

Hiroshima City University
Graduate School of International Studies

April 2022 Admission

Application Guidelines

Master's Degree Program

**Entrance Examination
for International Students Living Abroad**

HCU designated forms

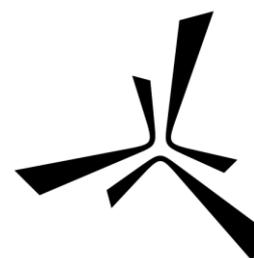
(Download the following application documents separately.)

Entrance Application Form

Curriculum Vitae

Examination admission card / Photograph Sheet

Letters of Recommendation



Hiroshima City University

October 2021

1. Admission 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 students 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 International Studies seeks to admit:

- Persons who can try to investigate, objectively analyze the background and causes of the various issues both in the local and global communities, and propose a solution using a professional approach.
- Persons who can think about their expertise logically and persuasively for deepening thoughts and debate
- Persons who have the basic knowledge regarding the research field and the adequate language skills required for research, as well as the desire to deepen their professional knowledge and research skills for their future work
- Persons who wish to improve their skills and potentials through learning at this Graduate School

2. Degrees Conferred

The Master's Degree Program of Graduate School of International Studies confers "Master of Arts," "Master of Arts (International Studies)," or "Master of Arts (Peace Studies)," according to the research field and topics of the master thesis.

3. Number of Applicants to be admitted

Department	Number of recruited prospective students	Recruitment category	Oral Examination schedule
Graduate School of International Studies (Master's Degree Program)	A few	Entrance Examination for International Students Living Abroad	December 10, 2021 (Fri)

*For applicants who have difficulty coming to HCU 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 applicants.

*A Master's Degree in Peace Studies can be obtained in English 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 do not have Japanese nationality 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 fall under any one of the following categories (including persons expected to fall under any of the categories by March 31 2022)
- a. Persons who have completed a 16-year school education program in a foreign country (outside Japan)
 - 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-years 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 March 31 2022, 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
Using Japanese or English, write on A4-size sheets. A Japanese description should be in 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 its Japanese or English translation.

[Submission deadline] Must arrive by 5:00 p.m. (JST), on October 15 (Fri), 2021.

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, 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.

For seeking prior consultation, applicants are required to send an e-mail with the subject line "Prior Consultation for Entrance Examination for International Students Living Abroad (Master's Degree Program)" to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: (1) your name, (2) the university in which you are enrolled or from which you graduated, and (3) the name of a faculty member you wish to work with.

2) Application period

November 5 (Fri) to 19 (Fri), 2021 (Must arrive by 5:00 p.m. JST on final day)

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.** Be sure to write in red "Application Documents for International Students Living Abroad" on the envelope.

After the application deadline, we will mail an examination admission card to each examinee. If you do not receive it by November 26 (Fri), 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", 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 aiming to improve their expert professional capabilities or acquire advanced 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.
 - **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)	Curriculum Vitae	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.

Document Required for Application		How to Prepare
(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. 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) <u>(All service fees will be paid by the remitter [applicant].</u> The financial institution below charges a receiving fee of 4,000 yen, so please pay that fee when sending payment. If you cannot pay the remittance fee at the bank, please contact the Admissions Office.</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 7-34-10 Tomo-Higashi, Asaminami-ku, Hiroshima-shi, Hiroshima 731-3164 Japan Account Number 0022045 Account Name Hiroshima City University SWIFT Code HRSBJPJT</p> <p>C) Payment transfer period: November 1(Mon) to 19 (Fri), 2021 (Must arrive by 5:00 p.m. JST on final day.)</p> <p>D) Remittance Type: Telegraphic of Remittance</p> <p>E) Paying bank service charge: <u>Paid by remitter (SENDER)</u></p> <p>F) Notice: When sending payment, be sure to enter " 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. Incidentally, examination fees that have already been paid will not be returned in general.</p>
(7)	Academic Transcript	Submit an academic transcript prepared by the president or dean of the university you attended or graduated from.
(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.

