

2019

Admission Information and Application Guide

(Fall Admission for Doctoral Course)

Graduate School of Science and Technology

NARA INSTITUTE of SCIENCE and TECHNOLOGY

<http://www.naist.jp/en/>

Applicants for the doctoral course should contact the professor of the laboratory they wish to enter in advance so as to gain a thorough understanding of the fields of research available.

INDEX

《NAIST Education Policy》

《Admission Policy》

1. Admission Capacity	1
2. Qualifications for Application	1
3. Application Procedures	2
4. Method of Examination	4
5. Examination Results and Enrollment Procedure	5
6. Payments Required for Admission	5
7. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (13) and (14)).....	5
8. Long-Term Completion System.....	6
9. Security Export Control	6
10. Additional Information	6

* Application Form for 2019 Fall Admission

* Examination voucher, Photo form, Receipt form for examination fee payment

* Address label

<p>* The amount of stamps to be attached on a self-addressed envelope is subject to change according to the revision of consumption tax.</p>

NAIST Education Policy

● Objectives

As a graduate institution without undergraduate courses, NAIST promotes cutting edge research and offers a sophisticated outcome-based education for each student so as to contribute to the advancement of science and technology and of society as a whole.

● Educational mission

NAIST was founded in October 1991 as a graduate institution which educates individuals who will contribute to the development of advanced science and technology. Research and education at NAIST covers the three core areas: information science, biological science and materials science.

In order to realize a suitable standard of living for people throughout the world in the 21st century, and indeed to secure our very survival, the coming generation of leading researchers must possess the highest scientific and technical competence, along with a clear grounding in professional ethics. At NAIST, we aim to cultivate such researchers and educators.

Therefore, in addition to the areas of information science, biological science and materials science, we actively encourage interdisciplinary research and provide educational training in the principles of ethics and intellectual property.

● Objectives for individual students

Education and research in NAIST master's course cultivate sophisticated expertise and personal initiative to support society and the economy. The doctoral courses are designed to nurture students to become researchers and engineers with the drive to seek new frontiers in science and technology and to take on leading roles internationally.

● Educational policy

In addition to a specialized education, the wide-ranging curriculum cultivates ethical thinking, vision, theoretical thinking, comprehensive judgment and sharpened writing skills.

Educational programs to produce human resources who will pursue new interdisciplinary research fields are executed and those to produce human resources with a thorough, globally-focused understanding, which include collaborative programs with our overseas education and research partners, are offered.

Internal and external evaluations are implemented to continuously improve the quality of education, while enrichment of the education and research environments and the financial support for talented students are being promoted.

NAIST Admission Policy

◆ Prospective Students

We are looking for students, researchers or engineers who have fundamental academic skills, a clear vision, a resolve toward the future and a strong interest and motivation for advanced science and technology regardless of their background. Especially, we actively accept applicants who have a strong interest in making the best use of their wide breadth of expertise to solve various problems facing society, and are aiming to be active in various fields of advanced science and technology.

◆ Admission policy

In order to select outstanding persons with the above qualifications both domestically and abroad, we stress assessment of applicants' character and capability. There are various routes for admission, including examinations centered upon interviews as well as examinations based on recommendations.

1. Admission Capacity

Graduate School	Department	Admission Capacity	Examination Category
Science and Technology	Science and Technology	Limited	information science (Limited)
			biological science (Limited)
			materials science (Limited)

* Admission capacity includes a number of students who are continuing on from NAIST Master's Course.

* Applicant cannot apply for admission to multiple examination categories in same examination.

