**Nara Institute of Science and Technology Graduate School of**

**Science and Technology (in the field of information science) and**

**Unitec Institute of Technology Department of Computing**

**Double Degree Doctoral Program Information and Application Guide**

**for 2018 Fall Enrollment and 2019 Spring Enrollment**

1. **Outline and Information concerning the Double Degree Program**

Nara Institute of Science and Technology Graduate School of Science and Technology (in the field of information science) (hereinafter referred to as “NAIST”) and Unitec Institute of Technology Department of Computing (hereinafter referred to as “Unitec”) have established the Double Degree Program for the purpose of cultivating doctoral students into researchers that will contribute to future research and development and highly specialized engineers. Students will be trained to become valuable human resources with an international perspective in order to contribute to international academic exchange.

**1. Outline**

Doctoral students will either be sent from Unitec to NAIST or from NAIST to Unitec and will maintain their student status in their original graduate program while entering the program of the host institution. Upon the completion of the program, the student will be issued separate doctoral degrees from both institutions. The nominal duration of the doctoral studies is 3 years in both institutions. The students participating in the program must conduct their studies at each institution for at least one academic year. The students are entitled to a waived screening fee, admission fee and tuition fees at their host institution.

**2. Number of Students for Acceptance and Dispatchment**

Acceptance (Unitec students to join NAIST doctoral program) A few

Dispatchment (NAIST students to join Unitec doctoral program) A few

**3. Qualifications for Application and Entrance Examination**

1. Acceptance
2. Qualifications for application

Applicants must fulfill all of the following conditions:

ⅰ Those who have a master’s degree or will have a master’s degree before enrollment date

ⅱ Those who are admitted to Unitec doctoral program

1. Additional information

ⅰ The selection of applicants is based on the examination of written materials. However, an oral

examination may be held if deemed necessary.

ⅱ Fall enrollment date is October 1, 2018 and spring enrollment is April 1, 2019.

1. Dispatchment
2. Qualifications for application

Applicants must fulfill all of the following conditions:

ⅰ Those who have a master’s degree or will have a master’s degree before the enrollment date

ⅱ Those who are admitted to NAIST doctoral program or those who are applying for entrance

examination for NAIST doctoral course.

ⅲ The applicant's supervisor is a faculty member who runs one of the laboratories of information

science.

1. Additional Information

ⅰ The selection of applicants is based on the examination of written materials and oral examination.

ⅱ Fall enrollment date is October 1, 2018 and spring enrollment is April 1, 2019.

1. **NAIST Acceptance Information**
2. **Application Procedures**
3. Application period

Fall enrollment June 4(Mon) - June 8(Fri), 2018

Spring enrollment December 3(Mon)- December 7(Fri), 2018

1. How to apply

* Please send all required documents by mail or bring them directly to the address below. When sending by e-mail, please scan all certificates and letters of recommendation required for application and send as attachments. Original certificates and letters of recommendation must be submitted at the time of enrollment.

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| Admissions Section, Educational Affairs Division  Nara Institute of Science and Technology  8916-5, Takayama, Ikoma, Nara 630-0192, Japan  gakusei@ad.naist.jp |

* When applying by mail, application forms must arrive at NAIST by the last day of the application period, Japan Standard time.

1. Notification of applicant number

Upon receiving application documents, we will notify you of your applicant number by e-mail.

1. Required documents

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| **Documents required** | | **Remarks** |
| a | NAIST Acceptance Application Form | Form provided by NAIST. |
| b | Graduation / expected graduation certificate for master’s degree or equivalent | Must be issued by a graduate school or academic  institution/official. If written in a language other  than English, please attach an English translation. |
| c | Transcripts for master’s or equivalent courses |
| d | Letter of acceptance to Unitec  doctoral program | Must be issued by Unitec |
| e | Letter of recommendation | Form provided by NAIST (Unitec form also accepted if it contains the same information). Must be issued by the president or the dean of Unitec. |
| f | Research experience and background | Any form is acceptable. Maximum: Five one-sided A4 pages. Please write in English. Do not print in color. Do not staple. Write on one side only. In addition, if you have any English publications, please attach one (offprint) copy of each. |
| g | Statement of research plan at NAIST | Any form acceptable. Maximum: Two one-sided A4 pages. Please write in English. Do not print in color. Do not staple. Write on one side only. |

**Note: All the forms must be written in English. If certificates are written in a language other than English, please attach an English translation.**

1. Other notifications

* If you have a physical disability and require any special help in following your academic program, please consult with the Admissions Section at Educational Affairs Division <gakusei@ad.naist.jp> prior to your application.
* If the application documents are incomplete, the application will not be accepted in principle. Before submitting your application, make sure to check that all the necessary documents are enclosed or attached. Further changes to the submitted documents cannot 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 and documents may not be returned.

1. **Screening Method**

Applicants are evaluated according to the screening of application documents.However, an oral examination may be conducted if deemed necessary. In that case, applicants will be notified separately of the date and place of the oral examination.

