

# Hiroshima City University

## Graduate School of Information Sciences

October 2021 Admission

### Application Guidelines

#### Master's Degree Program

For Institution with International Academic Exchange  
Agreement Recommendation – Based Examination

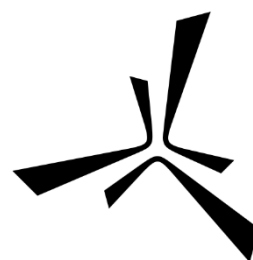
#### HCU designated Application forms

(Please download the following forms from our website.)

Entrance Application form

Resume

Letters of recommendation



Hiroshima City University

Issued: April 2021

## 1. Admissions Policy

Hiroshima City University (HCU) develops professionals having sensitivity and passion toward seeking the truth, respecting diverse cultures and values, and wishing for lasting world peace. HCU also aims to train student to become professionals who have the ability to contribute to both the local and global communities, with a wide-ranging knowledge and solid expertise, as well as a strong sense of ethics.

For the purpose of nurturing such competent professionals, HCU seeks to admit:

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

The Graduate School of Information Sciences seeks to admit:

- Persons who are interested in exploring the theory of information sciences and advancing science and technology
- Persons who have a desire to work on issues and give their efforts back to society
- Persons who have the mathematical and scientific thinking to explore information sciences

## 2. Degree Conferred

The Master's Degree Program of Graduate School of Information Sciences confers either "Master's Degree of Information Sciences" or "Master's Degree of Computer and Network Engineering" according to topics of each student's master's thesis.

## 3. Number of Applicants to Be Admitted

Department	Major	Enrollment	Number of Applicants to Be Admitted
Graduate School of Information Sciences	Computer and Network Engineering major	23	Several
	Intelligent Systems major	23	Several
	Systems Engineering major	23	Several
	Biomedical Information Science major	15	Several
	Total	84	Several

## 4. Application Qualifications

Applicants must have completed an undergraduate program at an overseas university that has concluded an International Academic Exchange Agreement with Hiroshima City University (hereinafter, “University of International Academic Exchange Partner”) and have been conferred a bachelor’s degree, or be expected to complete an undergraduate program of a University of International Academic Exchange Partner by September 30, 2021.

Applicants must meet all of the following qualifications

- ① Applicants being recommended by two or more faculty members of a University of International Academic Exchange Partner (including one head of your belonging department or faculty)
  - ② Applicants who can author a technical document in Japanese or English
- \* For more about our University of International Academic Exchange Partner, see our website at <https://www.hiroshima-cu.ac.jp/> (Top page (トップページ) > University Introduction (大学紹介) > Basic Information (基礎データ) > Universities of International Academic Exchange Partner (海外学術交流協定大学等)).
- \* You can acquire the credits for completing the master’s degree taking only courses offered in English.

## 5. Application Procedure

### (1) Preliminary Consultation

**Before applying, applicants are required to consult with a faculty member of your desired laboratory to consult your research topic in advance.** Consultation will be held in online meeting.

For more about the research contents of each laboratory, please refer to our website.

To hold the preliminary consultation, applicants are required to send an e-mail to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp) with the title “Preliminary Consultation: Graduate School of Information Sciences (Master’s Degree Program), For Institution with International Academic Exchange Agreement Recommendation – Based Examination”, entering 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 consultation] April 26, 2021 (Mon)**

### (2) Application Period

**From May 6 (Thu) to May 26 (Wed), 2021 (Must arrive by 5:00 p.m. JST on final day)**

### (3) How to Apply

Please enclose all application documents in an envelope and **mail it ensuring that the documents arrive within the application period.** Be sure to write “**Contains application documents: For Institution with International Academic Exchange Agreement Recommendation – Based Examination**” in red ink on the envelope surface.

After the application deadline, we will mail documents of applicant’s examinee number. If you do not receive your documents by the day before the announcement of applicants passing the exam, please inquire with the Admissions Office.

- \* We recommend using Express Mail Service (EMS) when mailing.
- \* If you are an applicant who has graduated from a University of International Academic Exchange Partner and are already in Japan, please directly consult application procedure with Admissions Office (second floor of the Administration Building).

#### (4) Exemption from Entrance Examination Fee

Applicants of For Institution with International Academic Exchange Agreement Recommendation – Based Examination are exempt from entrance examination fee.

