Application Guidelines for 2024 Entrance Examination for Doctoral Program Graduate School of Design Kyushu University

April 2024 Admission (First Call)

Application Period

- If preliminary screening is not required Monday, June 12 Thursday, June 15, 2023
- If preliminary screening is required Monday, May 22 Thursday, May 25, 2023

• If special assistance and requirements are needed for taking the examination By Thursday, May 25, 2023

Date of Examination

In principle, a date and time designated separately between Wednesday, July 12, 2023 and Wednesday, July 19, 2023

* Dual application of the October 2023 Admission (Second Call) and the April 2024 Admission (First Call) is NOT allowed.

Depending on the state of Covid-19 infections going forward, each schedule may be postponed, etc. in order to prevent the spread of infections. These responses will be notified through the website of the Kyushu University Graduate School of Design.

Kyushu University Graduate School of Design website: https://www.design.kyushu-u.ac.jp/

All times listed in the Application Guidelines are Japan Standard Time (JST, UTC+9).

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I Admission Policy of the Department

The Doctoral Program, under the philosophy of "humanization of technology" of this graduate school and based on the student image sought by Kyushu University, aims to develop researchers who can design roadmaps for appropriately utilizing technology in human life and can achieve leadership positions. In addition to the above attitudes and qualities sought of people who seek admission to the Master's program, the following qualities are sought:

- Have outstanding logical ability and thinking ability, have a high ability to discover and solve issues oneself.
- Have a high level of interest and sense of purpose with respect to academic research in one's specialist field and similar fields, and an attitude of mastering ethics.
- Have an interest in the issues faced by the world, and have the foreign language ability to be able to promote research at the international level and communicate research outcomes in international forums.
- * For the outline of the Department of Design, Graduate School of Design, introduction of each course, list of major subjects and list of faculty members, please visit the website of the Graduate School of Design at https://www.design.kyushu-u.ac.jp/ for further information.

II Application Qualifications

- (1) Applicants who have Master's degrees or professional degrees or are expected to earn such degrees by March 31, 2024.
- (2) Applicants who have been awarded or are expected to be awarded by March 31, 2024 degrees equivalent to Master's degrees or professional degrees in their home countries.
- (3) Applicants who have taken correspondence courses offered by foreign educational institutions in Japan and have been awarded or are expected to be awarded by March 31, 2024 degrees equivalent to Master's degrees or professional degrees.
- (4) Applicants who have completed programs at educational institutions in Japan positioned in the school education systems of foreign countries as institutions which have the relevant graduate school programs of said foreign countries, and specified as such institutions by the Minister of Education, Culture, Sports, Science and Technology, and who have been awarded or are expected to be awarded by March 31, 2024 degrees equivalent to Master's degrees or professional degrees.
- (5) Applicants who have completed programs at the United Nations University founded based on the United Nations General Assembly resolution of December 11, 1972 provided for in section 2, Article 1 of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University" (Act No. 72 of 1976) (hereinafter referred to as the "United Nations University") and have been awarded or are expected to be awarded by March 31, 2024 degrees equivalent to Master's degrees.
- (6) Applicants who have taken educational programs at foreign educational institutions, educational institutions which have received the designation of item 3, Article 156 of the Ordinance for Enforcement of the School Education Act, or the United Nations University, have passed examinations and screening equivalent to the examinations and screening provided for in Article 16-2 of the Standards for the Establishment of Graduate Schools, and are recognized to have academic abilities equivalent to those who have Master's degrees.
- (7) Applicants who are designated by the Minister of Education, Culture, Sports, Science and Technology
 - Applicants who have graduated from universities and participated in research for two years or more in universities, research institutes, etc., and are recognized by the Graduate School of Design to have academic abilities equivalent to those who have Master's degrees due to the outcomes, etc. of said research.
 - 2) Applicants who have participated in research for two years or more in universities, research institutes, etc. after completing 16 years of formal education in their home countries or completing 16 years of formal education in said home countries by taking correspondence courses offered by foreign educational institutions in Japan, and are recognized by the Graduate School of Design to have academic abilities equivalent to those who have Master's degrees due to the outcomes, etc. of said research.
- (8) Applicants who are recognized to have academic abilities equivalent to those who have Master's

degrees or professional degrees by means of a qualification screening conducted by the Graduate School of Design, and have reached 24 years of age or will have reached 24 years of age by March 31, 2024.

