance examination fee is different from the application period. **For details, see "6) Application documents" → "(6) Copy of Entrance Examination Fee Transfer Request Form".**

3) Submission of Application Documents

After preliminarily consulting with your desired supervisor, place all of the application documents in an envelope and **mail the envelope to the Admissions office, ensuring that the documents arrive within the application period.**

After the application deadline, we will mail an examination admission card to each examinee. If you do not receive it by June 10 (wed), please inquire with our Admissions Office.

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

4) Selection of either "Master's Thesis" or "Research Report"

In this Graduate School, students can select either a "Master's Thesis" or a "Research Report" for the creation of a thesis, which is one requirement for graduation. In light of the diversification of needs regarding research and education carried out at graduate schools, this system aims to encourage not only highly academic research, but also the acquisition of Master's degrees by graduate students aiming to improve their expert professional capabilities or acquire advanced cultivation and education. This system is characterized by the following.

- A "Master's Thesis" aims to create a highly academic expert thesis. Conversely, a "Research Report" is for carrying out research with a specific topic set regarding an expert professional field or the like.
- **If you would like to advance from the Master's Degree Program to the Doctoral Degree Program in this Graduate School, we recommend that you have a "Master's Thesis".**
- Make your selection for a "Master's Thesis" or "Research Report" when submitting your application documents. Select either one in the subscribed location on the "Entrance Application Form". You can make your selection without regard to your entrance examination category.
- If you would like to change your selection after entering the Graduate School, changes may be permitted, but this requires permission from your supervisor.
- * When selecting either a "Master's Thesis" or "Research Report", **consult with your desired supervisor before making your application.**

5) 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)	Entrance Application Form	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins.
(2)	Resume	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins.
(3)	Examination admission card	Enter the required information on the HCU designated form.
(4)	Photograph Sheet	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.
(5)	Letter of Recommendation	Enter the required information on the HCU designated form. Submit a letter prepared by the dean or one of your supervisors of the university you attended or graduated from.
(6)	Copy of Entrance Examination Fee Transfer Request Form	<p>The entrance examination fee is 30,000 yen. Be sure to transfer payment via the financial institution indicated below.</p> <p>If sending money from an overseas financial institution, be sure to transfer the examination fee of 30,000 yen to the financial institution below in yen via electronic funds transfer.</p> <p>Payment sent in currency other than Japanese yen will not be accepted.</p> <p>Furthermore, any service fees charged by banks when money is sent will be paid by the remitter (applicant).</p> <p>Together with the application documents, be sure to submit a copy of the foreign remittance request form.</p> <p>A) Remittance: 30,000 yen (in yen) (All service fees will be paid by the remitter [applicant]. The financial institution below charges a receiving fee of 2,500 yen, so please pay that fee when sending payment. The financial institution below does not doubly deduct a receiving fee.)</p> <p>B) Receiving financial institution: Name of Bank Momiji Bank, Ltd. Bank Code 0569 Name of Branch Seifuushinto Branch Branch Code 130 Branch Address 6-12-1 Ozuka-Nishi, Asaminami-ku, Hiroshima-shi, Hiroshima 731-3167 Japan Account Number 0022045 Account Name Hiroshima City University SWIFT Code HRSBJPJT</p> <p>C) Payment transfer period: May 7 (Thu) to May 20 (Wed), 2020 (Must arrive by 5:00 p.m. JST on final day.)</p> <p>D) Remittance Type: Electronic funds transfer</p> <p>E) Paying bank service charge: <u>Paid by remitter (SENDER)</u></p> <p>F) Notice: When sending payment, be sure to enter "Entrance examination fee (Screening fee)" as the "Purpose of remittance," and enter your (applicant's) name and "Graduate School of International Studies" for "Message to payee, if any."</p> <p>* If the examination fee is not paid in full, a document deficiency will occur and the application will not be accepted. In such cases, the examination fee will be returned, but any service fees that arise in connection with the return will be paid by the applicant.</p> <p>Incidentally, examination fees that have already been paid will not be returned in general.</p>
(7)	Transcript	Submit a transcript prepared and sealed by the president or dean of the university you attended or graduated from.

