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Circular98/CIA/2017

Date : 09.11.2017

**CIRCULAR**

This is to bring to your kind notice that Hiroshima University, Japan one of the partner Universities of Anna University has announced the application procedure for students wishing to do their **special master course program** for students to study Japanese-style Manufacturing. The program includes the following courses, classes etc.

Intensive Japanese Language Course, Japanese-Style Manufacturing Course (Problem Based Learning), Internship in Companies in Hiroshima Prefecture, Regular Engineering/Technology Classes, Master Course Research, Dissertation.

The student who finishes the program is required to get a job in the manufacturing company in Hiroshima prefecture. The Hiroshima university administration strongly supports his/her application for the job.

Important date, scholarship, fees and contact person are as follow:

Number of students to be admitted	: Several
Required English proficiency	: Over 600 on the TOEIC or equivalent
Admission date	: October 1, 2018
Application period	: December 1, 2017 to January 31, 2018
Announcement of results	: March 9, 2018
Scholarship	: JPY 100,000 / month for 24 months
Fees Application fee	: JPY 30,000 (The amount may be changed)
Admission fee	: JPY 282,000 (The amount may be changed)
Tuition fee	: JPY 535,800 / year (The amount may be changed)
Contact person	: Prof. Toru TAKASHINA, Program Manager, Graduate School of Engineering, Hiroshima University Tel : +81-82-424-7848 E-mail: <a href="mailto:takashina@hiroshima-u.ac.jp">takashina@hiroshima-u.ac.jp</a>

The application guide book and application form are given on the next page.

**DIRECTOR**

To  
All Deans of campuses  
All Directors and HODs (With a request to display in notice board)  
PA to Registrar

(October 2017)

Graduate School of Engineering (Master's Programs)

Application Guidebook

(Special Master Course Program for Students to Study

Japanese-style Manufacturing)

2016

Hiroshima University

## Graduate School of Engineering Admission Policies

1. Those possessing basic scholastic abilities in each field
2. Those possessing the will for scientific study and interdisciplinary activities
3. Those possessing an interest in building a sustainable society or international collaboration/  
development through peace

### Regarding Personal Information Management and Handling

Any personal information acquired through this application (full name, date of birth, sex, etc) shall be used only for the purposes of admission selection and notification. Hiroshima University shall keep the data only of those who have been admitted for the purposes of student support (scholarship application, tuition waiver application, etc) and for the purposes of examination and research (entrance exam improvement, applicant trend surveys/analysis, etc). Hiroshima University will not use personal information for any other purpose, nor provide information to any third party.

## Application Guidebook

### October 2017 Admission

This special master course program is designed for students to study Japanese-style manufacturing. The program includes the following courses and classes etc.

Intensive Japanese Language Course, Japanese-Style Manufacturing Course (Problem Based Learning), Internship in Companies in Hiroshima Prefecture, Regular Engineering/Technology Classes, Master Course Research, Dissertation.

The Graduate School of Engineering seeks students in the following capacity:

#### 1. Number of students to be admitted

The number of students to be admitted and the address for submission of application documents are listed below.

### October 2017 Admission

Major	Number of Students	Address for Submission
Mechanical Systems Engineering	Several	Admission Section, Student Support Office, Graduate School of Engineering, Hiroshima University 1-4-1 Kagamiyama, Higashi-Hiroshima 739-8527, Japan Fax: +81-82-424-5461 Graduate School of Engineering, Hiroshima University
Mechanical Science and Engineering		
System Cybernetics		
Information Engineering		
Chemical Engineering		
Applied Chemistry		
Civil and Environmental Engineering		
Transportation and Environmental Systems		
Architecture		

## **2. Eligibility for Application**

Applicants must be foreign nationals and belong to the following applies:

- (1) Graduates/students from a partner university or Hiroshima University.
- (2) Those who visit Japan for study with a will to work for companies in Hiroshima.
- (3) Those who can speak Japanese or willing to study Japanese.

## **3. Application Requirements**

Applicants must fall under all of the above categories and have scored over 540 on the TOEFL®-PBT or over 75 on the TOEFL®-iBT (over 700 on the TOEIC®). Scores must be submitted at the time of application or equivalent. Those who have received higher education in English can apply.

## **4. Application Procedure**

- (1) Application Period

The application period shall run from December 1, 2016 to January 31, 2017. For those sending their application by mail.

