



2020 Guidelines for Applications

(For students enrolling in April, 2020)

Doctoral Program of
Human Science International Course

Graduate School of Design
Kyushu University

4-9-1, Shiobaru, Minami-ku, Fukuoka 815-8540 Japan

Those applying for the Doctoral Program of the Human Science International Course, the Graduate School of Design at Kyushu University, should follow the following procedures. All dissertation works will be carried out in English.

If you are interested in applying for this course, you are required to contact a faculty member of our course and ask him/her to be your supervisor prior to your application. The list of our faculty members is shown on our web page at http://www.hs.design.kyushu-u.ac.jp/DHS/staff_e.htm.

1. Department and number of students for admission

Department	Course	No. of openings
Department of Design	Human Science International Course	Restricted number of students

2. Qualification for application (Application type)

Basically, applicants must not be native citizens of Japan, and are required to satisfy one of the following qualifications:

- (1) Application type 1: Those who hold a Master's degree, from an accredited institution in/outside Japan, or will obtain a degree up until one day before *their enrollment date* in the schedule table below (see 12).
- (2) Application type 2: Those who are evaluated in an individual screening of requirements for admission of the Graduate School to have an academic ability equal to or surpassing that of a holder of a Master's degree, and who will be 24 years old or over one day before their enrollment date in the schedule table below.

Note: Applicants applying based on the above Application type (2) must submit themselves to a preliminary qualification examination for application as noted in the next section. (3.(2))

3. Application procedures

- (1) For applicants applying based on the above Application type (1):
They must submit application documents by registered mail. Applications must arrive during the First Call for Applications period or the Second Call for Applications period under *Application type (1)* in the schedule table below (see 12).
- (2) For applicants applying based on the above Application type (2):
They must submit themselves to a preliminary qualification examination for application. They must submit application documents during the First Call for Applications period or the Second Call for Applications period under *Application type (2)* in the schedule table below (see 12). They will be notified of the results of this review of qualifications during the designated *notification period for qualification result* in the schedule table. The application for admission of persons who pass this review of qualifications will be automatically accepted after their screening fee has been received.
- (3) Applications should be submitted to the following address by registered mail:
Student Affairs Office
Graduate School of Design
Kyushu University
4-9-1 Shiobaru, Minami-ku, Fukuoka 815-8540, Japan
FAX +81-92-553-4597
- (4) Acceptance of applications will be notified by email. The applicant should confirm the reception of the application ID number written in the email by replying to the email.