2. Qualifications for Application

- (1) Those who hold a master's degree or a *professional degree>(*Stipulated in the Rules for Degrees, Article 5-2(1953 Ministry of Education Ordinance, No.9) in accordance with the School Education Act, Article 104-4.)
- (2) Those who will be conferred a master's degree or a professional degree by September 30, 2019.
- (3) Those who hold the equivalent of a master's degree or a professional degree in a foreign country.
- (4) Those who will be conferred the equivalent of a master's degree or professional degree in foreign country by September 30, 2019.
- (5) Those who hold the equivalent of a master's degree or a professional degree by taking a foreign university's correspondence course in Japan.
- (6) Those who, by September 30, 2019, will be conferred the equivalent of a master's degree or a professional degree by taking a foreign university's correspondence course in Japan.
- (7) Those who have completed their course and have been conferred the equivalent of a master's degree at a foreign educational institute in Japan, which is authorized by the educational system of the foreign country and specified separately by the Minister of MEXT.
- (8) Those who will complete their course and will be conferred the equivalent of a master's degree by September 30, 2019 at a foreign educational institute in Japan, which is authorized by the educational system of the foreign country and specified separately by Minister of MEXT.
- (9) Those who will complete their course and will be conferred a master's degree of the United Nations University established under the United Nation general assembly resolution on December 11, 1972 (here in after call "United Nations University") (1972 law No.72) in accordance with Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University Act, Article 1-2.
- (10) Those who will complete their course and will be conferred a master's degree by September 30, 2019 at a United Nations University.
- (11) Those who have completed their course at a foreign university/educational institute which is specified in (7) or at the United Nations University, and have passed the equivalent of an examination, screening, etc. specified in the Standards for the Establishment of Graduate Schools Article 16-2 (1974 Ministry of Education Ordinance, No. 28), being recognized as having an academic ability equivalent or superior to a master's degree.
- (12) Those who will complete their course at a foreign university/educational institute which is specified in (7) or at the United Nations University, and will pass the equivalent of an examination, screening, etc. specified in the Standards for the Establishment of Graduate Schools Article 16-2 (1974 Ministry of Education Ordinance, No. 28) by September 30, 2019, being recognized as having an academic ability equivalent or superior to a master's degree.

(13) Those who are deemed eligible by the Minister of MEXT. (1989 Ministry of Education Ordinance, No. 118)

① Those who have engaged in research for more than 2 years at a university, or a research institute, etc. after graduating from a university, and are thereby recognized as having an academic ability equivalent or superior to a master's degree or a professional degree. (See Note)

② Those who have engaged in research for more than 2 years at a university, or a research institute, etc. after having completed a 16-year curriculum of foreign school education or having taken a foreign school's correspondence course in Japan, and are thereby recognized as having an academic ability either equivalent or superior to a master's degree or a professional degree. (See Note)

(14) Those who are recognized by NAIST through the Preliminary Screening of Applicant Suitability to have an academic ability equivalent or superior to a master's degree or a professional degree, and who will be at least 24 years old by September 30, 2019. (See Note)

*Applicants who wish to apply based on qualification (13) or (14) should follow the procedures given in **Article 7: Preliminary Screening of Applicant Suitability (for applicants who meet qualification (13) and (14))** on page 5 before taking the entrance examination.

3. Application Procedures

(1) Application period *Applications postmarked by July 24 will be accepted.

Examination Options	Application Period
2nd examination for fall admission	July 22 (Mon) -24 (Wed), 2019

* The first examination for fall admission was already conducted in February, 2019.

(2) Transferring examination fee payment via bank transfer

<Applicants living in Japan>

- Examination fee payment, 30,000 yen, is possible at any bank (except the postal bank) in Japan with the examination fee payment form from NAIST.
- After transferring the payment please attach part A of the form to the appropriate place on the entrance application (Please make sure that the forms for transferring money are correctly stamped).

*If you require the examination fee payment form from NAIST, or if you are considering other ways of payment (ATM, etc.), please contact the Admissions Section of the Educational Affairs Division [exam@ad.naist.jp].

Japanese government (Monbukagakusho: MEXT) Scholarship Students are exempt from the examination fee. MEXT Scholarship Students enrolled at other universities, must submit a certificate stating their status as a MEXT Scholarship Students.

<Applicants living outside Japan>

- Applicants living outside Japan must pay the examination fee via foreign remittance. For more details on the payment method, please contact the Admissions Section of the Educational Affairs Division [exam@ad.naist.jp].