III Doctoral Program Entrance Examination

1 Enrollment Period

April 1, 2024 (Spring Admission)

2 Maximum Number of Enrolled Students

Department	Enrollment Quota	
	30	
Department of Design	(Total number of applicants for admission in	
	April 2024 and October 2024)	

3 Application Requirements

Applicants who have fulfilled the requirements of "II Application Qualifications"

4 Application Procedure

(1) Application Period: Monday, June 12 – Thursday, June 15, 2023 (9 am to 4 pm, JST) Applications are accepted from 9 am to 4 pm if you would like to submit your application in person. Applications submitted by mail must arrive no later than Thursday, June 15. Applications from within Japan should be sent by registered mail with "Application for Admission to the Doctoral Program of Graduate School of Design" written in red on the front of the envelope. If you are applying from outside Japan, please send the application by EMS or other trackable means, and submit a copy of the mailing record or the tracking number by e-mail. (Contact email address: gkggakusei@jimu.kyushu-u.ac.jp) Please allow plenty of time for delivery, as it may take some time especially during the Covid-19 pandemic period.

Furthermore, applicants who apply in accordance with the qualifications (7) or (8) will be screened in advance. The application period is from Monday, May 22 – Thursday, May 25, 2023 at 4 pm. If you send your application by mail, it must arrive by Thursday, May 25. Applicants will be notified of the results of the screening by Friday, June 9. Applicants who have passed the qualifications screening must follow the procedure for payment of the application fee as described on page 11, and submit proof of payment of the application fee by Thursday, June 15. The application documents will be officially accepted upon receipt of the proof of payment of the application fee.

Mailing Address and Contact Information
 Student Affairs Division, Administrative Office of Design Kyushu University
 4-9-1 Shiobaru, Minamiku, Fukuoka, 815-8540, Japan
 Telephone Number: +81 (0) 92-553-4587
 Email Address: gkggakusei@jimu.kyushu-u.ac.jp

5 Application Documents

Application Documents	Notes
Proof of Payment of the	Please submit proof of payment attached to the form prescribed by the
Application Fee	Graduate School of Design (Appendix 1). For details, please refer to
	"IV-1 Application Fee and Payment Methods." Applicants who apply in
	accordance with the qualifications (7) or (8) must pay the application fee
	after passing the preliminary screening and submit the payment proof
	separately.
Certificate of English	Score report for the TOEFL-iBT (Test at a test center)
Language Proficiency	For details on how to submit score reports, please refer to "IV-2 English
Tests	Language Proficiency Tests (Submission of Score Reports)."
	*Applicants who have completed a bachelor's or master's degree and
	graduated from a university where English is the language of instruction
	are exempted from submitting a score report upon submission of an
	official Certificate of English as a Medium of Instruction issued by the
	university.
Application Form	Appendix 2
	Changes in the academic supervisor of choice are not permitted after
	applying.
Examination Slip and	Appendix 3
Identification Slip	
Photographs	Photographs of the applicant's face including the upper body, without
	headwear, facing front, taken within three months prior to application,
	must be attached to the Examination Slip and Identification Slip
	(Appendix 3). The size of the photograph must be 4 cm long \times 3 cm
	wide.
Certificate of	This certificate should be prepared by the president or head of the
(Expected) Completion	graduate school of the university from which the applicant graduated. If
	the language is not Japanese or English, please attach an English or
	Japanese translation issued by your home university or public institution.
	(Applicants who apply in accordance with the qualifications (7) or (8)
	must submit their graduation certificates from the School of Design)
Transcripts	(i) The Undergraduate transcript (If you are applying to be a transfer
	student, please submit the transcript for the institution you attended
	before transferring)
	(ii) Master's program (first half of doctoral course) transcript or
	professional degrees program transcript
	(Applicants who apply in accordance with the qualifications (7) or (8)