Document Required for Application		How to Prepare
(9)	Report of exam results measuring Japanese or English proficiency [Submission not required for persons who are native speakers of Japanese or English.]	Submit one of the following exam score certificates (copy is unacceptable). We accept only scores from these tests taken after October of 2019. 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 (JLPT) (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. Write in detail the specific reason(s) you decided to apply, referring to matters you surveyed or researched with particular interest in your undergraduate research reports or graduation thesis. Also include a description of how you plan to research in the Master's Degree Program. Japanese should be in about 2,000 characters, or English should be in about 1,200 words. Also, if you have any reference materials (such as a graduation thesis), submit them as well. If a document is written in a language other than Japanese or English, be sure to attach its Japanese or English abstract (about 2 A4-size pages).

Note 1: Download forms for (1) to (5) (**for April 2022 admission to the Graduate School of International Studies Master's Degree Program**) from the university's website.

Note 2: **If a document in (5), (7), or (8) 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.

8) Return of examination fee

Paid examination fees will be returned (refunded) in the cases below. However, any service fees that arise in connection with the return will be paid by the remitter (applicant).

- ① When a person paid the examination fee but did not apply
- ② When a person mistakenly paid the examination fee twice or mistakenly paid more than the prescribed amount
- ③ When a person submitted the application documents but the application was not accepted

How to request a refund:

If case ① or ② above applies, contact the Admissions Office. An "Examination Fee Refund Request" will be sent to you by e-mail. After entering the required information, mail it to the Admissions Office address.

In case ③ above, an "Examination Fee Refund Request" will be enclosed with the application documents when they are returned to you. After entering the required information, mail it to the Admissions Office address.

7. Prior 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. (JST), October 15 (Fri), 2021.

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, 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
December 10, 2021 (Fri)	Oral examination	Starting at 10:00 a.m.	Hiroshima City University (3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima)

- * **For applicants who have difficulty coming to the HCU to take the exam, an oral examination may be conducted via a video-conference system over the Internet. In such cases, the date and time will be coordinated with the applicants.**

2) Examination and Evaluation Methods

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 research plans, reference materials, and the content of the first-choice research field (subject), this test is implemented in about 30 minutes per person. The interview is performed in Japanese; however, it may also be performed in English depending on the research field. [Evaluation] The examinee is evaluated by 3 interviewers regarding his/her ambition to research, capability to perform research, and the like pursuant to the Admission Policy.

3) Admission Criteria

Oral examination results, research plans, and other submitted documents are reviewed and evaluated comprehensively.

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 (<https://www.hiroshima-cu.ac.jp/>).

10. Notification of acceptance

December 22(Wed), 2021, 10:00 a.m. (JST)

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

The university's website (<https://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 of acceptance letter, which is sent to successful applicants. Inquiries made by telephone, mail, or e-mail will not be answered.

11. Enrollment Procedure

1) Enrollment procedure period

December 24 (Fri), 2021 to January 11 (Tue), 2022 to 5:00 p.m. (JST)

2) Enrollment procedure method

- (1) Documents necessary for enrollment procedure will be delivered directly to the applicant along with the notification of acceptance. Be sure to write in red **“Enrollment Procedure Documents Enclosed”** on the envelope.
- (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 March

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. 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	KURASHINA, Itsuki	•American Politics and Diplomacy	•International Relations History •History of American Politics and Foreign Relations
	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	SAITO, Shohei	•History of International Relations in Russia	•Russian Studies
	Associate Professor	FURUZAWA, Yoshiaki	•Conflict Resolution •Peacebuilding	•Conflict Resolution •Peacebuilding
	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	FUKUMOTO, Masayuki	•Educational Administration and Management	•Educational Administration and Management
	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	TAGAWA, Gen	•African Society •African Culture	•Cultural Anthropology
	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	•Ancient Japanese History •Global Japanese Studies
	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	•TESL/TEFL •Cross-cultural Communication
	Associate Professor	SHIGETA, Misaki	•Japanese Education	•Japanese Language Education: Japanese for Specific Purposes
	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 2021.

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