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

October 2024 Admission (First Call)

Application Period

- If preliminary screening is not required Friday, November 17 Wednesday, November 22, 2023
- If preliminary screening is required Monday, October 23 Thursday, October 26, 2023
- If special assistance and requirements are needed for taking the examination By Thursday, October 26, 2023

Date of Examination

In principle, a date and time designated separately between Wednesday, December 20, 2023 and Wednesday, December 27, 2023

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

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

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/en/home/ for further information.

II Application Qualifications

- (1) Applicants who have Master's degrees or professional degrees or are expected to earn such degrees by September 30, 2024.
- (2) Applicants who have been awarded or are expected to be awarded by September 30, 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 September 30, 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 September 30, 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 September 30, 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 September 30, 2024.

III Doctoral Program Entrance Examination

1 Enrollment Period

October 1, 2024 (Fall 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: Friday, November 17 –Wednesday, November 22, 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 Wednesday, November 22. 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 give ample time for the delivery of the application documents.

Furthermore, applicants who apply in accordance with the qualifications (7) or (8) will be screened in advance. The application period is from Monday, October 23 – Thursday, October 26, 2023, at 4 pm. If you send your application by mail, it must arrive by Thursday, October 26. Applicants will be notified of the results of the screening by Thursday, November 16. 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 Wednesday, November 22. 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
Test	Language Proficiency Test (Submission of Score Report)."
	*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 undergraduate certificates.)
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)

	must submit only their Undergraduate transprint)	
	must submit only their Undergraduate transcript)	
	Please submit an official transcript issued by the university you graduated from (conies are not acceptable). If the language is not	
	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	
	(Appendix 4) and applicants who have operational achievements related	
	to research as working members 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	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).	
Photocopy of Residence	Non-Japanese applicants residing in Japan must submit a copy of their	
card or Passport	Residence Card (both sides in color).	
r•	Applicants residing outside Japan must submit a copy of the	
	identification page of their passport.	
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	
Zuaimoanono	confirmation of their content.	

Notes

1. 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.

2. Materials related to research or achievements prepared in languages other than Japanese or English should be translated into Japanese or English, in addition to the original or a copy of the original.

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, December 20, 2023 and Wednesday, December 27, 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, December 20, 2023 and Wednesday, December 27, 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, January 25, 2024, 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: <u>https://www.design.kyushu-u.ac.jp/en/home/</u>) 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 (October 2024 Admission), those who are expected to complete a Master's program in September 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 Friday, October 27, 2023. Payment must be made by the last date of the application period.

(A) Payments by Credit Card

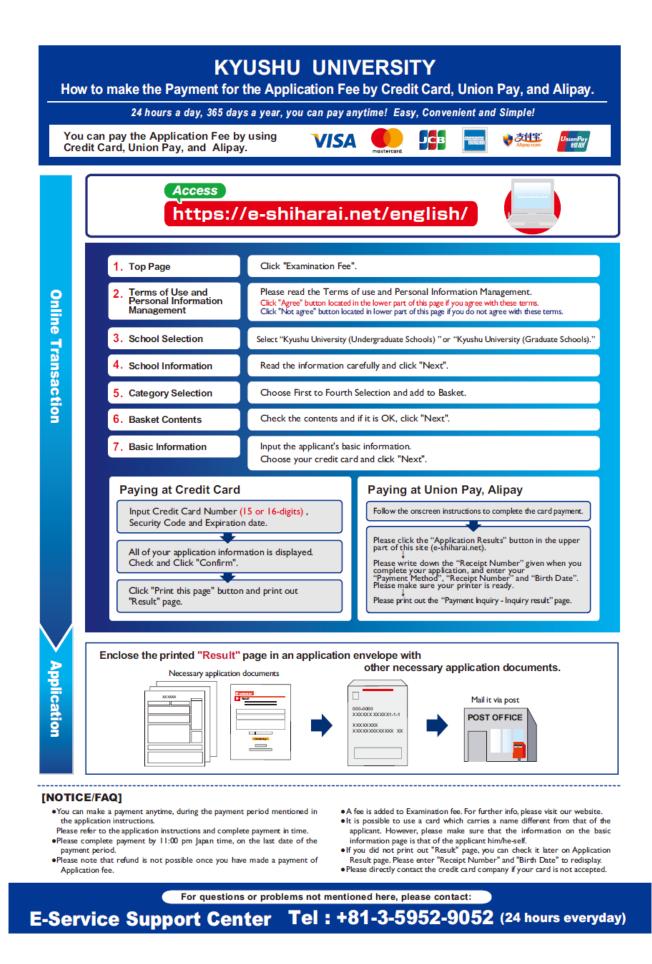
- Payment can be made through Visa, Master Card, JCB, American Express, Union Pay, and Alipay.
- (2) Credit card payment can be done directly on the website at https://e-shiharai.net/english/
- (3) For details of paying by credit card, refer to page 12.
- (4) At the website above, first select "Kyushu 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 Test (Submission of Score Report)

