

Hiroshima City University

Graduate School of International Studies

October 2023 Admission

Application Guidelines

Doctoral Program

General Entrance Exam

[Notice]

Depending on the infection status of COVID-19, the selection may be carried out using a method different from these application guidelines.

In that case, please check for announcements on the Hiroshima City University website.

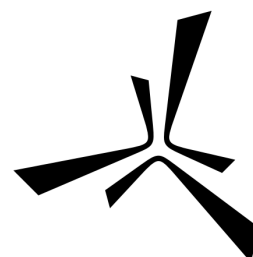
HCU designated forms

(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 2023

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 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 Doctoral Program of Graduate School of International Studies confers “Doctor of Philosophy,” “Doctor of Philosophy (International Studies),” or “Doctor of Philosophy (Peace Studies),” according to the research field and topics of each student’s doctoral thesis.

3. Number of Applicants to Be Admitted

Department	Enrollment
Graduate School of International Studies (Doctoral Program)	7 persons

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, 2023).

- (1) Persons who have been conferred a master’s degree or Professional degree
- (2) Persons who have been conferred a degree equivalent to a master’s degree, Professional degree abroad or who have been conferred such a degree
- (3) Persons who have been conferred a degree equivalent to a master’s degree or Professional degree by completing a correspondence course offered by an overseas school in Japan
- (4) Persons who have been conferred a degree equivalent to a master’s degree or Professional 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 conferred a degree equivalent to a master’s degree by completing a program at United

- (6) Persons 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 September 30, 2023 and whose academic ability is recognized as equaling or exceeding that of a person with a Master's degree or Professional degree, based on an individual review of their qualifications for admission by this university's Graduate School

2) Preliminary review of application qualifications

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)
Using Japanese or English, write on A4-sized sheets. Japanese should be about 2,000 characters, and English should be in 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 its Japanese or English translation.

[Submission deadline]

Must arrive by 5:00 p.m. (JST), on May 8 (Mon), 2023

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.

For seeking prior consultation, applicants are required to send an e-mail with the subject line "Prior Consultation for General Entrance Exam (Doctoral 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

June 8 (Thu) to 14(Wed), 2023 (Must arrive by 5:00 p.m. on final day)

If submitting application documents by mail, only **registered express mail postmarked by June 13 (Tue), 2023 , 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 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 **"Application Documents for Entrance Examination (Doctoral Program)"** 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	[Sheet C]	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.

Document Required for Application			How to Prepare
(5)	Entrance Examination Fee Transfer Certificate Attachment Sheet	[Sheet C]	<p>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."</p> <p>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.</p> <p>However, if you have completed an HCU Graduate School of International Studies Master's degree program in September of 2023 and are advancing to the doctoral degree program at this Graduate School, entrance examination fees are not required.</p> <p>* 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."</p>
(6)	Academic Transcript		<p>Submit an original academic transcript prepared by the president or dean of the graduate school you attended or graduated from.</p> <p>Persons applying based on application qualification ⑥, ⑦, or ⑧ are required to submit a transcript regarding their highest educational level.</p>
(7)	Certificate of (Expected) Completion of Master's Degree Program		<p>Must be issued by the president or dean of the graduate school you attended or graduated from.</p> <p>Persons applying based on application qualification ⑥, ⑦, or ⑧ are required to submit a certificate regarding their highest educational level.</p>
(8)	Report of exam results measuring English proficiency or Japanese proficiency [Submission not required for persons who are native speakers of Japanese or English, or if previous degree was obtained in Japanese or English.]		<p>Submit one of the following exam score certificates (copy is unacceptable). We accept only scores from these tests taken after April of 2021. Original documents will be enclosed and returned with the examination admission card.</p> <ul style="list-style-type: none"> (1) EIKEN 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 (JLPT) (6) Examination for Japanese University Admission for International Students (taken the "Japanese as a foreign language" subject)
(9)	Master's degree thesis, etc.		<p>If you do not have a master thesis, please submit a suitable alternative paper or material related to your intended research field. If you want the thesis/paper to be returned, let us know at the time of application.</p>
(10)	Abstract of master's thesis (4 copies)		<p>Prepare an abstract in Japanese or English of the thesis mentioned above, item (9). Use Japanese or English. Japanese should be in about 1,200 characters, and English should be in about 700 words.</p>
(11)	Research Proposal (4 copies)		<p>Use Japanese or English. Write in detail your plan how to research in the Doctoral Program. Japanese should be in about 2,000 characters, and English should be in about 1,200 words.</p>
(12)	Return envelope		<p>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.</p>

Note 1: Download forms for (1) to (5) **(for October 2023 admission to the Graduate School of International Studies Doctoral Program)** from the university's website.

