

April 2019 Admission
Hiroshima City University
Graduate School
Graduate School of
Peace Studies
Master's Degree Program
Application Guidelines

Special Entrance Examination for
International Students

HCU designated forms (download separately)

- Application Form
- Resume
- Letter of Recommendation 1 and 2



Hiroshima City University

Issued: September 2018

1. Admissions policy

Hiroshima City University (HCU) develops professionals who have keen sensitivity and passion toward seeking the truth, who respect diverse cultures and values, and who wish for lasting peace. HCU also develops professionals who have broad knowledge and solid expertise, as well as a strong sense of ethics, and who can contribute widely to society.

In order to develop such desired professionals, the university seeks to admit the following persons:

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

The Graduate School of Peace Studies seeks to admit the following persons:

- Persons who can investigate, and objectively and scientifically analyze the background and causes of international conflicts, global issues, and various other events
- For adults who have work experience, persons with a strong interest in peace, human rights, and democracy, and who, after scholastically redefining and deepening their knowledge and experience in creating and maintaining peace, are eager and enthusiastic about communicating effectively about these topics and using their knowledge in their future work
- Persons who can independently think about and study the systems and criteria necessary to create and maintain peace, and who are eager and enthusiastic about communicating their ideas both domestically and abroad from the standpoint of creating peace

2. Type of degree conferred

The Graduate School of Peace Studies Master's Degree Program will confer a "Master of Arts (Peace Studies)" degree.

3. Number of applicants to be admitted

Peace Studies Program: 10 applicants

- * 1 Ten applicants (total) will be admitted by General Entrance Examination, Special Entrance Examination for Adult Learners, or Special Entrance Examination for International Students.
- 2 The degree can be obtained in English.

4. Application qualifications

Persons who are citizens of a country other than Japan and do not reside in Japan but 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 will be eligible to apply if they fall under any of the following categories (including persons expected to fall under any of the categories by March 31, 2019):

- ① Persons who have completed a 16-year school education program in a foreign country (outside Japan)
- ② Persons who have obtained a degree equivalent to a bachelor's degree by completing a 3-year or longer educational program at a university or other school in a foreign country (limited to persons whose education/research activities and other overall situation have been evaluated by someone certified by said foreign country's government or affiliated institution, or equivalent person otherwise designated by the Minister of Education, Culture, Sports, Science and Technology)
- ③ Persons who have completed a 15-year school education program in a foreign country and have been recognized as having acquired with excellence the units required by this university's Graduate School
- ④ Persons who have reached the age of 22 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 application qualification ③ or ④** will undergo a preliminary review to confirm their eligibility to apply.

Applicants for admission must first apply to the Admissions Office and then mail the following preliminary review documents to the address shown in **“6. Application procedure” → “(4) Where to apply / contact information for application and examinations”** via **EMS (Express Mail Service), etc., ensuring that the documents arrive by the submission deadline.**

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 horizontally on A4-size paper. Japanese should not exceed 2,000 characters, and English should not exceed 1,300 words.
- d. Documents ④ to ⑥ in **“6. Application procedure” → “(5) Application documents”** (for ④: highest level attained)
- 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 a Japanese or English translation.

Submission deadline: Must arrive by 5:00 p.m., November 19 (Mon), 2018 (Japan time).

6. Application procedure

(1) Preliminary consultation

Referring to “Faculty Members of the Graduate School of Peace Studies Master’s Degree Program” on page 9, 10 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, either through the Admissions Office or directly.**

However, **your desired supervisor must be a special seminar instructor (faculty member who performs research guidance).** Also, new faculty members who are scheduled to begin their duties in April 2019 cannot be selected as desired supervisor (see page 9, 10).

(2) Application period

December 17 (Mon) to 27 (Thu), 2018 (Application must arrive by 5:00 p.m. JST on final day.)

*** Entrance examination fees (screening fees) is to be paid (wired) earlier than the application period.** For details, see “(5) Application documents” → “③ Entrance examination fee” on page 4.

