

Guidelines for Application Submissions for the Intellectual Exchange and Innovation Program (IEI Program) supported by the MEXT scholarship (category D-a)

The Interdisciplinary Graduate School of Engineering Sciences (IGSES) at Kyushu University offers several educational course programs for Ph.D. students, including the Intellectual Exchange and Innovation (IEI) Program.

The admission schedule and procedures for the IEI Program are classified into two categories, depending on whether applicants applying for the scholarship are supported by the Ministry of Education, Culture, Sports, Science, and Technology (MEXT) (category D-a) or are privately financed (category D-b). The following guidelines apply to category D-a candidates (IEI Program funded through the MEXT scholarship) ONLY.

Applicants are required to carefully read these guidelines and the information on the IGSES website before submitting their applications. If you would like to apply for other doctoral programs or for the IEI Program for privately financed students (category D-b), please refer to the IGSES website for specific instructions.

1. Overview of Admission Schedule

Applicants are strongly encouraged to submit their applications as early as possible in order to allow our office and potential supervisors sufficient time to consider the submitted documents.

In the event that documents submitted online do not meet these guidelines, our office will ask the applicant to submit other materials or modify the documents. If applicants are unable to submit all of the required documents by the submission deadline, the application will be automatically rejected regardless of completion of the online submission process.

Table 1. Application schedule for category D-a (IEI Program funded by the MEXT scholarship)

Deadline for application submission	November 15, 2016
Screening	During the period between receipt of the application documents and January 6, 2017 , applicants may be required to participate in an online interview.
Notification of screening results	January 24, 2017
Admission to graduate school	No admission fee is required. In mid-February 2017 , successful applicants will be required to submit several documents by mail, including originals of academic certificates. Details regarding the necessary documents and the submission deadlines will be announced at a later date.
Notification of final approval for MEXT scholarship	End of June 2017 – Beginning of July 2017
Registration	No enrolment fee is required.
Enrolment	October 1, 2017

2. Eligibility

- 1) Applicants must hold a master's degree (or equivalent) from a university, or be expecting to receive a master's degree by September 30, 2017.
- 2) Applicants must be physically and mentally capable of pursuing studies at a university.
- 3) Applicants must possess an acceptable official English qualification, such as a qualifying TOEFL, TOEIC, IELTS, or Cambridge Certificate score (a photocopy of the scores obtained must be attached). A minimum IELTS overall band score of 5.5 is required.

Applicants who are unsure of their eligibility MUST contact the IGSES Student Affairs Division as soon as possible at: igsesadmission@tj.kyushu-u.ac.jp.

Additional Requirements for Category D-a (MEXT Scholarship) Applicants

- 4) Applicants must be nationals of countries that have diplomatic relations with Japan. In certain cases, this requirement can also apply to stateless persons.
To some extent, preferential selection is given to applicants from Southeast Asia, the Middle East, and North Africa.
- 5) Applicants must be under 35 years old as of April 1, 2017 (i.e., born after April 2, 1982).
- 6) Applicants must already hold bachelor's and master's degrees from a university outside of Japan. The grade point average (GPA) for both undergraduates and graduates must be at least 3.0 on a 4.0 scale or at least 2.3 on a 3.0 scale.
- 7) Applicants resident in Japan prior to October 2017 are ineligible to apply.
- 8) Military personnel and civilian employees who remain on active duty may not apply.
- 9) Applicants who have received a MEXT scholarship within the past three years are ineligible to apply.
- 10) Applicants who will receive financial support from their government or other organisations are ineligible to apply.
- 11) Applicants who intend to enrol in a Japanese university as privately financed international students are ineligible to apply.
- 12) Applicants who wish to conduct fieldwork overseas (in countries other than Japan) are ineligible to apply.
- 13) Successful applicants (i.e. those who have passed the examination and have been accepted into the course) must arrive in Fukuoka, Japan, before September 30, 2017.