Document Required for Application		How to Prepare
(8)	Graduation (expected) diploma	Submit a diploma prepared by the president or dean of the university you attended or graduated from. If you graduated from a foreign university or the like and have a degree certificate that is separate from the diploma, submit a copy of it, too.
(9)	Report of exam results measuring Japanese or English proficiency [This submission is not required for persons who are native speakers of Japanese or English.]	Submit one of the following exam score certificates (showing score, copies not accepted). However, this is limited to tests implemented in May of 2018 or later. Original documents will be enclosed and returned with the examination admission card. (1) TOEIC (IP test also accepted) (2) TOEFL (PBT or iBT) (3) IELTS (Academic Module) (4) Japanese Language Proficiency Test (5) Examination for Japanese University Admission for International Students (be sure to take the "Japanese as a foreign language" subject)
(10)	Research plan (4 copies)	Use Japanese or English. Describe in detail the reason you decided to apply and the topic you plan to focus on in research in your Master's Degree Program, referring to matters you surveyed or researched with particular interest in your undergraduate research reports or graduation thesis. This should be about 2,000 characters (or about 1,200 words if writing in English). Also, if you have any reference materials (such as a graduation thesis), submit them as well.

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

Note 2: **If a document from (7) to (10) is written in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.**

Note 3: 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 4: Persons who are subject to a preliminary review and have already submitted the documents specified above in (7) to (10) do not have to resubmit the documents.

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.**
- (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.

7. Prior consultation for applicants

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. (JST), April 20 (Mon), 2020.

8. Privacy Policy

- (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, 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.) and student support services (health management, scholarship applications, tuition waiver applications, etc.).
- (2) For 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. Selection Procedures**1) Examination Schedule**

Scheduled date	Exam subject	Time	Entrance Examination Venue
June 12, 2020 (Fri)	Oral examination	Starting at 10:00 a.m.	Hiroshima City University (3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima)

- * For examinees that would have difficulty coming to the school to take the exam, an oral examination may be implemented via a video-conference system over the Internet. In such instances, the implementation date and time will be coordinated with the examinees.**

2) Examination and Evaluation Methods

Exam subject (scoring, etc.)	Content and evaluation standard of academic ability review
Oral examination (Evaluated on 3 levels of A, B, C)	<p>[Content] Focusing on submitted research plans, reference materials, and the content of the first-choice research field (subject), this test is implemented in about 30 minutes per person. In general, this is performed in Japanese. However, interviews may be performed in a foreign language depending on the major.</p> <p>[Evaluation standard] The examinee is evaluated by 3 levels regarding his/her ambition to research, capability to perform research, and the like pursuant to the Admission Policy.</p>

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) Notes to applicants

- (1) The examinee should enter the specified waiting room by 30 minutes before the start of the test.
- (2) 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.
- (3) Be sure to bring the university's examination admission card on the day of the examination. Persons who do not have it must promptly receive a provisional examination admission card at admission desk.
- (4) Notification of any other information necessary for the examinee will be given when the examination admission card is sent. Also, if it becomes necessary to contact examinees due to an emergency, information will be posted on the HCU website (<http://www.hiroshima-cu.ac.jp/>).

10. Notification of acceptance

June 23(Tue), 2020, 10:00 a.m. (JST)

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

The university's website (<http://www.hiroshima-cu.ac.jp/>) will also post the examinee numbers of the successful applicants.

11. Enrollment Procedure

1) Enrollment procedure period

June 29 (Mon), 2020 to 5:00 p.m. (Japan Standard time), July 17 (Fri), 2020

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.**
 - * We recommend using Express Mail Service (EMS) when mailing.
- (3) After the enrollment procedure period has ended, a Letter of Admission will be sent.

3) Submission documents

- (1) The university's examination admission card
- (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) Documents required for Application for Certificate of Eligibility

4) Enrollment office

Admissions Office, Hiroshima City University, 3-4-1 Ozuka-Higashi,
Asaminami-ku, Hiroshima 731-3194 Japan

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 graduation, you must submit your diploma promptly after graduating.**

12. Fees

1) Payments due by enrollment procedure

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

4) Scholarships

Students 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 admissions office 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 admissions office after enrollment.