#### (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	Entrance Application Form	Please enter the required information on the HCU designated form. When making entries, please carefully read the <b>ATTENTION</b> 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. Please write your name on the back before affixing it.
②	Resume	Please enter the required information on the HCU designated form.
③	Letters of recommendation	Please submit letters prepared by two or more faculty members of a University of International Academic Exchange Partner (including one head of your belonging department or faculty), using the HCU designated form.
④	Transcript	Please submit a transcript prepared by the president or dean of a University of International Academic Exchange Partner.
⑤	Graduation (expected) diploma	Please submit a diploma prepared by the president or dean of a University of International Academic Exchange Partner. If you have a degree certificate separated from the diploma, please submit a copy of it, too.
⑥	Report of exam results measuring Japanese proficiency or English proficiency <b>[Submission not required for persons who are native speakers of Japanese or English.]</b>	Please submit one of the following exam score certificates (copy is unacceptable). We accept only scores from these tests taken after May 1, 2019. Original documents will be enclosed and returned with the examinee number notification after the application period. [Report of exam results measuring Japanese proficiency] • Japanese Language Proficiency Test (JLPT) • Examination for Japanese University Admission (EJU) [Report of exam results measuring English proficiency] • TOEFL® • TOEIC® • IELTS
⑦	Statement of purpose	Please summarize how and why you decided to enter this Graduate School. Use Japanese or English. Write horizontally on A4-size paper. Japanese should be in about 1,000 characters, and English should be in about 600 words.
⑧	Research plan	Please 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), regarding the research plan you desire to pursue after entering this Graduate School. 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: Please download the forms for ①, ②, and ③ from the university's website.

Note 2: **If a document from ④ or ⑤ is written in a foreign language other than Japanese or English,**

**please 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. Please check before carefully mailing documents.
- ② After the application documents accept, changes of content in the application documents are not be permitted. However, your name, address, and/or telephone number changes, promptly contact us.
- ③ Once accepted, application documents will not be returned.
- ④ If a false entry of your application document is found out, your admission may be revoked, even after your admission is approved.

### **(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 entrance examination, notification of acceptance, enrollment procedures and surveys/research (improvement of entrance exam, surveys/analyses of application trend, etc.).

After admission, personal information of applicant who pass the exam will be managed by HCU for the education (student guidance etc.) and the student support services (health management, applications for scholarship, applications for tuition exempting, etc.).

HCU entrusts these services to outside companies 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 using Internet services may be conducted if necessary.

## **7. Announcement of Applicants passing the exam**

**June 22, 2021 (Tues), 10:00 a.m. (JST)**

A notification of acceptance will be delivered to the applicants passing the exam by postal mail.

The university's website at <https://www.hiroshima-cu.ac.jp/> (Top Page (トップページ) > Admissions Information (入学案内) > Information of Graduate School Entrance Exam (大学院入試情報)) will also post the examinee numbers of the applicants passing the exam. But a notification of acceptance of website is reference information. So please check a notification of acceptance of letter sent to applicants passing the exam.

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

## 8. Enrollment Procedure

### (1) Enrollment procedure period

From July 1(Thu) to July 21(Wed), 2021 (Must arrive 5:00 p.m. JST on 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 Please enclose all submission documents for the enrollment procedure in an envelope and **mail it ensuring that the documents arrive within the enrollment procedure period.** Be sure to 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, a letter of admission is sent to applicants completed the enrollment procedures.

### (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 (we will carry out the Application for Certificate of Eligibility instead of you if you have passed the entrance examination and completed the enrollment procedure.)

### (4) Important notes regarding enrollment procedure

- ① If you do not complete the procedures within the specified period, we assume that you have declined admission.
- ② If you do not submit all of the required documents, it is not be accepted. Please carefully check when submitting documents.
- ③ Once accepted, enrollment procedure documents and enrollment fees will not be returned.
- ④ If you are expected to graduate a University of International Academic Exchange Partner at the time of applying, 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 2021. The tuition rate is changed, it will apply at the time of changing.

### (4) Scholarships

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

### (5) Exemption from Admission fee

If you meet any of following matters and are difficult to pay the admission fee, you may be exempt from admission fee. So please consult with us.

- A person who bears your education expenses mainly dies within one year before enrollment.
- You or a person who bears your education expenses mainly is involved in a disaster such as a wind or flood disaster within one year before enrollment.

### (6) Exempt for Tuition fee

You can be exempt tuition fee by exemption system for foreign students. Please consult with us after enrollment.