I		
	must submit their graduation certificates from the Undergraduate	
	program)	
	Please submit an official transcript issued by the university you	
	graduated from (copies are not acceptable). If the language is not	
	Japanese or English, please attach an English or Japanese translation	
	issued by your home university or public institution.	
Master's Dissertation	Appendix 4	
(copy)	(i) Applicants who have submitted a Master's dissertation must submit	
Master's Dissertation	a copy of the dissertation and its abstract.	
Abstract and Research	(ii) Applicants other than (i) must submit a Research Progress Report.	
Progress Report	* Please write both of these using no more than 1,600 Japanese	
	characters or 800 English words. You may not write on the back.	
Research and	Appendix 5	
Operational	Applicants who have research achievements other than those stated in	
Achievements Report	the Master's dissertation abstract and Research Progress Report	
reme venients report	(Appendix 4) and applicants who have operational achievements related	
	to research as working members of society, etc. must submit this report.	
	to research as working memoers of society, etc. must submit this report.	
Research Proposal	Appendix 6	
	Please write the details of research that you would like to conduct at the	
	graduate school in no more than 1,600 Japanese characters or 800	
	English words. You may not write on the back.	
Self-Addressed	Applicants residing in Japan are required to submit an envelope (23.5	
Stamped Envelope for	cm long \times 12 cm wide) with their name, address, and postal code with	
Examination Slip	postal stamps equivalent to 344 yen attached.	
	Applicants residing outside Japan are not required to submit the	
	envelope.	
Mailing Labels	envelope. Appendix 7	
Mailing Labels	envelope. Appendix 7 Please fill in your postal code, address, and name on the form provided	
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Mailing Labels Certificate of Residence	envelope. Appendix 7 Please fill in your postal code, address, and name on the form provided by the Graduate School of Design (for notification of acceptance and for	
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Certificate of Residence	envelope. Appendix 7 Please fill in your postal code, address, and name on the form provided by the Graduate School of Design (for notification of acceptance and for sending documents for enrollment procedures). Non-Japanese applicants residing in Japan must submit a copy of	
Certificate of Residence (Juminhyo-no-Utsushi)	envelope. Appendix 7 Please fill in your postal code, address, and name on the form provided by the Graduate School of Design (for notification of acceptance and for sending documents for enrollment procedures). Non-Japanese applicants residing in Japan must submit a copy of Certificate of Residence (<i>Juminhyo-no-Utsushi</i>) issued by their	
Certificate of Residence (<i>Juminhyo-no-Utsushi</i>) or Photocopy of	envelope. Appendix 7 Please fill in your postal code, address, and name on the form provided by the Graduate School of Design (for notification of acceptance and for sending documents for enrollment procedures). Non-Japanese applicants residing in Japan must submit a copy of Certificate of Residence (<i>Juminhyo-no-Utsushi</i>) issued by their municipality that clearly indicates their status of residence, period of	

Application Form for	Appendix 8
Preliminary Screening	Applicants who apply in accordance with (7) or (8) of "II Application
of Application	Qualifications" are required to submit this form.
Qualifications	Please attach academic papers/dissertation or other documents allowing
	confirmation of their content.

Note: For documents written in languages other than Japanese or English, please attach a Japanese or English translation.

Please submit original transcripts, certificates, and other documents (no photocopies). If any falsification is identified in the transcripts or other documents, admission will be revoked even after enrollment.

6 Admission Selection Method

Applicants will be selected based on comprehensive consideration of the submitted documents and interview (oral examination) results.

a. Examination Date and Format

Date	Format	Time
In principle, a date and time designated separately between Wednesday, July 12, 2023 and Wednesday, July 19, 2023 (individual notifications are sent out as soon as a decision is made)	Interview (oral examination)	In principle, a date and time designated separately between Wednesday, July 12, 2023 and Wednesday, July 19, 2023 (individual notifications are sent out as soon as a decision is made)

b. Interview (oral examination)

- The interview (oral examination) is conducted as an "interview at the examination venue" or an "online interview." Please consult with the academic supervisor to decide the method of interview.
- The interview (oral examination) consists of questions asked by multiple members of the interviewing panel.
- The interview (oral examination) is conducted in Japanese or English.
- The interview (oral examination) shall take about 30 minutes (presentation for 15 minutes, questions for 15 minutes).
- The presentation shall cover your research achievements, including the outline of your Master's dissertation, etc., and your research proposal.
- In the case of an "interview at the examination venue," a projector, screen and cable will be prepared at the examination venue. Those who will give a presentation using a personal computer are requested to bring their own computer, including any necessary adapter.
- If you wish to present your works or design research materials, please follow the prior notes presented by the members of the interviewing panel.
- In the case of an "online interview," a computer and Internet connection that can support teleconferencing by audio and video are required. Please prepare them yourself. Detailed information about the format and method will be sent to the email address stated in the application form.

7 Notes

• Applicants should contact their academic supervisor of choice one month before the application deadline to thoroughly discuss the content of their research and other relevant matters. In the Graduate School of Design, instruction in the doctoral program is provided by an academic

supervisor group, with the desired academic supervisor as the primary supervisor. Note that the official "academic supervisor group" will be decided through consultation with the academic supervisors after admission to the Doctoral Program.