Note 2: If you cannot submit a transcript 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 in (6) and (7) is written in a language other than Japanese or English, be sure to attach its Japanese or English translation.**

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) 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 by the end of August. 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) 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, 2023 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, 2023 or before
- c. Person otherwise deemed by this university to correspond to the above
- d. If the Admissions Office needs to contact the examinee, it will notify you when the admission ticket is sent. If the Admissions Office urgently needs to contact the examinee, it will be posted on the Hiroshima City University website (<https://www.hiroshima-cu.ac.jp/>).

[Application deadline]

Must arrive by 5:00 p.m. on May 8 (Mon), 2023

8) 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.

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. on May 8 (Mon), 2023

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. Selection Procedures

1) Examination Schedule

Scheduled date	Exam subject	Time	Entrance Examination Venue
July 22, 2023 (Sat)	Oral examination	Starting at 1:30 p.m.	Hiroshima City University (3-4-1 Ozuka-Higashi, Asaminami-ku, Hiroshima)

- * For applicants who have difficulty coming to HCU due to residing overseas or other reasons, 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)	<p>[Content] Focusing on the Master's thesis (including a suitable alternative paper), research plans, and the intended research field, this test consists of (1) research presentation on the Master's thesis (about 20 minutes) and (2) question-and-answer session about the research presentation, research plans at the Doctoral Program, and the research field (about 40 minutes). The interview is conducted in Japanese; however, it may also be performed in English depending on the research field.</p> <p>[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.</p>

3) Admission Criteria

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

4) Precautions for examination

- The examinee should enter the specified examinee waiting room by 30 minutes before the start of the test.
- 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.
- 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.
- 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

August 3 (Thu), 2023 , 10:00 a.m.

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. 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

September 6 (Wed) to 14 (Thu), 2023 (Must arrive by 5:00 p.m. on final day)

2) Enrollment procedure method

- Documents necessary for enrollment procedure will be delivered directly to the applicant along with the notification of acceptance.
- 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.**
- Only September 14 (Thu), Documents brought in person will be accepted at the Admissions Office. The reception hour is from 9:00 a.m. to 5:00 p.m.

- (4) 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, 2023 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, 2023 or before
- c. Person otherwise deemed by this university to correspond to the above
- d. If the Admissions Office needs to contact the examinee, it will notify you when the admission ticket is sent. If the Admissions Office urgently needs to contact the examinee, it will be posted on the Hiroshima City University website (<https://www.hiroshima-cu.ac.jp/>).

However, persons who have completed HCU International Studies Master's degree program in September of 2023 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 2023. 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.

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	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 Organization	• Nonprofit Organization • Public Policy • Social Welfare Policy
	Professor	CARSON, Luke	• Learning, Education and Culture	• TESL/TEFL • Cross-cultural Communication
	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	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	UEO, Masamichi	• Contemporary Thought	• Philosophy
	Associate Professor	TAKAKU, Kenya	• International Finance	• International Finance • International Macroeconomics
	Associate Professor	TERAI, Risa	• International Commerce	• Private International Law • International Business Law • International Company Law
	Associate Professor	FURUZAWA, Yoshiaki	• Conflict Resolution	• Conflict Resolution • Peacebuilding

Courses	Name		Subject	Research Field
International Society	Associate Professor	MEGURO, Toshio	• International Development Studies	• Environmental Sociology • African Area Studies
	Associate Professor	YAMANE, Fumihito	• 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, Shizue	• French Literature and Culture	• French Literature, Area and Cultural Studies.
	Professor	OBA, Chieko	• East European Studies	• History of International Relations
	Professor	GORMAN, Michael	• American Literature and Culture	• American Literature and American Studies
	Professor	TAGAWA, Gen	• African Society	• Cultural Anthropology
	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	SAITO, Shohei	• Russian History	• Modern Russian History • Russian Studies
	Associate Professor	TAKEDA, Yu	• Japanese Diplomacy and Politics	• Japanese Diplomacy and Politics
	Associate Professor	TANAMI, Aoe	• Middle East Studies	• Middle Eastern Studies • Arab Society and Culture
	Associate Professor	YAMAGUCHI, Eri	• Japanese Cultural History	• Ancient Japanese History, Global Japanese Studies

Note1: Subjects shown are those expected to be offered in April 2023.

2: Faculty members indicated with asterisks (*) are expected to retire at the end of March 2024

3: Faculty members indicated with asterisks (**) are expected to retire at the end of March 2025