

Admission Guide for Research Students of the Graduate School of Design, Kyushu University for the Second Semester of FY2022

1 Outline of the Graduate School of Design, Kyushu University

In April 1968 the Kyushu Institute of Design was established as Japan's only national university with a department of design. It was then, in May 1977, equipped with a graduate school and went on to merge with Kyushu University in October 2003, thus giving birth to the Graduate School of Design.

At present, approximately 400 graduate students are enrolled (as of May 1st 2021; excluding research students) and engaged in study and research activities at the Graduate School of Design.

The purpose of the Graduate School of Design is “to plan the course of technology, to study the design of its functions, and to train designers based on knowledge and artistic sensibilities that span the humanities, society, and nature, by integrating science, the foundation of technology, and art, the freest expression of the human spirit, in order to use technology appropriately in human life.” This philosophy has been handed down to the researchers and students here today in the 21st century.

2 Outline of the Research Student Program

The Research Student Program provides research facilities and equipment on campus and direct guidance by academic supervisors for six months or one year to researchers from Japan and abroad who are pursuing research in fields related to design based on the objectives (founding principles) of the Graduate School. Based on the initial research plan submitted by the applicant, the program supports the applicant's research so that it will be fulfilling.

Research students are admitted to the Graduate School for the purpose of conducting research activities based on their own research themes, and therefore, in principle, cannot attend lectures normally offered in the undergraduate and graduate schools.

In addition, since, as a general rule, this is not a degree-granting program, the university will not award a degree for the research results after the research period is over.

If you wish to pursue a degree, you must take the respective entrance examinations for undergraduate and graduate schools, be admitted as a regular student, and complete the prescribed course of study.

Those who wish to attend lectures must enroll as a regular student or a credited auditor, not as a research student, and follow the prescribed procedures for course registration.

3 Application Requirements

Those who are eligible to apply for research student status must fall under one of the following items.

- (1) Those who have graduated from a university (excluding junior college) and have been awarded a bachelor's degree or expect to be awarded a bachelor's degree before enrollment.
- (2) Those who have been recognized by the Graduate School as having academic abilities equivalent or superior to those listed in the preceding item.

4 Research Period

The research period should be 6 months or 1 year.

However, if there is a special reason, the term may be renewed.

5 Enrollment Period

Second semester: October 1, 2022

6 Deadline for Tentative Acceptance of Application and Contacting the Academic Supervisor

Applicants are required to obtain informal consent from the faculty member of their choice to receive research guidance before applying.

In order to obtain an informal acceptance of your application, please complete the following procedures by the designated date.

| Qualification | Procedures for Obtaining Tentative Acceptance |
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| <ul style="list-style-type: none"> • Japanese Nationals • International Students Residing in Japan | <p>Please contact Academic Affairs Section of the Kyushu University Administrative Office (Design) by Friday, June 24, to inform that you wish to enroll as a research student. Then please submit a pdf file of the documents shown in 7-ii below to the faculty member from whom you wish to receive research guidance. The faculty member will consider whether or not to informally accept your application, and reply directly to you.</p> |
| <ul style="list-style-type: none"> • International Student Residing Overseas (excluding residents of China) | <p>Please contact Academic Affairs Section of the Kyushu University Administrative Office (Design) by Friday, April 22, to inform that you wish to enroll as a research student. Then please submit a pdf file of the documents shown in 7-ii below to the faculty member from whom you wish to receive research guidance. The faculty member will consider whether or not to informally accept your application, and reply directly to you.</p> |
| <ul style="list-style-type: none"> • International Students Residing Overseas and Residing in China. | <p>Please contact the Kyushu University Beijing Office by Friday, April 22, to inform that you wish to enroll as a research student. The Beijing Office will provide you with the documents to be submitted to the faculty. We will reply to you the result of acceptance by e-mail through the Beijing Office.</p> <p>Contact information of Kyushu University Beijing Office: kyudaibeijing@163.com</p> |

7 Application Procedures

Applicants are required to pay an examination fee of 9,800 yen and submit the

following documents by the [Deadlines for Submission of Application Documents]. Please read the following information carefully to ensure that all documents are in order.

If the deadline for submission has passed, the application form will not be accepted for any reason.