4. Documents to be submitted

Application documents	Notes																
<p>Screening Fee of 30,000 JPY</p> <p>Proof of Payment</p>	<p>Please choose one of the payment methods below. Payment must be received during the designated payment period in the schedule table below (see 12). Applications will not be accepted until payment has been received.</p> <p>The remitter is responsible for all necessary expenses for the payment or telegraphic transfer (commissions, shortages in transferred amount due to fluctuations in exchange rate, etc.).</p> <p>(A) Payment by Telegraphic Transfer</p> <p>In case you use a payment slip, write (1) "Screening Fee" in the space for <i>Purpose of Remittance</i>, as well as your (2) name, (3) nationality and (4) "3DS" (i.e. abbreviation of Doctoral Course, Department of Design). Paste the proof of your payment, such as the copy of the payment slip, on Sheet A attached at the back of this set of papers.</p> <p>Bank account information</p> <table border="1"> <tr> <td>Bank</td><td>Sumitomo Mitsui Banking Corporation</td></tr> <tr> <td>Branch</td><td>Fukuoka Branch</td></tr> <tr> <td>Bank Address</td><td>1-1-1, Hakataekimae, Hakata-ku, Fukuoka, 812-0011 JAPAN</td></tr> <tr> <td>Account Type</td><td>Saving Account</td></tr> <tr> <td>Account Number</td><td>7119240</td></tr> <tr> <td>Account Holder</td><td>Kyushu University</td></tr> <tr> <td>Account Holder's Address</td><td>744 Motooka, Nishi-ku Fukuoka 819-0395, JAPAN</td></tr> <tr> <td>SWIFR Code</td><td>SMBC JP JT</td></tr> </table> <p>(B) Payment by Credit Card</p> <ul style="list-style-type: none"> ● Payment can be made through Visa, Master, JCB, and American Express. ● Credit card payment can be done directly at https://e-shiharai.net/english/ ● Paste the printed "Result" page on Sheet A. <p>(C) Payment at Convenience Store (available only in Japan)</p> <ul style="list-style-type: none"> ● Payment can be made at Seven Eleven, Circle K, Sunkus, Lawson and Family Mart. ● Please refer to https://e-shiharai.net/ for the detail of paying at convenience stores (available only in Japanese). ● Paste the “<u>入学検定料・選考料 取扱明細書</u>” (payment slip) on Sheet A. <p>Applicants are not required to pay the screening fee if 1) he/she completed or is expected to complete a Master's course of Kyushu University one month before the enrollment date ((see 12), i.e., in March for enrollment in April or in September for enrollment in October; 2) he/she completed a Master's course of Kyushu University in the fiscal year* preceding the enrollment date in the schedule table below (see 12), but cannot enroll in the month following completion due to autumn enrollment or absence, for example, because of study abroad; 3) he/she is</p>	Bank	Sumitomo Mitsui Banking Corporation	Branch	Fukuoka Branch	Bank Address	1-1-1, Hakataekimae, Hakata-ku, Fukuoka, 812-0011 JAPAN	Account Type	Saving Account	Account Number	7119240	Account Holder	Kyushu University	Account Holder's Address	744 Motooka, Nishi-ku Fukuoka 819-0395, JAPAN	SWIFR Code	SMBC JP JT
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	<p>a foreign student on a Japanese Government Scholarship. Foreign students who have a Monbukagakusho Scholarship are asked to submit a “Certificate of Japanese Government (Monbukagakusho) Scholarship Student” issued by their current university.</p> <p>*Note that a Japanese fiscal year runs from April to March.</p>
Application form and curriculum vitae	Please fill in the necessary sections on Supplemental Forms 1 and 2.
Certificate of Citizenship	One copy of the passport data page including the applicant's photo and passport number or other original proof of non-Japanese citizenship.
Certificate of (Expected) Completion	<p>This certificate should be prepared by the president or head of the graduate course of the university from which the applicant graduated. If a Certificate of (Expected) Completion cannot be obtained, the applicant must provide a proof of degree by means of a brief, formal letter confirming the degree, listing his/her name, university, degree, and graduation date, signed by a university representative, such as the Dean or Chair, or his/her supervisor.</p> <p>(Persons applying under Application type (2) should submit university/college documents of completed courses.)</p>
Academic Transcripts	<p>a. Academic transcript from the applicant's undergraduate school.</p> <p>b. Academic transcript from the applicant's graduate school (Master course /first half of doctoral course) or academic transcript from professional degree course.(Not required for persons applying under Application type (2))</p>
English Language Proficiency Test Score Report	A copy of the applicant's score on either TOEIC Listening & Reading Test, IELTS, TOEFL-PBT, TOEFL-ITP, or TOEFL-iBT.
Master's Degree Dissertation or Similar Documents	<p>a. Applicants who wrote a Master's degree dissertation in Japanese or English should provide its copy. If it was written in another language, submit its summary in Japanese or English. (Supplemental Form 3)</p> <p>b. Applicants who did not write a Master's degree dissertation should submit a report on the course of their research. (Supplemental Form 3).</p> <p>If applicants have materials such as research presentations other than a. and b. above, attach them to the Research Achievements Report (Supplemental Form 4) and submit them.</p>
Research Plan	Describe the research you would like to do in the Department of Design in approximately 800 words on two pages. (Supplemental Form 5).
Examination Permission	For persons who are currently in the doctor-course of another university or are employed in the public or private sector, this examination permission form should be issued by the president of the applicant's current university or immediate supervisor at your place of work (Supplemental Form 6).
Certificate of Residence Record (Jyuminhyo no utsushi)	Foreign applicants residing in Japan should submit a Certificate of Residence Record (Jyuminhyo no utsushi) issued by the head of their municipality.
Review of	

Qualifications to Apply for Entrance Examination	To be submitted by persons applying under Application type (2) (Supplemental Form 7).
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5. Applicant selection

Screening of applicants is conducted mainly based on the documents submitted. Oral examination by telephone, internet, or other way will be arranged to evaluate applicants' capabilities for conducting doctoral research and English capability when necessary. Applicants applicable to such oral examination will be informed of the method and schedule after their application documents have been accepted.

6. Preliminary consultation from applicants with physical disabilities

Applicants with physical disabilities (of a severity described in the School Education Law, Article 22, Paragraph 3) who desire special considerations in taking the entrance examination, or in course study, should consult with to the Student Affairs Office, Graduate School of Design, by the specified day given under the First or the Second Call for Applications column in the schedule table below (see 12).

〈Reference: School Education Law, Article 22, Paragraph 3 (excerpt)〉

Disability	Severity of Disability
Visual impairment	1. Corrected visual acuity of less than 0.3 in both eyes. 2. Among other severe impairments in visual function, impairment that makes it impossible or very difficult for a person to visually recognize ordinary letters or graphics even with the use of magnifiers.
Hearing impairment	Hearing loss approximately 60 decibels more in terms of hearing level (HL), with other impairment that makes it impossible or very difficult for a person to understand normal speech, even with the use of hearing aids.
Physical disability	1. Physical disability of a level that makes it impossible or very difficult to perform basic daily activities such as walking or writing, even with the use of aids. 2. Physical disability that is not as severe as that described above, but which requires constant medical observation and supervision.
Health impairment	1. Chronic respiratory, renal, or neurological disorder, or ongoing malignant neoplasm or other disease that requires medical treatment or limits daily activities. 2. Continuous physical weakness that requires daily activities to be limited.