(3) How to apply

- Please send the required documents by registered express mail in an envelope designated by NAIST or a large size envelope (33cm×24cm) to the address below, or bring them directly to the Educational Affairs Division.

Admissions Section, Educational Affairs Division, Nara Institute of Science and Technology 8916-5, Takayama, Ikoma, Nara 630-0192, Japan

- When applying by mail, please note that we accept only those applications that arrived at NAIST postmarked within the application period (**as indicated by the postmark on the envelope**).
- When bringing documents in person, please note that we accept application forms from 9:00 am to 5:00 pm during the application period (closed from 12:00 pm to 1:00 pm on weekdays, and closed on Saturdays, Sundays and holidays).
- Some of application forms (a, b, i) can be downloaded at: (http://www.naist.jp/en/international_students/). Please fill in the necessary information before printing them out.

(4) Examination voucher

After the application period, we will send the following to all applicants: i) an examination voucher and ii) examination guidelines.

If the examination voucher does not arrive by **one week prior** to the examination date, please contact the Admissions Section of the Educational Affairs Division (Phone: +81(743)72-5083).

(5) Documents required

<For all applicants>

Documents required		Remarks
a	Application form	Provided by NAIST This form can be downloaded at our website (http://www.naist.jp/en/international_students/)
b	Examination voucher and photo form	Provided by NAIST This form can be downloaded at our website (http://www.naist.jp/en/international_students/)
c	Receipt form for examination fee payment	Provided by NAIST <u>This form cannot be downloaded.</u> Japanese government (Monbukagakusho: MEXT) scholarship students need not submit these forms. If you are a MEXT scholarship student, enrolled at another university, you need to submit a certificate stating your status as a MEXT scholarship student.
d	Graduation/Expected Graduation certificate for the master's degree [Original / Certified true copy]	Must be issued by a university or other educational institution. Applicants who meet qualification (11) (12) (13) (14) need not submit it. An English translation must be attached if written in a foreign language other than English or Japanese.
e	Transcript for the bachelor's degree [Original / Certified true copy]	Must be issued by a university or other educational institution. Must be issued by the president, dean, or equivalent individual of the university from which you graduated. Those who have approved transfer credits must also submit a transcript from the previous school (university, junior college, etc.). Applicants who meet qualification (13) or (14) need not submit it. An English translation must be attached if written in a foreign language other than English or Japanese.
f	Transcript for the master's degree [Original / Certified true copy]	Must be issued by a graduate school or other educational institution. Applicants who meet qualification (11) (12) (13) (14) need not submit it. An English translation must be attached if written in a foreign language other than English or Japanese.
g	Research record	Any format is acceptable. (Please use a word-processing software as much as possible.) Five A4 pages max. (Write on one side only). In Japanese or English. Do not print in color. Indicate your name on each page. Do not staple. If you have Japanese or English publications of your own, please attach offprints.
h	Research plan	Any format is acceptable. (Please use a word-processing software as much as possible.) Within two A4 pages (write on one side only). In Japanese or English. Do not print in color. Indicate your name on each page. Do not staple.
i	Address label	Provided by NAIST. Please fill out all required information on the address label. This form can be downloaded at our website (http://www.naist.jp/en/international_students/)
j	Self-addressed envelope (Only applicants living in Japan)	Use either a designated envelope or a <u>standard size envelope (24cm × 12cm)</u> , attach 362-yen in stamps, and write your name and address precisely and clearly. Specify "By Express" in red ink.

<For applicants applying under item 11 or 12 of section 2>

Documents required		Remarks
k	Certificate of examination for academic ability equivalent to master's degree [Original / Certified true copy]	Any format is acceptable. The certificate must be written by the president or graduate school dean. Attach documents explaining examination standards, specific details, etc.

<For applicants to be entering from the work place>

Documents required		Remarks
1	Approval of application from current employer	Any format is acceptable. Must be approved by the current employer and issued by a person of relevant authority.