- (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). If you do not have a passport, other IDs may be acceptable. Please check the details of the Identification Requirements for the test.
- (2) Please send the score report as follows.

<TOEFL-iBT (Test at a test center)>

Kyushu University, Administrative Office of Design, Student Affairs Division, can verify the TOEFL iBT test results online. Hence, please register with U.S. ETS using the following Institute Code (DI code) and Department code before the application .

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

- (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. MyBestTM score is not accepted.
- Please fill in the Test Date Score and test date on the application form.
- The official score report will be sent to us <u>approximately 10 days from the day you took the test</u>. Please take the test way in advance.
- If you did not register the DI code and Department code when you took the TOEFL-iBT (Test at a test center), you need to request the official score report again by registering the DI code and Department code.
- 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, October 26, 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 visual	examination question booklets
	acuity in both eyes is generally	• Bringing their own
	less than 0.3, or those with severe	magnifying glass or similar
	visual impairment other than	object to use in the examination
	visual acuity and for whom visual	• Assignment of a brightly lit
	recognition of normal letters,	seat near a window
	figures, etc., is impossible or	• Bringing their own lighting
	extremely difficult even with the	equipment to use or preparation
	use of a magnifying glass, etc.	of equipment in the
	• Visually impaired persons other	examination room
	than the above	
(2) Hearing Impairment	• People whose hearing loss is 60	• Assignment of sign language
	decibels or above in terms of	interpreters, etc.
	hearing level.	• Written communication of
	• Hearing impaired persons other	precautions
	than the above.	• Assignment of seats to the
		front row
		• Use of hearing aids or
		cochlear implants
(3) Physical Disability	• People who are unable or have	• Having someone to write
	difficulty maintaining a seated	down answers on behalf of the
	position due to functional	applicant
	impairment of the torso	• Assignment of a helper
	• People with significant	• Setting the examination room
	functional disabilities in both	on the first floor
	arms	• Taking the examination in a
	• People with physical disabilities	room near the restroom
	other than the above	• 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
(6) Others	 (learning disabilities), or attention deficit hyperactivity disorder (ADHD) People other than those in 	 Taking the examination in an
	categories (1)-(5) who require assistance (including consideration for speech during interviews and presentations, etc.)	 raking the examination in an examination room near the restroom Assignment of a seat near the entrance to the examination room Written speech, etc

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 results of the entrance examination etc., shall not be used for purposes other than the above four, except in cases stipulated in the Act on the Protection of Personal Information. In addition, we will not provide the acquired personal information to a third party without the consent of the person, except when permitted by the "Act on the Protection of Personal Information" and other related laws and regulations.

%Please refer to the following URL for the privacy policy of Kyushu University. <u>https://www.kyushu-u.ac.jp/en/website/privacypolicy</u> 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 August 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 October 2024 Admission, those who are expected to complete a Master's program in September 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