List of Faculty Members

Research Area	Name		Subject	Research Field
International Relations	Professor	OBA, Chieko	•History of International Relations in Europe	•History of International Relations
	Professor	KIM, Yeongho	•Northeast Asian Politics	•Politics •Contemporary Korean Studies
	Professor	YOSHIDA, Haruhiko	•International Cooperation	•International Relations
	Associate Professor	IJIMA, Noriko	•History of International Relations in China	•Modern Chinese History •Theory of Overseas Chinese
	Associate Professor	ITAYA, Taisei	•Southeast Asian Politics	•Southeast Asian Studies
	Associate Professor	KURASHINA, Itsuki	•American Politics and Diplomacy	•International Relations History •History of American Politics and Foreign Relations
	Associate Professor	FURUZAWA, Yoshiaki	•Conflict Resolution	•Conflict Resolution •Peacebuilding
	Lecturer	SAITO, Shohei	•History of International Relations in Russia	•Russian Studies
	Lecturer	TAKEDA, Yu	•Diplomatic history of Japan	•Diplomatic history of Japan
Public Policy	Professor	INOUE, Yasuhiro	•Information and Media	•Mass Media •International Communication
	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	KANAYA, Nobuko	•Nonprofit Organizations •Social Policy	•Nonprofit Organizations •Public Policy •Social Welfare Policy
	Professor	TAKAHASHI, Hiromasa	•Economic Policy	•Theoretical Economics
	Professor	TERADA, Hideko	•Urban Economics	•Transport Economics •Local Public Finance
	Professor	YAMAGUCHI, Mitsuaki	•Psychology for Health	•Health Psychology
	Associate Professor	MEGURO, Toshio	•International Development •Development Sociology /Anthropology	•Environmental Sociology •African Area Studies
	Associate Professor	YAMANE, Fumihiko	•Environmental Economics	•Environmental Economics •Econometrics and Risk Perception

Research Area	Name		Subject	Research Field
Business Management	Professor	LEE, Jaeho	•International Management	•International Management •Supply Chain Management
	Associate Professor	ARIF, Nurhaizal Azam	•Multinational Enterprises	•Multinational Enterprises •International Business
	Associate Professor	IDEYOSHI, Masayoshi	•Accounting	•Accounting •International Accounting
	Associate Professor	KITA, Tsutomu	•Public Sector Accounting	•Financial Management •Public Sector Accounting
	Associate Professor	TAKAKU, Kenya	•International Finance	•International Finance •International Macroeconomics
	Associate Professor	LI, Ling	•Marketing	•International Marketing •Global Brand Studies
	Lecturer	TERAI, Risa	•International Commerce	•Private International Law •International Business Law •International Company Law
Socio-Cultural Studies	Professor	WÖHR, Ulrike	•Gender Studies	•Gender History of Modern Japan
	Professor	KAKIGI, Nobuyuki	•Contemporary Thought	•Philosophy
	Professor	TAGAWA, Gen	•African Sociology •African Culture	•African Sociology
	Professor	YUASA, Masae	•Sociology	•Sociology
	Associate Professor	TANAMI, Aoe	•Islamic Society in the Middle East	•Middle Eastern Studies •Arab Society and Culture
	Associate Professor	YAMAGUCHI, Eri	•Japanese Cultural History	•Japanese Cultural History
	Associate Professor	YOSHIE, Takafumi	•Latin American Culture	•Anthropology

Research Area	Name		Subject	Research Field
Language and Cultural Studies	Professor	AOKI, Nobuyuki	•English Language Education	•English Language Education
	Professor	IWAI, Chiaki *	•Applied Linguistics	•Applied Linguistics
	Professor	GORMAN, Michael	•American Literature and Culture	•American Literature and American Studies
	Professor	YOKOYAMA, Tomoyuki	•Translation Studies	•Translation Studies •Language Education
	Professor	WATANABE, Tomoe	•Interpretation Studies	•English Language Education
	Associate Professor	OBA, Shizue	•French Studies and Culture	•French Studies, Area and Cultural Studies.
	Associate Professor	CARSON, Luke	•Cross-cultural Psychology and Communication	•Cross-cultural Studies •Psychology •Communication
	Lecturer	Koguchi Yukiko	•Japanese Education	•Japanese Education •Japanese Studies
	Lecturer	HARA, Masaki	•English Literature and Culture	•English Literature
	Lecturer	FUJIWARA, Yubi	•Contrastive Linguistics	•Linguistics (Comparison of Chinese and Japanese)

Note 1: Subjects shown are those expected to be offered in April 2020.

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