(Deadlines for Submission of Application Documents)

| Classification | Japanese Nationals and International Students Residing in Japan | International Student Residing Overseas |
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| First Semester | Friday, July 8, 2022 | Friday, May 6, 2022 |

i. Application Method

Please pay the examination fee by the method specified on the attached sheet and submit document showing payment of the fee (bank transfer copy etc.) with the application documents.

Please submit the application documents in PDF format to the address designated by the Academic Affairs Section, Student Affairs Division. In addition, please submit the original documents marked with an asterisk (*) by yourself or by mail (registered mail, etc.).

- (1) In person: Please bring your application to the Student Affairs Division by 4:00 p.m. on the due date.
- (2) By mail: Please make sure that the application is received by the due date.

(Submission Address)

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

Academic Affairs Section, Student Affairs Division,

School of Design, Kyushu University

TEL: +81 (0)92-553-4460

If you miss the submission deadline or do not follow the instructions in this guide, we will not be able to accept your documents. In addition, please note that once the documents are submitted, they will not be returned for any reason. (However, this does not apply to documents that have been accepted with the understanding that they will be returned. E.g. research works, etc.).

ii Application Documents

(List of Application Documents)

If you have any difficulty in submitting any of the documents listed below due to unavoidable circumstances, please consult with the Academic Affairs Section, Student Affairs Division at the School of Design in advance.

| | Documents to be Submitted | Points to Note |
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| 1 | Application for Admission (Form Prescribed by the Graduate School) | <ul style="list-style-type: none"> • The applicant must fill out the form accurately and carefully. If you are an international student, please pay attention to the following points. <ol style="list-style-type: none"> ① Please make sure to write your name in <u>katakana if applicable</u>. ② Please fill in the name of the last university you graduated from, not the Japanese language school. • The title of the research cannot be changed, so please consult with your academic supervisor before filling out the form. |
| 2 | Examination Fee (9,800 yen) | <p>Please submit documentation showing that you have paid the examination fee. For details, please refer to the attached “Payment Methods”.</p> |
| 3 | Resume with Face Photograph | <ul style="list-style-type: none"> • You can use any form of resume. (Commercial resumes are acceptable.) • Please fill in your educational background and employment history separately. • Please fill in all the information about home study, military service, etc., and make sure that there are no blank periods in your history. • Please be sure to attach a color photograph. |

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| | | <p>Photographs of the applicant's face including the upper body, without headwear (except when used for medical or religious reasons), facing front, must be attached to the resume. The size of the photograph must be 3 cm long × 2.5 cm wide or more.</p> |
| 4 | Research Plan | <ul style="list-style-type: none"> • If you are admitted as a research student, please focus on what kind of research you will conduct as a research student and how you will conduct it. • Specifically, please describe in detail the motivation for the research, the outline of the research theme, the method of conducting the research, the research schedule, and the status of conducting the research to date. • In the research plan, please describe only the research plan and do not describe the study plan for enrolling school or graduate school or the entrance examination. If you are an international student, please describe your motivation for studying abroad and matters related to learning Japanese in your "Study Abroad Plan (no. 11)". • There is no specific format, but A4 size, at least 3 pages (approximately 5000 characters in Japanese, or 2000 words in English) |
| 5 * | Certificate of Graduation (completion) from Last School Attended or Certificate of Expected Graduation (completion) (No copies allowed) | <ul style="list-style-type: none"> • If the document is prepared in a language other than Japanese or English, please attach a Japanese or English translation. • If you have submitted a certificate of expected graduation (completion), please submit a certificate of graduation (completion) immediately after graduation (completion). |

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| 6 * | Transcript from Last School Attended. (No copies allowed) | <ul style="list-style-type: none"> • If the document is prepared in a language other than Japanese or English, please attach a Japanese or English translation. • If you are a prospective graduate, please submit your final transcript immediately after you graduate (or complete your studies). |
| 7 * | Letter of Approval from the Head of the Organization Where You Work (No copies allowed) ※Please submit this form only if you are currently employed. | <ul style="list-style-type: none"> • If the head of the applicant's organization approves of the application and signs (seals) the application, any form is acceptable. |
| 8 * | Two Pre-Addressed Envelopes Size: Long Size 3 (23.5 cm long x 12 cm wide) ※ For residents of Japan only. | <ul style="list-style-type: none"> • For the return envelopes, please prepare two “Long Size 3” envelopes. (No need to affix stamps.) • On the front of the envelope, please write the address (home address, etc.) to which the applicant is sure to receive the results of the selection process. • The return envelope will be used for notification of the selection results and other communications. • <u>If you wish to change the mailing address, please inform us immediately.</u> |