1. **Examination Results and Enrollment Procedures**

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| --- | --- | --- |
|  | **Announcement of results** | **Enrollment procedure** |
| Fall enrollment | July 20(Fri), 2018 | Late September, 2018 |
| Spring enrollment | January11(Fri), 2019 | Late February, 2019 |

The examination results will be announced on the NAIST website (http://www.naist.jp/en) from 10:00 am (scheduled) on the dates specified above. We will also notify applicants by e-mail.

**4. Security Export Control**

At Nara Institute of Science and Technology, 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.

**5. Additional Information**

* + - Once submitted, documents may not be returned for any reason.
    - In compliance with the Private Information Protection Law regarding private information owned by an Independent Administrative Legal Entity, all private information (including entries in required documents for application and examination results) is used only for the purpose of screening (follow-up check included), and are not used for any other purpose.
    - If you have any further questions regarding the application guide, please contact us at the following address.

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| 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: gakusei@ad.naist.jp |

(\*Do not fill in.)

|  |  |
| --- | --- |
| Applicant’s ID | ＊ |

**Doctoral Course Application Form for**

**NAIST-Unitec Double Degree Program (Acceptance)**

**Photograph**

38mm **×** 30mm

Taken within the past 3 months, full-faced from shoulders up, no headwear except for religious reasons.

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| --- | --- | --- | --- | --- | --- |
| Applying to: | Graduate School of Science and Technology | | |  | |
| Admission | 2018 Fall Admission / 2019 Spring Admission  (Circle your time of enrollment.) | | |
| Name of laboratory or professor |  | | |
| Full name | (Family name) | | (Given name) |
| Date of birth (Year/Month/Date) |  | | | Sex | ( M / F ) |
| Qualifications for Application | (University/Institution) (College/school) (Department/Major) | | | | |
| Graduated / expect to graduate on　 (Year) 　　　　(Month)　　　　 (Day) | | | | |
| Nationality |  | | | | |
| Current address | Zip code:  Address:  Tel:  e-mail: | | | | |
|  | | | | | |
| Curriculum Vitae | | | | | |
| **Educational background** | | Name | | | |
| Year/Month (Entrance) – Year/Month (Completion) | |  | | | |
| / – / | |  | | | |
| / – / | |  | | | |
| / – / | |  | | | |
| / – / | |  | | | |
| **Employment record** | |  | | | |
| From Year / Month – To Year / Month | |  | | | |
| / – / | |  | | | |
| / – / | |  | | | |
| **Awards and Citations** | |  | | | |
| Year / Month | |  | | | |
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・For educational background, start with elementary school entrance. If you were a research student in any institution, specify the name of the institution and the length of time.

・If any falsification in the curriculum vitae is found, admission will be revoked.

**Letter of Recommendation**

To the President of NAIST

Name of the student, recommended　:

Reason for recommendation:

(Please state in English your reasons for recommending the above-mentioned person as a suitable candidate.)

Date :

Recommender’s name :

Title :

(President or dean)

Recommender’s signature :

1. **NAIST Dispatchment Information**
2. **Application Procedures**
   1. Application period

Fall enrollment July 23(Mon) - July 25(Wed), 2018

Spring enrollment January 21(Mon) - January 23 (Wed), 2019

* 1. Required documents

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| --- | --- | --- |
| a | Dispatchment Application Form | Form provided by NAIST |
| b | Research plan for Unitec study period | At least two one-sided A4 pages. Should be written in English. |
| c | Proof of language ability | TOEIC, TOEFL scores, etc. |
| d | Letter of acceptance from prospective supervisor at Unitec | Any form is acceptable. |

* 1. Place of submission

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| --- |
| Admissions Section, Educational Affairs Division  Nara Institute of Science and Technology  8916-5, Takayama, Ikoma, Nara 630-0192, Japan  gakusei@ad.naist.jp |

* 1. Notification of applicant number

After accepting the application materials, applicants will be sent their screening number by e-mail.

1. **Screening Process in NAIST**
2. Screening method
   1. Reviewing of applicant’s materials
   2. Presentation of Research Plan and its defense
3. Screening period

Fall enrollment August 20(Mon) - August 23(Thu), 2018

Spring enrollment February 18(Mon) - February 19(Tue), 2019

1. Announcement of screening results

Fall enrollment 10 a.m., August 30(Thu), 2018

Spring enrollment 10 a.m., February 22(Fri), 2019

Place: Bulletin board of the Information Science A or NAIST website (http://www.naist.jp/en).

1. **Screening process at Unitec**

Applicants must complete the screening processes of both institutions. Please see Unitec guidelines for Unitec screening details.

**Doctoral Course Application Form for**

**NAIST-Unitec Double Degree Program (Dispatchment)**

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| --- | --- | --- | --- |
| Application Date | (mm/dd/yy) | ※Screen No |  |

※Leave this area Blank

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name | (Family name) | (Given name) | | M  ・  F | Student Number |  |
| Date of Birth | (Year/Month/Date) | | | | | |
| Educational Background  year/month-  year/month | / - / | |  | | | |
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| --- | --- |
| Permanent Address | ZIP Code  Phone ( ) - |
| Contact address in Japan | ZIP Code  Phone ( ) -  E-mail |
| Research Theme |  |
| Advisor’s reason for approval | Advisor  　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　印 |