3. Required Documents and Submission Process

All applicants for the IEI Program at Kyushu University are required to submit the following application documents prior to the deadline:

Table 2. Required documents for application submission

#1	Application form (Form D-1, 7 pages)
#2	Research proposal
#3	Abstract of your master's thesis
#4	Academic transcripts of both master's and bachelor degrees that quantitatively indicate your academic performance evaluation (e.g., grade point average, GPA) Certificates confirming the completion of your undergraduate and graduate studies
#5	Your English test/exam results certificate
#6	A copy of your passport (photograph and information page)
#7	An invitation letter from an IGSES faculty member (optional, but strongly recommended)
#8	Referee reports from two academic referees (Form D-8)
All documents submitted in a language other than English must be by accompanied by officially translated and certified copies in the English language.	

- ✓ Digital data of documents #1 to #7 must be submitted through the online submission system available on the IGSES website prior to the deadline. After you prepare all of the submission documents, access the following URL, http://www.tj.kyushu-u.ac.jp/en/igses/c_education/online_submission.php to submit them.
If you encounter difficulties using the online submission system, you may send some of your application documents via email to igsesadmission@tj.kyushu-u.ac.jp. Enter 'Application Documents from [input your full name]' in the subject field when sending the application via email.
- ✓ In mid-February 2017, successful applicants will be required to submit the original documents for #4, a recommendation letter from the dean of their department addressed to the president of Kyushu University, and application forms for the MEXT scholarship by registered mail. Relevant details will be provided to each successful applicant via email.
- ✓ Referee reports from two academics (#8) featuring their hand-written signatures must be individually enclosed in sealed envelopes. The applicant must send both envelopes by registered mail to the address below. Alternatively, scanned images of the referee reports (#8) MUST be sent by each academic reference from his/her official business email address to igsesadmission@tj.kyushu-u.ac.jp prior to the deadline. It is the responsibility of applicants to ensure that the two referee reports reach the address below by the deadline.

Postal address
IGSES Student Affairs Division, Interdisciplinary Graduate School of Engineering Sciences, Kyushu University 6-1 Kasuga-Koen, Kasuga 816-8580, JAPAN Tel +81-92-583-7513 FAX +81-92-583-8988
Email address
igsesadmission@tj.kyushu-u.ac.jp

- ✓ Within a few days of receiving your application documents and referee reports, the office will send you a confirmation email acknowledging receipt. If you do not receive a confirmation email, please contact the office.
- ✓ In the event that the documents submitted online do not meet these guidelines, the office will ask the applicant to submit other materials or modify the documents.
- ✓ If applicants do not submit all of the required documents by the submission deadline, the application will be automatically rejected, regardless of completion of the online submission process.

4. Guidelines for Completing Application Documents #2-#8

#2 Research proposal

This document must be typewritten using a computer and MUST NOT exceed two pages (A4).

Please provide a statement on a research area in which you would like to conduct Ph.D. research. Additionally, please indicate any relevant prior knowledge or experience along with your potential contribution to this area.

In addition, please propose a research project that you would like to conduct under the supervision of your selected professor. IGSES will use these research proposals to assess the quality and originality of your ideas; critical thinking skills; fundamental knowledge of, and experience in, a relevant academic area; and motivation.

Please bear in mind that a proposal that does not comply with the page limit is usually considered to indicate a lack of qualification as a Ph.D. candidate.

#3 Abstract of your master's thesis

Please summarise your master's thesis research in the form of an abstract. This must not exceed two pages (A4), including the reference. The abstract must describe the goals, investigative approach, and main conclusions of the work. If required, a maximum of two illustrations may be included.

This document must be typewritten in Microsoft Word format (file type: doc or docx). Hand-written forms will not be accepted.

Do not submit copies of any original work that has already been published or has been submitted for publication.

#4 Academic transcripts for both master's and bachelor's degrees and certificates that confirm the completion of your undergraduate and graduate studies, along with your academic performance evaluation

Submit official documents (certificates or transcripts) related to your academic achievements, including the specifics of your overall scores, such as your GPA and types of degrees you hold, and documents that confirm completion of your undergraduate and graduate studies.

Kyushu University uses Grade Point Average (GPA) on a 4.0 scale for academic evaluation. This scheme, as defined in the table below, is a credit-weighted average of grading points. The minimum requirement of applicants for the IEI Program with the MEXT scholarship is a GPA of 3.0 in both undergraduate and graduate

studies.