[Documents to be Submitted by Applicants from Other Universities or Applicants who do not have Japanese Nationality]

In addition to documents 1 through 8 above, submit documents 9 through 10 for applicants from other universities, and documents 9 through 18 for applicants who do not have Japanese nationality.

| | Documents to be Submitted | Points to Note |
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| 9 * | "Letter of Recommendation" (No copies allowed) | <ul style="list-style-type: none"> • The referee must be a person who is familiar with the applicant's personality, study situation, research activities, etc., and has a good understanding of the application process for research students. (e.g., the principal of the school you attended, your academic advisor, your supervisor at work) • The form and format are free, but the Letter of Recommendation must be signed or stamped by the person who issued it. • For applicants who do not have Japanese nationality, it is preferable to submit a form with the name of the school or company. |
| 10 | Documents Proving your Research Achievements | <ul style="list-style-type: none"> • Please submit the following documents as proof of your research achievements. <ol style="list-style-type: none"> 1. Dissertation or its substitute (including research works, etc.) 2. A record of presentation at academic conferences or publication in research journals that can be confirmed 3. Documents proving the period of research at the research institution, issued by the research institution 4. Other documents that can prove or confirm the applicant's research achievements <p>Note; If you are submitting a paper or research work that you wish to have returned, please inform in advance.</p> |
| 11 | Study Abroad Plan | <ul style="list-style-type: none"> • Describe in detail your thoughts on the following topics related to studying abroad. <ol style="list-style-type: none"> 1. Self-Introduction 2. Purpose of Studying Abroad |

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| | | <p>3. Your Reason for Choosing the Graduate School</p> <p>4. Your Hopes and Plans Following your Research at the Graduate School.</p> <p>5. Japanese Study</p> <p>6. Life in Japan, etc.</p> <ul style="list-style-type: none"> • There is no specific format, please write in either Japanese or English. If you are writing in Japanese, please write approximately 1,500 characters in Japanese, or approximately 1,000 words in English. |
| 12 * | Documents Proving Japanese Language Proficiency | <ul style="list-style-type: none"> • If you have taken the Japanese Language Proficiency Test (JLPT), please submit the "Certificate of Results and Grades" (not the "proficiency certificate".) (Reference) http://www.jlpt.jp/certificate/index.html • If you have any other documents to prove your Japanese language ability, please submit them. |
| 13 | <p>Certificate of Language Proficiency in Research Activities". (Form prescribed by the Graduate School)</p> <p>Note; When submitting by the method outlined in (2), the first page with the applicant's name must also be submitted.</p> | <p>(1) Prior to application, applicants must contact directly with the faculty member from whom they wish to receive research guidance to confirm their language ability. Applicants give the faculty member the prescribed form, have him/her fill out the necessary information, and submit it to the Student Affairs Division together with the application documents.</p> <p>(2) If the faculty member you wish to have as your academic supervisor is unable to fill out the form, please ask a Japanese language instructor, a Japanese government official stationed overseas, or someone who can confirm your Japanese language ability to fill out the form.</p> |

