Guidelines for Application Submission for the <u>Intellectual Exchange and Innovation Program (IEI Program) : category D-a (MEXT scholarship: Middle East and Africa)</u>

The Interdisciplinary Graduate School of Engineering Sciences (IGSES) at Kyushu University offers several educational 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 as follows.

D-a	MEXT scholarship: Middle East and Africa
D-b	Privately financed

Categories D-a is for students applying for the scholarship supported by the Ministry of Education, Culture, Sports, Science, and Technology (MEXT), while category D-b is for privately financed students.
The following guidelines apply to <u>category D-a candidates (IEI Program funded through the MEXT scholarship: Middle East and Africa) ONLY</u>.

Applicants are required to carefully read these guidelines as well as the information on the IGSES website before submitting their application. If you would like to apply for other doctoral programs or for other categories of the IEI Program, please refer to the IGSES website for specific instructions.

Objective of Category D-a

This admission is in line with the project funded by the Japanese Government to recruit excellent applicants from countries in the Middle East and Africa regions in order to cultivate human resources capable of contributing to future innovation and development as well as to serve as a nucleus for positive relations between these regions and Japan. Successful applicants will be financially supported by the Japanese Government (MEXT) Scholarship. Students selected will acquire knowledge and skills for advanced research through their Ph.D. thesis projects.

Overview of Admission Schedule

<u>Applicants are strongly encouraged to submit their applications as early as possible</u> in order to allow our office and potential supervisor's sufficient time to consider the submitted documents.
In the event that documents submitted do not meet these guidelines, our office will ask the applicant to submit additional materials or to modify the documents. If applicants are unable to submit all of the required documents by the submission deadline, the application will be automatically rejected.

Table 1. Application schedule for IEI Program funded by the MEXT scholarship: Middle East and Africa

Deadline for application submission	**November 10, 2021 at 5:00pm (Japan Time)** **Digital data must be submitted through the online submission system.**
Screening	**October 1 – November 29, 2021,** applicants will be required to participate in multiple online interviews.
Notification of screening results in IGSES	**In late-January, 2022**

Admission to graduate school	No application fee is required. **In early-February 2022,** successful applicants will be required to submit several documents <u>by post</u>, including original academic certificates. Applicants will be required to participate in online interview at least once. Details regarding the necessary documents and the submission deadlines will be announced at a later date. A list of successful applicants will be submitted to MEXT as prospective recipients of the scholarship.
Notification of final approval for MEXT scholarship	**End of June 2022**
Registration	No enrollment fee is required.
Enrollment	**October 1, 2022**

Eligibility for IEI program- Category D-a <u>MEXT scholarship: Middle East and Africa</u> Applicants

1) Applicants must obtain a bachelor's and a master's degree (or equivalent) or be expecting to receive a master's degree by September 30, 2022.
2) Applicants must be nationals of countries listed in the Appendix.
3) Applicants must be under 35 years old as of April 1, 2022 (i.e., born after April 2, 1987).
4) 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.
5) Official English qualification: equivalent or higher than B2-CEFR (Common European Framework of Reference for Languages) (a photocopy of the scores obtained must be attached).
6) Applicants resident in Japan prior to October 2022 are ineligible to apply.
7) Military personnel and civilian employees who remain on active duty may not apply.
8) Applicants who have received a MEXT scholarship within the past three years are ineligible to apply.
9) Applicants who will receive financial support from their government or other organisations are ineligible to apply.
10) Applicants who wish to conduct fieldwork overseas (in countries other than Japan) are ineligible to apply.
11) 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, 2022.

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.

Required Documents and Submission Process

All applicants for the MEXT scholarship Middle East and Africa at IGSES, 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's 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
#8	Referee reports and reference letters 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/exam/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 'Middle East and Africa: Application Documents from [input your full name]' in the subject field when sending the application via email.

✓ In early-February 2022, 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. If applicants can not submit these documents by post before the specified date, Kyushu University may rescind the decision that such a person has passed. Relevant details will be provided to each successful applicant via email.