- After the application procedures have been completed, the submitted documents cannot be changed or returned, and the application fee cannot be refunded. However, if you do not apply after paying the application fee, or if the application documents are not accepted, the paid application fee will be refunded.
- You will be asked to show your examination slip during the interview. Please have it ready to show before the interview.
- Please correctly fill in the "Mailing label for notification of acceptance" and "Mailing label for sending documents for entrance procedures," as these will be used as the mailing address for the respective documents.
- Incomplete applications will not be accepted.
- In the case of an interview (oral examination) at the examination venue, the time limit for access to examinations due to lateness is 30 minutes after the start of the examination. If you are late more than 30 minutes after the start of the examination for unavoidable reasons, such as a transportation accident, please inform the examination invigilator. In the case of an online interview (oral examination), please follow the notes presented by the members of the interviewing panel for the time limit for access to online examinations due to lateness.

8 Announcement of Acceptance

- (1) The results will be announced on the notice board of Ohashi Campus, Kyushu University (next to the Administration Office) around 10 am on Thursday, August 3, 2023, and successful applicants will be notified in writing.
- (2) Announcement of the examinee numbers of the successful applicants using the Internet The examinee numbers of successful applicants will also be announced on the Graduate School of Design website (URL: https://www.design.kyushu-u.ac.jp/en/home/) as a means of providing information, and the official announcement of acceptance will be made as described in (1) above. Please note that telephone inquiries regarding admission results will be declined.

IV Other Matters concerning the Doctoral Program Entrance Examination

1 Application Fee and Payment Methods

Application Fee

30,000 yen

However, for the entrance examination for the doctoral program (April 2024 Admission), those who are expected to complete a Master's program in March 2024 at Kyushu University graduate schools are not required to pay an application fee.

Payment Methods

Please pay the application fee by using one of the following methods (A), (B) or (C) on or after Monday, May 22, 2023. Payment must be made by the last date of the application period.

(A) Payments by Credit Card

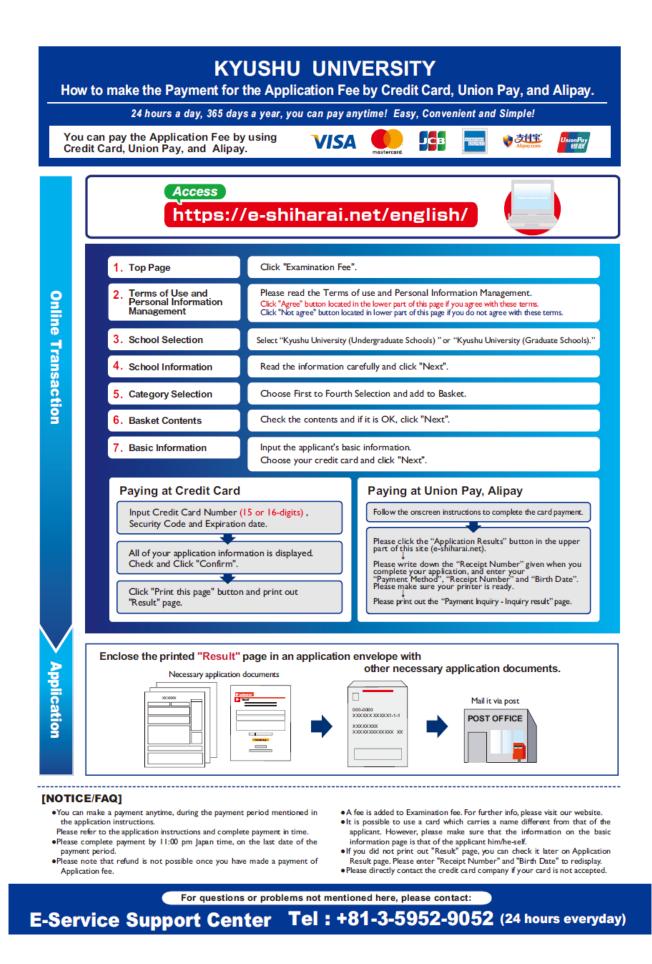
- Payment can be made through Visa, Master Card, JCB, American Express, Union Pay, and Alipay.
- (2) Credit card payment can be done directly on the website at https://e-shiharai.net/english/
- (3) For details of paying by credit card, refer to page 12.
- (4) At the website above, first select "Kyushu University (Graduate Schools)" in the School Selection page. Then select "Graduate School of Design" at the next page.
- (B) Payments at Convenience Stores (available only in Japan)
 - (1) Payment can be made at Seven-Eleven, Lawson, and Family Mart.
 - (2) For details of paying at convenience stores, refer to the Application Guidelines in the Japanese version on page 10.