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| 14 | <p>"Pre-survey on Language Skills of Research Student Applicants." (Form prescribed by the Graduate School)</p> | <ul style="list-style-type: none"> • Please be sure to fill out the form by the applicant. |
| 15 * | <p>Certificate of Financial Support (In principle, photocopies are not acceptable) Note; In the case that the applicant is responsible for paying the tuition and other expenses, the applicant must be a working adult or have experience working.</p> | <p>[In the case of expenses paid by the applicant's relatives, etc.]</p> <ul style="list-style-type: none"> • If someone other than the applicant is paying for the applicant's tuition and other expenses, please submit the following documents: <ol style="list-style-type: none"> 1. A certificate of bank balance in the name of the person bearing the expenses 2. A certificate of employment which clearly states the period of employment and the amount of income of the person bearing the expenses as well as an annual income certificate or a certificate of tax payment. 3. Documents proving the relationship with the applicant <ol style="list-style-type: none"> a. Copy of family register, certificate of residence (in case of blood relationship) b. Notarized letter of kinship, etc. <p>If both the applicant and the person paying expenses are Chinese nationals, please submit a notarized copy.</p> <p>[In cases where the applicant bears the cost of the expenses]</p> <ul style="list-style-type: none"> • If the applicant themselves will pay for tuition and other expenses, please submit the following documents: <ol style="list-style-type: none"> 1. A bank balance certificate in the name of the applicant. 2. A certificate of employment which clearly states the period of employment and income of the applicant as well as a certificate of annual income or a certificate of tax payment of the applicant. |

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| | | <p>[In cases where the applicant is on a scholarship]</p> <ul style="list-style-type: none">• If the applicant is in receipt of a scholarship, please submit a scholarship award certificate which clearly states the amount, duration, and awarding body. <p>[In cases where a Japanese resident will bear the cost of the expenses]</p> <ul style="list-style-type: none">• If a Japanese resident will pay for the applicant's tuition and other expenses, please submit the following documents:<ol style="list-style-type: none">1. A taxation certificate which shows the total amount of income. (One of the following certificates: residence tax, income tax, tax return (copy), or record of withholding tax)2. A certificate of employment which clearly states the employment period and income of the person bearing the cost of the expenses. (If the person bearing the expenses is self-employed, please submit a company register form (copy), business license, or a tax return (copy) with a seal of acceptance)3. Copy of Residence Certificate <p>(Notes)</p> <ul style="list-style-type: none">• The bank balance certificate must be from a bank which can make remittances to Japan.• The balance of the applicant or cost bearer's bank account must be greater than the tuition and maintenance fees for 1 year in Japan. Specifically, the balance should be greater than the amount calculated using the method below: <p>[Example of Deposit Balance Calculation for one year]</p> |
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| | | <p>1 Year of Tuition + monthly living expenses 100,000 yen x 12 months</p> <ul style="list-style-type: none"> If the applicant wishes to go on to a Japanese university or other institution after the end of the research period, proof of tuition and living expenses for the next and subsequent years may be required. |
| 16 | Contact Card (Form Prescribed by the Graduate School) | <ul style="list-style-type: none"> Please make sure to fill in all the information. |
| 17 * | Documents Proving your Status of Residence (Copy of Certificate of Residence) | <ul style="list-style-type: none"> Only applicants residing in Japan should request the municipal office to issue the certificate and submit it. |
| 18 | Copy of Passport | <ul style="list-style-type: none"> Please submit a photocopy of all pages showing your photo, name, date of birth, passport number, issuing authority, and date of issuance. |

iii. Notes on Application Documents

- (1) Application documents and resume must be written in Japanese or English.
- (2) If the certificate is prepared in a language other than Japanese or English, be sure to attach a translation in Japanese or English.
- (3) All certificates, to be submitted must be originals, except for those specifically approved by the Graduate School, and the issuing institution and date of issuance must be verifiable.
- (4) Unless there are special circumstances, please submit documents within three months after they are issued.
- (5) Application documents will not be accepted if they contain omissions or other incomplete information. In addition, if any falsehood is found in the submitted documents, the acceptance or admission will be cancelled even after acceptance.
- (6) The payment will not be refunded for any reason whatsoever.

8 Selection Process

Successful applicants will be selected based on the application documents. Successful applicants will be notified in writing in the following period.

International Student Residing Overseas: Late June

Japanese Nationals and International Students Residing in Japan: Early September

9 Procedures after Passing the Screening

Successful applicants will be sent the results of the selection process and documents regarding the admission procedures, so please submit the following by the designated date.

[Necessary Items for Procedures After Passing the Screening]

(1) Enrollment Fee: 84,600 yen (estimate)

(2) 1 Photo: 3 cm long x 2.5 cm wide color photo

Photographs of the applicant's face including the upper body, without headwear (except when used for medical or religious reasons), facing front, and no background. The applicant's name and the date the photo was taken should be written on the back.