- If the applicant is unable to submit the above document for any reason, please submit a document explaining your current situation. (Any format is acceptable.)

(6) Other notifications

- If the applicant has a physical disability and requires special assistance in taking examinations or in following the standard academic program, please consult with the Admissions Section of the Educational Affairs Division, prior to applying.
[Phone: +81(743)72-5083 Fax: +81(743)72-5014 e-mail: exam@ad.naist.jp]
- If the application documents are incomplete, the application will not be accepted, in principle. Before submitting your application, please use the checklist on the last page of this application guide to ensure that all necessary documents are enclosed. Further changes to the submitted documents will not be accepted.
- You may be deemed to have committed a fraudulent act if you falsify, fabricate or plagiarize a document, materials or information included in your application. In such cases, any decisions made based upon the application and materials may be invalidated at a later date. If your entrance to NAIST is cancelled, your application, documents and examination fee may not be returned.

4. Method of Examination

(1) Method of Examination

Examinees are evaluated according to the followings:

Examination Category	Method of Examination
information science	<ol style="list-style-type: none"> 1. Transcript 2. Interview test of English or Japanese proficiency 3. Interview test of specialized knowledge 4. Presentation of research activities and research plan and corresponding interview 5. Presentation of master's thesis and corresponding interview in addition to the above if you meet qualifications (2), (4), (6), (8) or (10). The presentation for 4 and 5 must be in Japanese or English for approximately 20 minutes in total.
biological science	<ol style="list-style-type: none"> 1. Transcript 2. Interview test of specialized knowledge and English proficiency 3. Presentation of research activities and research plan and corresponding interview 4. Presentation of master's thesis and corresponding interview in addition to the above if you meet qualifications (2), (4), (6), (8) or (10). The presentation for 3 and 4 must be in Japanese or English for approximately 15 minutes in total.
materials science	<ol style="list-style-type: none"> 1. Transcript 2. Interview test of English proficiency 3. Presentation of research activities and research plan and corresponding interview 4. Presentation of master's thesis and corresponding interview in addition to the above if you meet qualifications (2), (4), (6), (8) or (10). The presentation for 3 and 4 must be in Japanese or English for approximately 20 minutes in total. 5. Interview test of specialized knowledge based on the interviews in 3 and 4.

- All applicants may use a PC projector.

(2) Examination period and place

NAIST will designate your examination date within the period specified below.

Period	Time	Place
August 19 (Mon) - 22(Thu), 2019	9:00 am to 7:00 pm	NAIST

- You will be notified of the date and time of your examination when the examination voucher is returned to you.

5. Examination Results and Enrollment Procedure

Announcements of results	Enrollment procedure
August 27 (Tue), 2019	Late September, 2019

Examination results will be posted on the NAIST bulletin board located inside the main entrance in front of the Administration Bureau and on the NAIST website (<http://www.naist.jp/en/>) from 10:00 am (tentative) on the dates specified above.

If you live in Japan and will not be able to view the NAIST bulletin board or website, please include a standard size (24cm×12cm) self-addressed envelope affixed with 362-yen in stamps with your application documents. A list of successful applicants' ID numbers will be sent to you by express mail on the day of the announcement.

Applicants who wish to apply based on qualification (2), (4), (6), (8) and (10) are required to submit a graduation certificate on the day of enrollment procedure. Please note that if they have not yet received a master's degree by the enrollment day at NAIST, they will not qualify for enrollment.

6. Payments Required for Admission

Admission fee: 282,000 yen (Provisional)

(1) Tuition fee: 267,900 yen for 2019 Fall term (535,800 yen for the annual fee) (Provisional)

- If there is a change in fees, the new admission and tuition fees will apply to all payments following the change.

