2018
APPLICATION PROCEDURES FOR ADMISSION
TO THE PART-TIME PHD PROGRAM FOR WORKING PEOPLE
OF THE INTERDISCIPLINARY GRADUATE SCHOOL OF
ENGINEERING SCIENCES
KYUSHU UNIVERSITY

Screening of International Working People for Admission to the Graduate School in April, 2018

November 2017

INTERDISCIPLINARY GRADUATE SCHOOL OF ENGINEERING SCIENCES
KYUSHU UNIVERSITY

1. Introduction

2018 Guidelines for Application Submissions to the Part-time PhD Program for Working People

The Interdisciplinary Graduate School of Engineering Sciences (IGSES) at Kyushu University offers several educational course programs for PhD students, including the Part-time PhD Program for Working People.
The Part-time PhD Program can be ideal for those looking to gain a PhD without leaving employment and develop their careers while they continue working.

Applicants are required to read carefully this set of guidelines and the IGSES website before application submission. If you would like to apply to other doctoral programs, please refer to the IGSES website for specific instructions.

2. Overview of admission schedule

Applicants should find and contact the supervisor as a first step of admission procedures.
Applicants are strongly encouraged to submit their applications as early as possible to allow our office and potential supervisors' sufficient time to consider the submitted documents.
In the event that documents submitted do not meet this guideline, our office will ask the applicant to submit other materials or modify the documents. If applicants cannot submit all of the required documents by the submission deadline, the application will be automatically rejected regardless of completion of the submission.

Admissions timetable

Contact the supervisor	Find and contact the supervisor as a first step
Application deadline	17:00, January 23, 2018, Japan time
Screening	For the period between the receipt of the application documents and February 16, 2018, applicants may be required to attend an online interview. The details will be announced later from the relevant department.
Notification of screening results	February 27, 2018
Enrollment procedures	March 1 - 13, 2018
Enrollment	April 1, 2018

3. Eligibility

Applicants must meet the following conditions.

1) Applicants must hold a master's degree (or equivalent) awarded by a university, or expect to earn a master's degree (or equivalent) by March 31, 2018.
2) Applicants must possess an acceptable official English qualification, such as a qualifying TOEFL, TOEIC, IELTS, or Cambridge Certificate scores, or some equivalents (a photocopy of the scores obtained must be attached).
3) Applicants must have a position in service to the government, municipal offices, or companies.

♦ Applicants who are unsure of their eligibility MUST contact the IGSES Student Affairs Division one month before application deadline at igsesadmission@tj.kyushu-u.ac.jp.

4. Admission capacity

Each department given below will accept a small number of students.

- Applied Science for Electronics and Materials
- Molecular and Material Sciences
- Advanced Energy Engineering Science
- Energy and Environmental Engineering
- Earth System Science and Technology

5. Application procedures

Applicants are requested to send the documents listed below by registered special delivery mail. "Application forms for Part-Time PhD Program for Working People" should be written in red on the envelope.

5.1 Documents to be submitted

1. **Application form**: The provided application form should be completed, and a photograph must be attached. (Educational background should be stated from the elementary school level, so that the total years of formal education can be calculated).
2. **The master's degree certificate or statement that confirms expected graduation:** to be issued by the university from which you graduated or you will graduate most recently.
3. **A certified copy of the applicant's master's degree thesis:** from the university from which you graduated most recently or you will graduate
4. **Academic record (Master's course transcript):** to be issued by the university from which you graduated most recently or you will graduate.
5. **Letter of recommendation:** The letter of recommendation should be written by a person in a supervisory position at the applicant's present institution. It should be in A4 size and no specific format is required
6. **English test/exam certificate:** TOEFL, TOEIC, IELTS, or Cambridge Certificate scores, or some equivalents. (a photocopy of the scores obtained must be attached)
   Applicants from the following countries are exempt from the requirement 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. **Acceptance letter from an IGSES faculty member:** Applicants MUST submit an invitation letter from an IGSES faculty member, who are willing to accept you as a Part-Time PhD student through the Doctoral Program (see also "10. How to Find a Research Supervisor").
8. **Research proposal:** A research proposal should be submitted to state the purpose, the background, the specific plan and methodology of your research. It should be in A4 size and no specific format is required.
9. **Application fee:** Proof of payment of application fee of 30,000 JPY

5.2 Application fee

Application fee 30,000 yen
Applicants are required to transfer the application fee to the following bank account with the bank transfer from December 15, 2017 to January 23, 2018. Please write your name, desired department and "3ES" (the code for PhD course of IGSES), in the name box.

- Please make sure to transfer in Japanese YEN.
- Please kindly bear all the remittance charges with yourself.

Beneficiary:

Name: Kyushu University

Address: 6-10-1 Hakozaki, Higashi-ku, Fukuoka 812-8581

Nationality: JAPAN

Beneficiary's bank:

Name: SUMITOMO MITSUI BANKING CORPORATION

Branch Name: FUKUOKA BRANCH

Address: 1-1-1 Hakataekimae, Hakata-ku, Fukuoka 812-0011, JAPAN

A/C No.: 7119240

Swift Code: SMBCJPJT

♦ Credit card payments accepted if paid from overseas (outside Japan).
(See details on the last page)

5.3 Application deadline

17:00, January 23, 2018, Japan time
(Application documents sent by mail must be RECEIVED by this time.)