(3) Notification of Address

10 Enrollment

Students who have completed all the admission procedures according to the documents sent after the screening will be admitted. The procedure after admission is as follows.

[Enrollment Procedures]

(1) Please pay the tuition fee.

Tuition (for one semester): 178,200 yen (estimate)

Please pay the tuition fee during the following period using the payment slip distributed after enrollment.

If you are enrolled for one year, please make sure to pay the tuition fee for one semester (half year), 178,200 yen (estimate) per semester in the following payment period. The annual tuition fee will be 356,400 yen (estimate). If the tuition fee is revised, the revised tuition fee will be applied.

[Tuition Payment Period]

Second semester: October 1 - October 20

(2) After October 1st, please come to the Student Affairs Division to receive your ID card. If you have moved to a new address or changed your cell phone contract, please notify the Student Affairs Division.

11 Administration for Research Students

Administrative work related to research students, such as accepting applications for admission and completing procedures after being selected, is handled by the Student Affairs Division. If you have any questions, please contact the person in charge below.

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

Academic Affairs Section, Student Affairs Division

School of Design, Kyushu University

Tel 092-553-4460

E-mail gkgkenkyusei@jimu.kyushu-u.ac.jp

○ Points to Note

- (1) Applicants for research students are requested to contact the faculty member whom they wish to have as their academic supervisor before applying, introduce their own research activities and achievements to date, and provide a sufficient explanation of their research plan if admitted. (It is advisable to contact the faculty member in person and make a presentation on your research plan.) Only those who have obtained the informal consent of the faculty member to receive research guidance may apply.

- (2) When contacting your academic supervisor, you will need to introduce yourself and provide a number of other explanations. In this case, please refer to the following examples of items that are generally considered necessary and documents that should be presented.

[Matters Considered Necessary During Interviews with faculty members]

1. Educational Background (Elementary School to Completion of University/Graduate School)
 2. Work Experience
 3. How you Found out About the Graduate School (including your academic supervisor and laboratory)
 4. Reason for Choosing your Academic Supervisor
 5. Research Plan
 6. Whether or not you Wish to Enroll Graduate School (Master's, Doctorate)
 7. Copy of Graduation Certificate and Transcript
 8. Copy of the Letter of Recommendation from your Academic Supervisor at your Home University
- * If the applicant lives overseas, the following information should also be presented.
9. How you will Pay for your Expenses During your Stay in Japan
 10. Proof of Japanese Language Proficiency (copies of EJU results and JLPT results, certificate or recommendation letter from a Japanese language teacher)

You will need to keep in touch with the faculty members as they are likely to have questions about your application. For this reason, you should make first contact with them at least two to three months before submitting your application.

- (3) Research students are not eligible for tuition waivers or scholarships offered by the Japan Student Services Organization (JASSO). In addition, commuter passes

and Student Fare Discount Certificates (Gakuwari Certificate) are not applicable.

- (4) We do not offer lodging, rooming houses to students.

However, international students who are planning to enroll the university and whose spouse does not live in the Fukuoka area may be able to live in the university's International Dormitory. The person in charge will contact you by e-mail, so please follow the instructions.

- (5) There is no special instruction or special classes for international students in this graduate school. The language of educational instruction for research conducted at the university, including research guidance, discussions, and lectures in which students participate when necessary, is mostly conducted in Japanese. The educational environment is the same as that of Japanese students. Therefore, Japanese language proficiency is a prerequisite.

In order to conduct research and live in Japan, it is necessary to receive Japanese language education in your home country or to study Japanese at a Japanese language school before preparing to enroll as a research student.

- (6) Please refer to the following URL for more information about this school.

<https://www.design.kyushu-u.ac.jp/en/home/>

- (7) The schedule may be changed depending on the future infection status of the novel coronavirus. Any changes will be announced on the Kyushu University School of Design website.

Notes on Admission in April 2023 for Applicants

Those who wish to enroll the university in April 2023 should follow the application procedures outlined in the “Admission Guide for the Graduate School of Design, Kyushu University, for Research Students of April 2023” which will be issued in September 2022.

The deadline for submission of application documents is as follows.

International students residing overseas: November 11, 2022

Japanese nationals and international students residing in Japan: January 13, 2023