7. Announcement of successful applicants

The application ID numbers of successful applicants will be posted on the notice board of the School of Design on the day of the announcement designated for either the First or the Second Call for Applications column in the schedule table below (see 12). The results of successful applicants will also be mailed on the same day to the address written on their application forms. You can also check the results on the website: <http://www.design.kyushu-u.ac.jp/kyushu-u/english/index>. Telephone inquiries regarding examination results will be declined.

8. Admission procedures

Admission procedures documents will be sent to successful applicants together with a letter of acceptance. See the period for admission procedure in the schedule table below (see 12).

9. Fees required at the time of admission

(1) Admission fee: 282,000 JPY (expected amount)

Applicants are not required to pay the admission fee if they satisfy one of the conditions for exemption of the screening fee described under 4. (C).

(2) Tuition (half year): 267,900 JPY (535,800 JPY annually, expected amount)

Note: The tuition fee may be liable to change during the period in which the student is enrolled in the Graduate School of Design. In this case, the revised amount will be applied to the tuition fee at the time of revision.

10. Notes

- (1) The applicant should contact a faculty member of the course and consult with him/her about the content of the educational program and research in the course. The applicant also should obtain the consent of the faculty member to supervise the doctoral research before application acceptance procedures are started
- (2) After an application has been submitted, the application documents cannot be changed or returned, the screening fee cannot be refunded. If, however, after the screening fee has been paid, the application was not made, or the application documents could not be received, the paid screening fee will be refunded.
- (3) The address in Supplemental Form 1 will be used to address and to send the documents, and so it should be written accurately and legibly.

11. Use of personal information

- (1) Personal information included in the application documents will be used in selecting persons for admission, and the name and the address of successful applicants will be used to inform them of admissions procedures.
- (2) Personal information included in the application documents will be used for work related to university registration of persons who have been accepted by the university after the admissions selection.
- (3) Results of the admissions selection examination and other personal information will be used as material for recommendation for scholarship students in their first year, and as material for selection for exemption from the admission fee and tuition.
- (4) Personal information used in the admission selection examination will be used anonymously as data in surveys and studies on admissions selection at the university.
- (5) Personal information included in application documents and personal information, such as the results of the admissions selection examination, will not be used for any purpose other than the above, or provided to a third party, with the exception of the case stipulated in Article 9 of the (1) Act on the Protection of Personal Information Held by Independent Administrative Agencies.

12. Scheduled periods (in Japan Standard Time)

For Application type (1) and (2) there is a First Call for Applications and a Second Call for Applications.

	First Call for Applications /date	Second Call for Applications /date
Enrollment date	April 1 (Wed.), 2020	
Application type (1)	Applications must arrive during May 13 (Mon.) to May 23 (Thu.), 2019. (weekdays from 9 a.m. to 4 p.m.)	Applications must arrive during November 7 (Thu.) to November 18 (Mon.), 2019. (weekdays from 9 a.m. to 4 p.m.)
Application type (2) for applicants who need individual screening	Applications must arrive during March 28 (Thu.) to April 5 (Fri.), 2019 (weekdays from 9 a.m. to 4 p.m.)	Applications must arrive during September 26 (Thu.) to October 4 (Fri.), 2019 (weekdays from 9 a.m. to 4 p.m.)
Deadline for preliminary consultation from applicants with physical disabilities (see 6.)	4 p.m., April 5 (Fri.), 2019	4 p.m., October 4 (Fri.), 2019
Notification period for qualification result	April 22 (Mon.) to May 8 (Wed.), 2019	October 21 (Mon.) to October 30 (Wed.), 2019
Period for payment of the examination fee	May 7 (Tue.) to May 23 (Thu.), 2019	October 31 (Thu.) to November 18 (Mon.), 2019
Date for announcement of successful applicants	10 a.m. July 25 (Thu), 2019	10 a.m. December 26 (Thu), 2019
Period for admission procedures	January 27 (Mon.) to February 7 (Fri.), 2020 (weekdays from 9 a.m. to 4 p.m.)	

13. Contact address

Student Affairs Office
Graduate School of Design
Kyushu University
4-9-1 Shiobaru, Minami-ku, Fukuoka 815-8540, Japan
FAX +81-92-553-4597
E-mail : gkgnyushi@jimu.kyushu-u.ac.jp

Office Hours
Mon. – Fri., 8:30a.m. – 5.15p.m. (Japan time)
(Excluding weekends and national holidays)