✓ Referee reports (Form D-8) and reference letters from two academics (#8) featuring their hand-written signatures MUST be sent by each academic reference from an official business email address to the Student Affairs Division (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 potential supervisor by the deadline.

✓ 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.

Guidelines for Completing Application Documents #2–#8

#2 Research proposal

This document must be word processed 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 references. The abstract must describe the goals, investigative approach, and main conclusions of the work. If required, a maximum of two figures may be included.

This document must be word processed <u>in Microsoft Word format</u> (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 <u>with official documents that explain the definition of the evaluation score used in your academic transcripts</u>.

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,TOEIC, Cambridge Certificate score, or any other official English qualification you have taken. A certification of English as a medium of instruction cannot be recognised for document #5.

*The score must be acquired within 2years. The score acquired before January, 2020 will be considered as invalid.

* The score is required "equivalent or higher than B2".

#7 An invitation letter from an IGSES faculty member

You are required to make contact with the appropriate IGSES professor that you would like to be supervised by for your Ph.D. research (see also ' *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's 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 recommendation letter with a hand-written signature, and email them to the Student Affairs Division (igsesadmission@tj.kyushu-u.ac.jp) from an official business e-mail address before the deadline.

Guidelines for Completing Application Form

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.

Note 2: English Language Ability

(a) Submit a scanned image of your score sheet for IELTS, TOEFL, TOEIC, Cambridge Certificate score, 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.

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.

     http://www.tj.kyushu-u.ac.jp/en/exam/list.php

- 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 them before application submission, please follow their 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.

Contact Information

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

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

Tel: +81-92-583-7920   FAX: +81-92-583-8988   Email: igsesadmission@tj.kyushu-u.ac.jp

Appendix: Eligible Countries and regions for application for IEI Program funded by MEXT scholarship: Middle East and Africa

Middle East	Africa	
✓ Afghanistan	✓ Algeria	✓ Libya
✓ Bahrain	✓ Angola	✓ Madagascar
✓ Iran	✓ Benin	✓ Malawi
✓ Iraq	✓ Botswana	✓ Mali
✓ Israel	✓ Burkina Faso	✓ Mauritania
✓ Jordan	✓ Burundi	✓ Mauritius
✓ Kuwait	✓ Cameroon	✓ Morocco
✓ Lebanon	✓ Cabo Verde	✓ Mozambique
✓ Oman	✓ Central African Republic	✓ Namibia
✓ Palestine	✓ Chad	✓ Niger
✓ Qatar	✓ Comoros	✓ Nigeria
✓ Saudi Arabia	✓ Republic of Congo	✓ Rwanda
✓ Syria	✓ Democratic Republic of the Congo	✓ Sao Tome and Principe
✓ Turkey	✓ Côte d'Ivoire	✓ Senegal
✓ United Arab Emirates	✓ Djibouti	✓ Seychelles
✓ Yemen	✓ Egypt	✓ Sierra Leone
	✓ Equatorial Guinea	✓ Somalia
	✓ Eritrea	✓ Republic of South Africa
	✓ Eswatini	✓ South Sudan
	✓ Ethiopia	✓ Sudan
	✓ Gabon	✓ Tanzania
	✓ Gambia	✓ Togo
	✓ Ghana	✓ Tunisia
	✓ Guinea	✓ Uganda
	✓ Guinea-Bissau	✓ Zambia
	✓ Kenya	✓ Zimbabwe
	✓ Lesotho	
	✓ Liberia	

✓ Applicants of the IEI Program funded by MEXT scholarship: Middle East and Africa must be nationals of countries listed in the above table.

✓ Nationals of the above countries, **who currently reside elsewhere are also eligible**. In such a case, a successful applicant is required to obtain a study VISA at the Japanese embassy located in the applicable country. In addition, airline tickets from the applicable country to Japan will be issued. Note that airline tickets from an additional non applicable country to Japan will not be provided.