Grade point	Assessment	Percentile scale
4	Excellent	90 – 100
3	Good	80 – 89
2	Fair	70 – 79
1	Pass	60 – 69
0	Fail	0 – 59

If your academic achievements are rated using a different system, you **MUST** submit supplemental documentation that shows your scores converted into GPA on a 4.0 scale and explains how to calculate them, along with official documents that explain the definition of the evaluation score used in your academic transcripts. These supplemental documents are necessary for us to assess whether you satisfy the minimum requirement for the MEXT scholarship application; namely, a GPA score of at least 3.0 on a 4.0 scale or at least 2.3 on a 3.0 scale.

#5 Your English test/exam certificate

Submit a scanned image of the score sheet for the IELTS, TOEFL, or any other public English examination you have taken. A certification of English as a medium of instruction cannot be recognised for document #5.

Applicants from the following countries are not required to submit evidence of English language ability:

Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Republic of Ireland, Jamaica, New Zealand, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America

#7 An invitation letter from an IGSES faculty member (optional, but strongly recommended)

We highly recommend that you make contact with the appropriate IGSES professor that you would like to be supervised by for your Ph.D. research (see also ‘6. *How to Find a Research Supervisor*’).

#8 References from two academic referees (Form D-8)

References from two academics are required for the application. One of the referees must have supervised your master thesis.

The IGSES Student Affairs Division may contact your academic referees for further information.

Kindly ask your referees to complete the blank fields in Form D-8 and enclose this form with their letter, featuring their hand-written signature, in a sealed envelope, the opening of which bears their signature. The two sealed envelopes must be sent by the applicant to the IGSES Student Affairs Division using registered mail.

Alternatively, you may ask your referee to email the scanned letter and reference to

igesadmission@tj.kyushu-u.ac.jp from his/her official business e-mail address before the deadline.

5. Guidelines for Completing Application Form #1 (D-1)

Note 1: Name and Photo

Enter your full official name as it appears on your passport along with a preferred name, which we may use for our communications with you. Your full official name will appear on your degree certificate. The official name that you

provide will also be used on the offer letter and visa statement. Changes CANNOT be made to the provided official name at a later date.

Include a recent (taken within the past six months) passport-size photograph of yourself.

Write your name and nationality in block letters on the back of the photograph.

Note 2: English Language Ability

(a) Submit a scanned image of your score sheet for IELTS, TOEFL, or any other examination together with the application form; additionally, indicate your overall score and date of the test; or

(b) Request that the Educational Testing Services send the original TOEFL score sheet to the IGSES Student Affairs Division, Kyushu University.

6. How to Find a Research Supervisor

List of IGSES Faculty Members as Potential Research Supervisors

- The IGSES website provides a list of IGSES faculty members who are open to accepting international students through this program.
- The list contains the professors' names, their research areas, the URLs of their laboratories, potential themes for Ph.D. research, and their preferred method of contact with applicants.
- Please carefully read the list and select a professor under whom you would like to conduct your Ph.D. research. If the professor requires applicants to contact him/her before application submission, please follow his/her instructions.
- You should extensively prepare and research the activities of your chosen professor. Most professors and their research groups have detailed websites and extensive publication lists.
- Please remember that IGSES professors are enthusiastic about welcoming excellent applicants. Based on the submitted documents or email contact, professors will assess whether an applicant possesses sufficient academic ability, such as a basic knowledge of their chosen research area, strong ability for self-learning, excellent communication and presentation skills, and a strong motivation to undertake doctoral level research.

Applicants who do not possess invitation letters

- For applicants who do not possess invitation letters, after receiving all application documents, the IGSES Student Affairs Division will discuss the possibility of each applicant's acceptance with professors whose expertise relates to the student's research area.
- Please remember that this process does not guarantee that you will receive an offer, as places are limited and this is a highly competitive process.

Contact Information

IGSES Student Affairs Division, Interdisciplinary Graduate School of Engineering Sciences, Kyushu University

6-1 Kasuga-Koen, Kasuga 816-8580, Japan

Tel: +81-92-583-7513 FAX: +81-92-583-8988 Email: igsesadmission@tj.kyushu-u.ac.jp