(3) How to apply

After preliminary consultation with your desired supervisor, place all of the application documents in an envelope and **mail** the envelope via **EMS (Express Mail Service), etc., ensuring that the documents arrive within the application period.**

(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	Application Form	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins. Photo requirements: Taken within 3 months prior to application, 4 cm H x 3 cm W, showing upper body, uncovered head, facing camera, and no background. Affix in location shown. (Write your name on back.)
②	Resume	Enter the required information on the HCU designated form. When making entries, carefully read the ATTENTION items shown in the margins.
③	Entrance examination fee	Entrance examination fee is 30,000 yen . Be sure to transfer payment via the financial institution indicated below. 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. 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). Together with the application documents, be sure to submit a copy of the foreign remittance request form. A) Remittance: 30,000 yen (in yen) <u>(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.)</u> 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 C) Payment transfer period: December 3 (Mon) to 10 (Mon), 2018 (Must arrive by 5:00 p.m. JST on final day.) D) Remittance Type: Electronic funds transfer E) Paying bank service charge: <u>Paid by remitter (sender)</u> 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 Peace Studies” for “Message to payee, if any.” * 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 except in the cases where return can be requested listed in (8) on page 6.

Document Required for Application		How to Prepare
④	Transcript	Submit a transcript prepared and sealed by the president or dean of the university you attended or graduated from.
⑤	Graduation (expected) diploma	Submit a diploma prepared by the president or dean of the university you attended or graduated from. If you have a degree certificate that is separate from the diploma, submit a copy of it too.
⑥	Research plan (4 copies)	Regarding the research plan you wish to pursue after entering this Graduate School, summarize your research project, how you came upon the idea, matters you wish to specifically clarify, research method(s), and the academic or social significance of the project. Using Japanese or English, write horizontally on A4-size paper. Japanese should be about 4,000 characters, and English should be about 2,700 words. If you have any reference materials (such as a graduation thesis), submit them as well.
⑦	Report of exam results measuring Japanese or English proficiency (Submission not required if previous degree was obtained in Japanese or English.)	Submit one of the following (copy not acceptable) . Must have been taken within past 2 years dating from application deadline. ① Report of results of Japanese Language Proficiency Test (JLPT) or Examination for Japanese University Admission (EJU) (showing score) ② TOEFL (PBT or iBT) or IELTS (Academic Module) score report Original documents will be enclosed and returned with the exam admission ticket.
⑧	Statement of purpose (4 copies)	Write the specific reason(s) why you wish to be admitted to this Graduate School. Also, include a description of how you plan to utilize the results of your Graduate School research in the future. Using Japanese or English, write horizontally on A4-size paper. Japanese should be about 1,000 characters, and English should be about 600 words.
⑨	Letters of recommendation (2 types)	1. One written by your university's department (faculty) dean or graduate school dean. If, however, you have previously graduated, submit a Letter of Recommendation from the head of your affiliated institution. (Use the HCU designated form [Letter of Recommendation 1].) 2. One written by your (the applicant's) research supervisor. The letter should describe the relation to the applicant and reason for recommending the applicant. (Use the HCU designated form [Letter of Recommendation 2].) Use Japanese or English for 1. and 2., and submit both in a sealed envelope.

Note 1: Download the following HCU designated form (for April 2019 admission to the Graduate School of Peace Studies Master's Degree Program) from the university's website:

Entrance Application Form, Resume, Letter of Recommendation 1 and 2

Note 2: If a document in ④ or ⑤ is written in a language other than Japanese or English, be sure to attach a Japanese or English translation.

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.

Note 4: Persons who are subject to a preliminary review and have already submitted the documents specified above in ④ to ⑥ do not have to resubmit the documents.

(6) 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) Delivery of exam admission ticket

An exam admission ticket will be delivered after the application deadline.

(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. 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. 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.), and surveys/research (entrance exam improvement, application trend surveys/analyses, 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.

8. How entrants are selected

Japanese or English proficiency exam results, research plans, letters of recommendation, and other submission documents are reviewed and comprehensively evaluated during the selection process.

Also, interviews may be conducted via the Internet. In such instances, the date and time will be coordinated with the examinee.

9. Announcement of successful applicants **February 20, 2019 (Wed), 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. Since this is reference information, please check for the official notification of acceptance letter, which is sent to successful applicants.

Incidentally, inquiries made by telephone, mail, e-mail, etc., will not be answered.

10. Enrollment procedure

(1) Enrollment procedure period

March 13 (Wed) to 18 (Mon), 2019 (Application must arrive by 5:00 p.m. JST on final day.)