(2) Application Documents

No.	Application Documents	Notes
1	Admission Application Form	Use the prescribed form
2	Admission exam fee payment transfer receipt	Submit a receipt using A4 paper.
3	Examination Fee	30,000 Japanese yen Fill out your name and address on the prescribed payment form and pay the examination fee at a bank in Japan (you can pay at neither Japan Post Network nor Japan Post Banks). A bank transfer fee will be charged, and receipts of payment with a bank stamp dated on and before <b>January 31, 2017</b> only shall be recognized as valid as an application document, so please check your bank's hours of reception before submission.
4	Academic Transcript	Must be issued by a university or college president or dean *Transcripts written in a foreign language must have a Japanese translation attached
5	Certificate of Graduation, or Certificate of Expected Graduation	Must be issued by a university or college president or dean *Transcripts written in a foreign language must have a Japanese translation attached
6	Letter of Recommendation	Recommendation from an academic advisor
7	TOEFL®/TOEIC® scores (at the time of application, scores shall be reviewed and then returned)	Submit the actual score results (not a copy) from exams taken from <b>February 2015</b> until the time of application. Applicants will be unable to apply if they don't submit their original sheet. <u>(The document is not required for applicants who have received higher education in English. (Instead, please submit the document that can prove that.))</u>  Note: Please submit scores from one of the following tests: * TOEFL® * TOEIC®
8	Certification of Japanese Ability	Certification of Japanese ability, if any (additional)
9	Reasons for Application	Use the prescribed form
10	Research Plan	Use the prescribed form
11	Pledge	Use the prescribed form

Note i) All documents above and examination fee will not be returned for any reason.  
ii) Regardless of what is written in 4. Application Procedures (1) Application Period, the transfer period for the examination fees shall be **December 1, 2016 to January 31, 2017.**

(3) Application Method

a) Please submit all of the documents above together.

**5. Method of Selection**

Selection Method

- (1) Students will be selected after a thorough review of their submitted materials.
- (2) We have an interview if necessary.

## 6. Announcement of Results

The notification of admission will also be sent to accepted applicants by e-mail **March 3 2017**.

(No telephone enquiries regarding admission shall be accepted)

## 7. Admission Procedures

### (1) Admission Documents

Documents shall be sent to successful applicants.

### (2) Admission and Tuition Fees

a) Admission Fee: 282,000 yen

b) Tuition Fee: 535,800 yen (per year)

\*Admission fees shall not be returned for any reason.

\*The above fees are listed as current for **December 2016**. Should the amount be revised at the time of or after enrollment, students will be required to pay the revised fee.

### (3) Admission Procedure Period

New students will begin procedures in middle September 2017.

(Details will be announced separately.)

## 8. Scholarship

(1) Allowance: Each grantee will be provided monthly with **100,000** yen.

The scholarship will not be paid to a grantee who takes a leave of absence or is long absent from Hiroshima university.

Scholarship will be cancelled for a grantee in the following cases. Furthermore, if scholarship payments were made during the period the following cases applied, the grantee may be ordered to return scholarship payments received during that period.

- ① If any of his/her application documents is found to be falsely stated;
- ② If he/she is subjected to disciplinary action, such as expulsion or removal from register, taken by Hiroshima university;
- ③ If it becomes definitive that the grantee will not be able to complete his/her course within the standard course term because of his/her poor academic achievement or suspension .

## 9. Inquiries, Submission

Admission Section, Student Support Office  
Graduate School of Engineering, Hiroshima University  
1-4-1 Kagamiyama, Higashi-Hiroshima 739-8527, Japan  
Fax: +81-82-424-5461  
E-mail: kou-gaku-daigakuin@office.hiroshima-u.ac.jp

# ADMISSION APPLICATION FORM

## GRADUATE SCHOOL OF ENGINEERING

### HIROSHIMA UNIVERSITY

広島大学大学院工学研究科（博士課程前期）入学志願票（外国人特別選抜）

**Instruction**（記入上の注意）

1. Application should be written either in Japanese or in Roman block capitals.  
(記入は楷書又はローマ字体を用いてください)
2. Numbers should be written in Arabic figures.  
(数字は算用数字を用いてください)
3. Year should be written in the Anno Domini system.  
(年号はすべて西暦としてください)
4. Proper noun should be written in full, and not be abbreviated.  
(固有名詞はすべて正式な名称とし、一切省略しないでください)

**1. Name in full, in native language**（姓名；自国語）：

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Family name) (First name) (Middle name)

**In Roman block capitals**（ローマ字）：

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Family name) (First name) (Middle name)

**2. Nationality**（国籍）： \_\_\_\_\_

**3. Sex**（性別）：  Male 男       Female 女

**4. Date of birth**（生年月日）： Year 19 \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

**5. Present status, with the name of the university attended, or of the employer**

（現職；在学大学名又は勤務先まで記入してください）：

\_\_\_\_\_

**6. Present address and Telephone number, Fax number or E-mail address**

（現住所及び電話、ファックス番号又はメールアドレス）：

\_\_\_\_\_



**7. The Department of your choice; Select one of the Departments (志望専攻名) :**

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**8. Name of academic adviser of your choice (志望指導教員名) :**

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**9. Academic background (学歴) :**

	Name of School (学校名)	Address of School (学校所在地)	Period of attendance (在学期間)	Degree (学位)
Elementary School (小学校)			From _____ Year (年), Month (月) To _____ Year (年), Month (月)	
Lower and Upper Secondary School (中学校及び 高等学校)			From _____ Year (年), Month (月) To _____ Year (年), Month (月)	
Undergraduate Level (大 学)			From _____ Year (年), Month (月) To _____ Year (年), Month (月)	
Graduate Level (大学院)			From _____ Year (年), Month (月) To _____ Year (年), Month (月)	

**10. In case there are any books or papers (including a graduation thesis) of your writing, state the titles or subjects with the names and addresses of publishers and the dates and locations of publication.**

(著書, 論文 (※卒業論文を含む) があればその題目, 出版社名, 出版年月日, 出版場所を記載してください):

*\*Attach this form with a summary of the above papers or publication.*

((注) 著書あるいは論文の要約を同封してください)

**11. Japanese language background, if any (日本語の学習歴) :**

1) Name and address of institutions (学習機関及びその住所)

\_\_\_\_\_

2) Period of study (学習期間)

from \_\_\_\_\_ to \_\_\_\_\_  
Year (年) Month (月) Year (年) Month (月)

3) Japanese language proficiency: Evaluate your standard yourself and fill in the following blanks with × mark where appropriate.