(C) Payments by Bank Transfer

Transfer the application fee to the following bank account. Fill in your desired course, code: <u>3DS</u> and your name in the box marked "name" on the bank transfer order form.

- 1. Transfer must be made in Japanese yen.
- 2. All necessary expenses for the bank/telegraphic transfer shall be borne by the remitter.
- 3. Beneficiary:

Name	Kyushu University	
Address	744 Motooka, Nishi-ku, Fukuoka 819-0395, Japan	
4. Beneficiary's Bank Account:		
Bank Name	SUMITOMO MITSUI BANKING CORPORATION	
Branch Name	FUKUOKA BRANCH	
Address	1-1-1 Hakataekimae, Hakata-ku, Fukuoka 812-0011, JAPAN	
Account Type	Saving Account	
Account Number	7119240	
SWIFT code	SMBCJPJT (it is essential for telegraphic remittance)	



2 English Language Proficiency Tests (Submission of Score Reports)

- (1) Please take the TOEFL-iBT (Test at a test center) in advance. Please note that a passport is required to take the TOEFL-iBT (Test at a test center) though, if you do not have a passport, other IDs may be acceptable. So please check the details of the Identification Requirements for the test by yourself.
- (2) Please send the score report as follows.
 - <TOEFL-iBT (Test at a test center)>

Please complete the procedure for the U.S. ETS so that the Official Score Report is delivered to the Student Affairs Division, Administrative Office of Design, Kyushu University by the deadline of the application period. In doing so, please use the following DI (Institute Code) code and Department code.

DI code: C984 Department code: 15 Fine Arts, Art, Design

We will receive the Official Score Report approximately two weeks after you take the TOEFLiBT test.

- (3) Notes
- The score is only valid for the test taken within two years from the date of the entrance examinations.
- The score must be Test Date Score. $MyBest^{TM}$ score is not accepted.
- Please fill in the Test Date score and test date on the application form.
- If any falsification is found in the submitted score report, admission will be revoked even after enrollment.

3 Applicants with Disabilities or Special Requirements (Request for Assistance Needed for Taking Examinations)

Kyushu University provides consultation for applicants with disabilities who may require special arrangements during the entrance examinations or in classes after enrollment. Those who require special arrangements during the entrance examination should consult with the Student Affairs Division of the Administration Office of Design by Thursday, May 25, 2023.

Category	Eligible People	Examples of Examination
		Support
(1) Visual Impairment	• People who receive education in	Braille answers
	Braille	• Distribution of enlarged text
	• People whose corrected eyesight	examination booklets

	 in their better eye is 0.15 or less People whose vision loss rate is 90% or more in both eyes Visually impaired persons other than the above 	 Bringing their own magnifying glass or similar object to use in examination Assignment of a brightly lit seat near a window Bringing their own lighting equipment to use or preparation of equipment in the examination room
(2) Hearing Impairment	 People whose hearing loss is 60 decibels or above in terms of hearing level. Hearing impaired persons other than the above. 	 Assignment of sign language interpreters, etc. Written communication of precautions Assignment of seats to the front row Use of hearing aids or cochlear implants
(3) Physical Disability	 People who are unable or have difficulty maintaining a seated position due to functional impairment of the torso People with significant functional disabilities in both arms People with physical disabilities other than the above 	 Having someone to write down answers on behalf of the applicant Assignment of a helper Setting the examination room on the first floor Taking the examination in a room near the restroom Use of wheelchairs and canes Entry to the examination venue in a vehicle
(4) Health Impairment	• People with chronic respiratory illnesses, heart disease, kidney disease, or other conditions that require continuous medical care or lifestyle regulation, or people with similar conditions	 Setting the examination room on the first floor Use of their own cane Setting up a separate room
(5) Assistance for Developmental Disabilities	• People requiring assistance due to autism spectrum disorders (autism, Asperger's, pervasive developmental disorders), localized learning disorders	 Extension of examination time (1.3 times) Distribution of enlarged text examination booklets Written communication of

	(learning disabilities), or attention deficit hyperactivity disorder (ADHD)	precautions
(6) Others	• People other than those in categories (1)-(5) who require assistance	 Taking the examination in an examination room near the restroom Assignment of a seat near the entrance to the examination room

Pre-Consultation

Please download the Pre-Consultation Application Form^{*1} for Kyushu University Entrance Examination and Medical Certificate^{*2} on the website of Kyushu University (Contents in Japanese only: https://www.kyushu-u.ac.jp/ja/admission/entrance/jizensodan) and submit together with the application. If you are the holder of a certificate for persons with disabilities, please submit a copy of the certification with the application.