5.4 The above documents should be submitted to

Student Affairs Division, Interdisciplinary Graduate School of Engineering Sciences, Kyushu University
6-1, Kasuga koen, Kasuga-shi, Fukuoka 816-8580 JAPAN
Phone (country code 81)-92-583-7512

6. Procedures of screening and time and place of examination

- The screening will be carried out on the basis of an interview and the documents submitted with the application form.
- Date and place of the examination
  Date: Either one day after the receipt of the application documents and before February 16, 2018.
  Place: Online interview.

7. Announcement of the result of the screening

On February 27, 2018, at 12:00, the results will be posted on the public notice board outside the administration building of the graduate school. The results will also be sent to the applicant by mail. Telephone enquiries about the results are not permitted.

8. Enrollment procedures

- **Registration period**: From March 1 to March 13, 2018
- **Admission fee**: 282,000 yen
- **Tuition:** 267,900 yen for the first semester [Annual total of 535,800 yen]
  (If the tuition is revised when you are at school, the new tuition will be imposed.)

9. Date of enrollment

April 1, 2018.

10. How to find a research supervisor

List of IGSES faculty members as potential research supervisors

- The IGSES website gives a list of IGSES faculty members who are open to accepting international students.
- The list contains the professors' names, their research areas, URL of their laboratories, potential themes for PhD research, and preferred method contact with applicants.
- Please carefully read the list and select a professor under whom you would like to conduct your PhD research.
- 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. Multi-post email requests are not encouraged.
- Please remember that IGSES professors are enthusiastic in welcoming excellent applicants. Based on the submitted documents or your 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, as well as strong motivation to undertake doctoral level research.

11. Doctoral scholarship

We will provide 500,000 yen scholarship per year for 300 high grade students who will enroll or who are in a doctoral course in Kyushu University.
The student who will receive this scholarship should acquire the degree within the normal course term.
For the further information, please contact to Student Affairs Division, Interdisciplinary Graduate School of Engineering Sciences.

12. Miscellaneous

- Documents that you submit will not be returned and the screening fee is non-refundable. No changes will be accepted regarding the contents of the documents after you have submitted them.
- The University provides consultation for applicants with disabilities who may require special arrangements during the entrance examinations or in classes after enrollment. Please contact the Student Affairs Division at the address given below prior to the application process as soon as possible as it sometimes takes extra time to decide on the arrangements depending on the situation.
- Please contact the Student Affairs Department at the address given below for any question concerning admission procedures.

13. Handling of personnel information

- The personal information on the application documents will be used for the admission screening and the following purposes.
  - Address, name and other personal information of successful applicant will be used for enrollment procedure.
  - The personal information used for the admission screening such as your grades and other personal information will be utilized anonymously for research and study related to the admission screening of this graduate school.
- The personal information on the application documents will not be provided to any third party or used for any purposes other than above without obtaining prior consent from the actual applicant, with the exception of the case stipulated in the Article 9 of the Act on the Protection of Personal Information Held by Independent Administrative Agencies.

KYUSHU UNIVERSITY

How to make the Payment for the Application Fee by Credit Card, Union Pay, and Alipay.

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Application Fee by using Credit Card, Union Pay, and Alipay.

VISA mastercard JCB AMERICAN EXPRESS 支付宝 Alipay.com UnionPay 银联

Online Transaction

Access

https://e-shiharai.net/english/

1. Top Page	Click "Examination Fee".
2. **Terms of Use and Personal Information Management**	Please read the Terms of use and Personal Information Management. Click "Agree" button located in the lower part of this page if you agree with these terms. Click "Not agree" button located in lower part of this page if you do not agree with these terms.
3. School Selection	Select "Kyushu University (Undergraduate Schools) " or "Kyushu University (Graduate Schools)."
4. School Information	Read the information carefully and click "Next".
5. Category Selection	Choose First to Fourth Selection and add to Basket.
6. Basket Contents	Check the contents and if it is OK, click "Next".
7. Basic Information	Input the applicant's basic information. Choose your credit card and click "Next".

Paying at Credit Card

Input Credit Card Number (15 or 16-digits) , Security Code and Expiration date.

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All of your application information is displayed. Check and Click "Confirm".

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Click "Print this page" button and print out "Result" page.

Paying at Union Pay, Alipay

Follow the onscreen instructions to complete the card payment.

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Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

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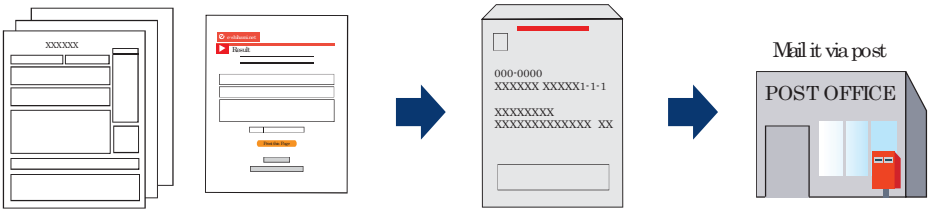
Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

↓

Please print out the "Payment Inquiry - Inquiry result" page.

Application

Enclose the printed "Result" page in an application envelope with other necessary application documents.



[NOTICE/FAQ]

- You can make a payment anytime, during the payment period mentioned in the application instructions.
  Please refer to the application instructions and complete payment in time.
- Please complete payment by 11:00 pm Japan time, on the last date of the payment period.
- Please note that refund is not possible once you have made a payment of Application fee.
- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is that of the applicant him/he-self.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact:

E-Service Support Center Tel：+81-3-3267-6663 (24 hours everyday)