(2) Enrollment procedure method

- ① Documents necessary for the enrollment procedure will be delivered directly to the applicant along with the notification of acceptance.
- ② To enroll, place all of the submission documents in an envelope and **mail the envelope via EMS (Express Mail Service), etc., ensuring that the documents arrive within the enrollment procedure period.** We recommend using **EMS (Express Mail Service)** when mailing.
- ③ 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.)

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

11. Payments

(1) Payments due by enrollment procedure

Payment	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 1: Amounts shown are current as of April 2018. If revisions are made, the new tuition rate will apply at the time of revision.

12. Admission and tuition fee exemption system for adult learners

(1) Target group

Staff members or persons in an equivalent capacity who hold an office in organizations or groups that engage in activities aimed at creating and maintaining peace (such as national governments, local governments, international organizations, and news organizations, including those in foreign countries), who are expected to engage even further in activities aimed at creating and maintaining peace at said organizations after having completed their studies at the Graduate School of Peace Studies

(2) Educational expenses to be waived

Admission and tuition fee

(3) Determination of target group

Persons are selected based on their written application and letters of recommendation from affiliated institutions.

Faculty Members of the Graduate School of Peace Studies Master's Degree Program

Name		Subject	Research Field
Professor	GANESAN, Narayanan ⑤	• Conflict and Cooperation in Southeast Asia	• Southeast Asian Politics and Foreign Policy
Professor	JACOBS, Robert ⑤	• Atomic Culture • Global Hibakusha	• History and Culture of Nuclear Sciences and Technologies
Professor	KIKKAWA, Gen ⑤	• Peace Studies • International Security • Preventive Diplomacy	• International Relations • Peace Studies • International Security
Professor	MIZUMOTO, Kazumi ⑤	• Nuclear History I • Nuclear History II	• International Relations • Nuclear Disarmament • Issues on Atomic Bombing
Professor	NAGAI, Hitoshi ⑤	• Nuclear History II • War Crimes Trials and International Criminal Tribunals • Modern and Contemporary History of Japan	• Modern Japanese History • Japan-Philippines Relations
Professor	NAONO, Akiko ⑤	• Contemporary Society and Peace • Memories of Atomic Bombings	• Sociology
Professor	OKIMURA, Tadashi ⑤ **	• Peacebuilding • United Nations	• International Relations • International Institution Studies • United Nations Studies
Professor	OSHIBA, Ryo ⑤ **	• Global Governance	• International Relations (Global Governance Studies)
Professor	SATO, Tetsuo ⑤	• Contemporary International Law and Peace • International Organizations and International Systems	• International Law • The Law of International Organizations
Professor	YUASA, Takeshi ⑤	• Politics and Foreign Policy in Contemporary Central Asia • Regional Organizations and their Peace and Security Policies	• Regional Organizations, Political Change, and Security in the Post-Soviet Area
Associate Professor	FUKUI, Yasuhito	• International Disarmament Law • War Crimes Trials and International Criminal Tribunals	• International Law • International Relations
Associate Professor	HA, Kyung Jin *	• Global Communication • Journalism Studies	• History and Theory of Communication • Media Studies • Public Relations

Name		Subject	Research Field
Associate Professor	KAWAKAMI, Akihiro	•Constitution of Japan and Pacifism	•Theory of Constitutional Law •Theory of Local Government •Theory of Human Rights
Associate Professor	SON, Hyun Jin	•Korean Foreign Policies and Nuclear Issues	•International Law •Situation on the Korean Peninsula •North Korean Issues
Associate Professor	TAKEMOTO, Makiko	•Pacifism and Peace Movements	•Modern and Contemporary German History •History of Peace Philosophy and Peace Movements
Associate Professor	XU, Xianfen	•Politics and Foreign Policy in Contemporary China	•History of Japan-China Relations •International Relations in East Asia •International Cooperation Studies

Note 1: Subjects shown are those expected to be offered in April 2019.

2: Faculty members indicated by an asterisk (*) are expected to assume their duties in October 2018.

3: Your desired supervisor must be a special seminar instructor (indicated by ㊟). Also, faculty members indicated by two asterisks (**) are expected to assume their duties in April 2019. They cannot be selected as a desired supervisor.