

Hiroshima City University

Graduate School of International Studies

October 2022 Admission

Application Guidelines

Doctoral Program

**For Institutions with International Academic Exchange Agreement
Recommendation-Based Examination**

Designated Application Forms

(Please download the following forms from our website.)

Application Form

Curriculum Vitae

Letter of Recommendation



Hiroshima City University

April 2022

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 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 Students to Be Admitted

Department	Enrollment	Number of students to be admitted
Graduate School of International Studies (Doctoral Program)	7 persons	A Few

4. Application Qualifications

Applicants must meet all the following requirements and must have completed a master program of an overseas university that has concluded an International Academic Exchange Agreement with Hiroshima City University (“partner institution”), and have obtained a master degree, or be expected to complete a master program of a partner university by September 30 2022.

- 1) A person who can obtain recommendations from two or more faculty members (including the Dean of the graduate school) in the partner institution attended.
- 2) A person who has the ability to write the Doctor thesis in Japanese or English.

5. Application Procedures

(1) Prior Consultation

Before applying, applicants need to seek consultation about their intended research themes from a faculty member they wish to work with. For details on faculty members and their research fields, please refer to the Hiroshima City University website.

For seeking prior consultation, applicants are required to send an e-mail with the subject line “Prior Consultation for Partner University Recommendation-Based Entrance Exam (Doctor Course)” to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: (1) the name of the applicant, (2) the university in which he/she is enrolled or from which he/she graduated, and (3) the name of a faculty member he/she wishes to work with.

(2) Application Period

May 6 (Fri) to 20 (Fri), 2022 (Must arrive by 5:00 p.m. JST on final day)

(3) Application Methods

After consultation with a faculty member you wish to work with, please enclose all application documents in an envelope and submit it by mail to the Admissions Office by the deadline. Be sure to write in red “**Application Documents Enclosed for Partner University Recommendation-Based Entrance Exam**” on the envelope. After the deadline, the examination admission card will be sent to each applicant. If you do not receive the documents by the day immediately before the announcement of the results, please contact the Admissions Office.

* You are recommended to use Express Mail Service (EMS) to send the application documents to us.

* If you are an applicant who has graduated from a partner institution and are residing in Japan, please contact the Admissions Office to seek consultation concerning your application.

(4) Exemption from Examination Fee

Applicants who undergo entrance exams under the International Academic Exchange Agreement Program shall be exempt from the entrance examination fee.

(5) Application Submission Address and Inquiries regarding Applications and Examinations

Hiroshima City University Admissions Office

Address: 3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima 731-3194, Japan

Phone: +81-82-830-1503 E-mail: nyushi@m.hiroshima-cu.ac.jp

(6) Application Documentation

Document to Submit		Instructions
1	Application Form	Please fill out the prescribed form. Affix a photograph in the space provided. (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body)
2	Curriculum Vitae	Please fill out the prescribed form.
3	Letter of Recommendation	A University-designated form must be used. Sealed letters of recommendation must be submitted by two or more faculty members (including the head of the graduate school) of the partner institution attended.
4	Academic Transcript	An original academic transcript must be issued by the university president or the head of the graduate school of the partner institution attended.

Document to Submit		Instructions
5	Certificate of (Expected) Completion of Master Program	Must be issued by the dean or head of the graduate school of the partner institution attended.
6	Report of exam results measuring English or Japanese Language Proficiency [Submission not required for persons who are native speakers of Japanese or English, or if previous degree was obtained in Japanese or English.]	Submit one of the following exam score certificates (copy is unacceptable). We accept only scores from these tests taken after April of 2020. Original documents will be enclosed and returned with the application number 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)
7	Statement of Purpose	Use Japanese or English. Write in detail the specific reason(s) you decided to apply. Japanese should be in about 2,000 characters, or English should be in about 1,200 words.
8	Master Thesis, etc.	If you do not have a master thesis, please submit a suitable alternative paper related to your intended research field. If you want the thesis/paper to be returned, let us know at the time of application.
9	Abstract of Master Thesis	Prepare an abstract in Japanese or English of the master thesis mentioned above (item 8) Japanese should be in about 1,200 characters, or English should be in about 700 words.
10	Research Proposal	Use Japanese or English. Write in detail your plan how to research in the Doctoral Program. Japanese should be in about 2,000 characters, or English should be in about 1,200 words.

Notes: 1. Please download the forms for documents 1, 2 and 3 from our website.