7. Preliminary Screening of Applicant Suitability (for applicants who meet qualification (13) and (14))

Application deadlines for Preliminary Screening of Applicant Suitability (**no later than the following dates**)

: **Jun 21 (Fri), 2019**

①Applicants who meet qualification (13)

Documents required	Remarks
Application form for qualification screening	Provided by the Educational Affairs Division.
Certificate of graduation [Original / Certified true copy]	An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript of academic records [Original / Certified true copy]	Must be issued by the university from which you graduated. Those who have approved transfer credits must also submit a transcript from the previous school (university, junior college, etc.). An English translation must be attached if written in a foreign language other than English or Japanese.
Achievement report	Provided by the Educational Affairs Division. A simple and objective description of your research achievements in your field .
Certificate of research activities	Provided by the Educational Affairs Division. Must be issued by the research institute, etc. in which you are currently enrolled.
Copies of relevant certificates	Examples: research papers, credentials, certificates of proficiency tests or achievement tests, certificates of English proficiency tests, acquired patents, software specifications developed
Stamped, self-addressed envelope for sending the preliminary screening results (Only applicants living in Japan)	Write your name and address clearly on a <u>standard-size envelope (24cm × 12cm)</u> and attach 362-yen in stamps. Specify "Express Mail" in red ink.

②Applicants who meet qualification(14)

Documents required	Remarks
Application form for qualification screening	Provided by the Educational Affairs Division.
Graduation certificate of final academic record [Original / Certified true copy]	An English translation must be attached if written in a foreign language other than English or Japanese.
Transcript of final academic record [Original / Certified true copy]	Must be issued by the university from which you graduated. An English translation must be attached if written in a foreign language other than English or Japanese.
Copies of relevant certificates	Examples: Research papers, Credentials, Certificates of proficiency tests or achievement tests, Certificates of English proficiency tests, Acquired patents, Software specifications developed
Stamped, self-addressed envelope for sending the screening results (Only applicants living in Japan)	Write your name and address clearly on a <u>standard-size envelop (24cm × 12cm)</u> and attach 362yen in stamps. Specify “Express Mail” in red ink.

The results of the preliminary screening will be sent to you prior to the application period.

8. Long-Term Completion System

The Long-Term Completion System is a system for students who have difficulty completing their graduate courses within the standard allotted period due to employment responsibilities or other reasons. The System aims to aid students in creating their study plan over the standard period and ensure they finish their courses.

Students in doctoral course may extend for up to three years. These extensions will enable students to receive degrees in accordance with their plans.

When newly enrolled students apply for this system, the total tuition fee for the standard period will be divided into the number of the years permitted by the school.

Applicants wishing to avail themselves of this system should consult in advance with the Academic Affairs Section of the Educational Affairs Division. [g-gakumu@ad.naist.jp]

http://www.naist.jp/en/international_students/current_students/academic_affairs/long-term.html

9. Security Export Control

At NAIST in order to assure that there is no obstruction of the maintenance of peace and safety internationally through the education and research activities of international students, etc., export security control is being undertaken in accordance with the “Foreign Exchange and Foreign Trade Act.” Please understand that there may be cases where you may be asked to adjust or restrict educational and/or research contents.

10. Additional Information

- (1) Fees and documents once paid or submitted may not be refunded/ returned for any reason.
- (2) Applicants are responsible for finding accommodation during the examination period.
- (3) If you'll be late for the specified time because of contingency such as a typhoon, please contact the Admissions Section of the Educational Affairs Division. (Phone: +81(743)72-5083)
If you don't make a contact by the specified time, you will be considered to be absent from the examination.
- (4) In compliance with the Private Information Protection Law regarding private information held by an Independent Administrative Institution, all the private information received will only be used for the following purposes, and are not used for any other purpose.
 - affairs concerning the entrance examination and examination results (follow-up check included)
 - reference materials at the time of the laboratory assignment
 - selection documents at the time of the scholarship selection and/ or student housing selection for students who have applied for these
- (5) If you have any further questions regarding the application guide, please contact us at the following address.

**Admissions Section, Educational Affairs Division, Nara Institute of Science and Technology
8916-5, Takayama, Ikoma, Nara 630-0192, Japan
Phone: +81(743)72-5083 Fax: +81(743)72-5014 E-mail: exam@ad.naist.jp**