(日本語能力：自己評価のうえ、該当欄に×印を記入してください) :

	Excellent (優)	Good (良)	Poor (不可)
Reading (読む能力)			
Writing (書く能力)			
Speaking (話す能力)			

12. Foreign language proficiency: Evaluate your standard yourself and fill in the following blanks with × mark where appropriate.

(外国語能力：自己評価のうえ、該当欄に×印を記入してください) :

	Excellent (優)	Good (良)	Poor (不可)
English (英語)			

13. Person to be notified in applicant's home country, in case of emergency (緊急の際の母国連絡先) :

1)Name in full (氏名) : \_\_\_\_\_

2)Address (住所) : \_\_\_\_\_

Telephone, Fax number or E-mail address : \_\_\_\_\_

3)Relationship (本人との関係) : \_\_\_\_\_

*Date of Application* (出願年月日) : \_\_\_\_\_

*Applicant's signature* (出願者署名) : \_\_\_\_\_

*Applicant's Name; in Roman block capitals* (出願者氏名) : \_\_\_\_\_

# Reasons for Application

(To be written in either Japanese or English)

志望理由書

(日本語又は英語で記入したもの)

Desired Department (志望専攻)		Name of Applicant (氏名)	

# Summary of Bachelor's Thesis

(To be written in either Japanese or English)

学 士 論 文 要 旨

(日本語又は英語で記入したもの)

<b>Desired Department</b> (志望専攻)		<b>Name of Applicant</b> (氏名)	
<b>Title of Bachelor's Thesis</b> (学士論文題目)			

# Research Plan

(To be written in either Japanese or English)

## 研究計画書

(日本語又は英語で記入したもの)

<b>Desired Department</b> (志望専攻)		<b>Name of Applicant</b> (氏名)	
<b>Title of Research Plan</b> (研究計画題目)			

# LETTER OF RECOMMENDATION

## 推 薦 書

The President of Hiroshima University

広島大学長 殿

Name of Applicant (氏名) : \_\_\_\_\_

Date of Birth (生年月日) : \_\_\_\_\_

Nationality (国籍) : \_\_\_\_\_

Date (日付) : \_\_\_\_\_ , \_\_\_\_\_  
(month) (day) (year)

Recommender (推薦者)

Signature (署名) : \_\_\_\_\_

Name in block capitals (氏名) : \_\_\_\_\_

Affiliation (役職) : \_\_\_\_\_

Present Address (現住所) : \_\_\_\_\_

## 誓約書 Pledge

1. 私は、次の事項を守ることを誓約します。

- (1) このプログラムの目的を果たすために、学習又は研究に専念し、広島での就職を目指し活動すること。
- (2) このプログラムに最後まで参加すること。
- (3) 日本の大学における学則その他大学の定める規則に従い、日本の社会秩序や法令等に違反しないよう行動すること。
- (4) 日本において債務を負った場合は、自己の責任において弁済すること。

1. I pledge to abide by the following rules;

- (1) To fulfill my obligations as this program student to the best of my ability by dedicating myself to study or research, and to find employment in Hiroshima,
- (2) To complete the program,
- (3) To refrain from violation of university regulations, and to behave in a manner appropriate to Japanese culture and society,
- (4) To accept the responsibility for paying any debts incurred in Japan.

2. 上記事項に違反した場合、申請書類の記載事項に虚偽が発見された場合、無断に長期間プログラムへ参加しなかった場合、プログラム科目において成業の見込みがないと判断された場合、若しくは退学等の懲戒処分を受けた場合あるいは除籍となった場合には、本プログラムへの参加取り消し等の判断に従います。

2. If I am proved to have violated any of the above articles, to have made a false statement in my application documents, or to have been absent from university for a lengthy period of time without permission, or if it has been demonstrated that I fall behind academic requirements of this program, or to have been subject to disciplinary action such as expulsion or removal from the university register, I will not lodge any complaint to the decision of this program, even though it may include the suspension or revocation from the program.

3. 私は、留学生募集要項に記載されている事項をすべて了解します。

I confirm that I understand and accept all the matters stated in the application guidelines.

To President of Hiroshima University:

Date: \_\_\_\_\_

(日付) Day (日) Month (月) Year (年)

Nationality: \_\_\_\_\_

(国籍)

Applicant's Signature: \_\_\_\_\_

(申請者署名)

Applicant's Name in Roman Block Capitals: \_\_\_\_\_

(申請者氏名)