2. If a document in 3, 4, or 5 is written in other than Japanese or English, be sure to attach its Japanese or English translation. However, Japanese or English translation of a document in 8, Master Thesis is not required.

3. Inadequately completed application documents may not be accepted.

(7) Other Important Points for Application

- 1) Inadequately completed application will not be accepted. Before submitting your documents, be sure to double check them.
- 2) No change can be made to application documents that have been submitted.
- 3) Submitted application documents shall not be returned.
- 4) Once granted, admission may be cancelled if it is determined that contents stated in the submitted documents differ from actual facts.

(8) Handling of Personal Information

Applicants' personal information contained in submitted application documents, such as name, date of birth and gender, will be used only for the purposes of selection for admission, announcement of results, enrollment procedures and

research and surveys (for improving exams and research and analysis on application trends).

All personal information submitted will be managed properly by the university, and personal information of successful applicants will be used only for the purposes of academic affairs (school registration, guidance, etc.), and student support services (healthcare, scholarship, exemption from tuition fee, etc.). If personal information is handled by an outside company due to consignment of business activities, the university shall implement appropriate security measures in order to protect all personal information.

6. Admission Criteria

Research plans and other submitted documents are reviewed and evaluated comprehensively.

7. Notification of Acceptance

10:00 a.m. (Japan Standard Time), June 29(Wed), 2022

Accepted applicants will be notified by mail. The application numbers of successful applicants will be posted on our website. For accuracy, however, results must be confirmed by the notification of acceptance.

Inquiries regarding results by telephone or other means will absolutely not be accepted.

8. Enrollment Procedures

(1) Enrollment Period

July 5 (Tue) to 14 (Thu), 2022 to 5:00 p.m. (Japan Standard time)

(2) Enrollment Procedures

- 1) Documents necessary for enrollment procedures, together with the notification of acceptance, will be sent directly to successful applicants.
- 2) Please enclose all documents to be submitted in an envelope and send it by mail by the deadline mentioned above. Be sure to write in red **“Enrollment Procedure Documents Enclosed”** on the envelope.
* The use of Express Mail Service (EMS) is recommended.
- 3) After completing the enrollment procedures, an admission letter will be sent to all accepted applications.

(3) Documents to Submit

- 1) Written Pledge (University-designated form)
- 2) Guarantee of Support (University-designated form)
- 3) Photograph x 1 (4 cm [L] x 3 cm [W], taken within 3 months before applying, no background, clearly displaying a frontal, hatless view of the upper part of the body) Please write the name of the Graduate School and your name on the back of the photograph.
- 4) Documents necessary for resident permit application procedures (On behalf of applicants who have passed the Partner University Recommendation-Based Entrance Examination and completed their enrollment procedures, we will apply for authorization of residency certificates from the Japanese government.)

(4) Points to Note about Enrollment Procedures

- 1) Those who have not completed all the necessary enrollment procedures will be regarded as having declined the offer of admission.
- 2) Please check the accuracy of all materials before submission. Inadequately completed documents will not be

accepted.

- 3) Submitted enrollment procedure documents will not be returned, and paid enrollment fees will not be refunded.
- 4) Applicants who applied pending completion of a master program are required to submit the Certificate of Completion as soon as possible.

9. Fees Payable upon Admission

(1) Fees to Be Paid Prior to Admission

Fee Type	Amount
Admission Fee	¥423,000

(2) Fees to Be Paid after Enrollment

Fee Type	Amount	Due Date
Tuition (¥535,800/year)	¥267,900	By the end of April
	¥267,900	By the end of October

Notes: Amounts shown are current as of April 2022. If revisions are made, the new tuition rate will apply at the time of revision.

(3) Scholarships

International students who have obtained residence status are eligible to apply for scholarships sponsored by local governments and organizations that provide support for international students.

(4) Reduction and Exemption of Admission Fee

Applicants to whom any of the following items apply may be exempt from paying their admission fees. Please consult the Admissions Office.

Those who find it difficult to pay the admission fee because

- 1) The person scheduled to bear the cost of the student's study dies, no more than one year before his/her admission to the graduate program; or
- 2) The student or the person scheduled to bear the cost of study is a victim of a natural disaster, including but not limited to storm and flood damage, no more than one year before admission to the graduate program.

(5) Reduction and Exemption of Tuition

The University has a system for reducing and exempting tuition for international students. Please consult us after enrollment.