The Medical Certificate (in the format provided by Kyushu University) should indicate the name of the diagnosis, the dates of the first and last medical consultations, the specific symptoms and their progress after onset, the degree of obstacles in daily life, especially in studying, problems anticipated when taking examinations and any support thought to be necessary.

^{*1} Pre-Consultation Application Form

https://www.kyushu-u.ac.jp/f/45066/Pre-Consultation%20Application%20%28Graduate%20School%29.pdf

*2 Medical Certificate

https://www.kyushu-u.ac.jp/f/45067/Medical%20Certificate.pdf

- 4 Use of Personal Information
- (1) Personal information included in the application documents will be used in selecting applicants for admission, and the name and the address of successful applicants will be used to inform them of enrollment procedures.
- (2) Personal information included in the application documents will be used for work related to university enrollment of persons who have been accepted by the university after the admission selection.
- (3) Results of the entrance examination and other personal information can be used as material for recommendation for scholarships, and as material for selection for exemption from enrollment and tuition fees in the first year.
- (4) Personal information used in the entrance examination will be used anonymously as data in surveys and research on admissions selection at Kyushu University.
- (5) Personal information included in application documents and personal information, such as the results of the entrance 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 18 and 27 of the Act on the Protection of Personal Information.

5 Maps and Directions to the Examination Venue (In the case of an interview at the examination venue)



Access Map to Examination Venue (Ohashi Campus, Kyushu University)

Transportation

By Air

Fukuoka Airport→ (Subway Kuko Line) →Tenjin Station→(Transit) →Nishitetsu Fukuoka (Tenjin) Station→(Nishitetsu Omuta Line)→Nishitetsu Ohashi Station

■ By JR Train

JR Hakata Station→ (Subway Kuko Line) →Tenjin Station→(Transit) →Nishitetsu Fukuoka (Tenjin) Station→(Nishitetsu Omuta Line)→Nishitetsu Ohashi Station

By Nishitetsu Train

Nishitetsu Fukuoka (Tenjin) Station→(Nishitetsu Omuta Line)→Nishitetsu Ohashi Station

■ By Expressway Bus

Get off at JR Hakata Station, the rest is the same as "By JR Train." Get off at Nishitetsu Tenjin Expressway Bus Terminal, the rest is the same as the "By Nishitetsu Train."

Websites with Access Information and Campus Maps

https://www.design.kyushu-u.ac.jp/en/access/ https://www.kyushu-u.ac.jp/en/campus/ohashi

V Enrollment

1 Enrollment Procedures

Documents related to the enrollment procedure will be sent to successful applicants in late February 2024.

2 Fees Required at the Time of Enrollment

Enrollment Fee: JPY 282,000 (subject to change)

(Note1) However, regarding applicants who are admitted through April 2024 Admission, those who are expected to complete a Master's program in March 2024 at Kyushu University graduate schools are not required to pay an enrollment fee.

Tuition Fee (per each semester) 267,900 yen (JPY 535,800 yen per annum, subject to change)

(Note2) 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.

3 Extension of the Period of Study

The Graduate School of Design has introduced a system which allows students with jobs or other such circumstances who request that they complete the program according to a predetermined schedule over an extended period beyond the normal period of the curriculum to do so according to the stipulations of the Faculty Council of the Graduate School of Design.

If you are approved to extend the period of study under this system, the amount of tuition to be paid per year will be the amount of tuition for the normal period of the curriculum (3 years) divided by the number of years (4, 5 or 6 years) that the student is allowed to take the course as planned until the completion of the course.

Inquiries and Contact Information

Student Affairs Division, Administrative Office of Design Kyushu University 4-9-1 Shiobaru, Minamiku, Fukuoka, 815-8540, Japan Telephone Number: +81 (0) 92-553-4587 E-mail: gkggakusei@jimu.kyushu-u.ac.jp