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

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

**for 2023 Fall Enrollment and 2024 Spring Enrollment**

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

Nara Institute of Science and Technology Graduate School of Science and Technology (hereinafter referred to as “NAIST”) and Macquarie University (hereinafter referred to as “MQ”) 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 MQ to NAIST or from NAIST to MQ 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 must consist of a total of 3 academic years in both institutions. The students’ period of study must include a minimal stay at each institution of one academic year in total. The students will be charged entrance examination, registration, and tuition fees only in home institution while being a candidate in this program.

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

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

Dispatchment (NAIST students to join MQ 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 MQ 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, 2023 and spring enrollment is April 1, 2024

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.

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, 2023 and spring enrollment is April 1, 2024.

**II. NAIST Acceptance Information**

1. **Application Procedures**
2. Application period

Fall enrollment May 8 (Mon) – June 2 (Fri), 2023

Spring enrollment November 9 (Thu) - December 8 (Fri), 2023

1. How to apply

* Please send all required documents by mail (e-mail or post) or bring them directly to the address below. When sending by e-mail, please scan all documents required for application and send as attachments. Original certificates, transcripts, and letters 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  E-mail: [exam@ad.naist.jp](mailto: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’s ID

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

1. Required documents

|  |  |  |
| --- | --- | --- |
| **Documents required** | | **Remarks** |
| a | Application Form (Acceptance) | 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.  ＊If the applicants cannot submit a transcript, an oral examination will be held instead. |
| c | Transcripts for master’s or equivalent courses |
| d | Letter of acceptance to MQ doctoral program | Must be issued by MQ. |
| e | Letter of recommendation | Form provided by NAIST. (MQ form is accepted if it contains the same information.) Must be issued by the president, dean, or a person of equivalent authority of MQ. |
| f | Research experience and background | Any form is acceptable. Maximum: Five one-sided A4 pages. Please write in English. Do not staple. Write on one side only. In addition, if you have any publications in English, please attach one (offprint) copy of each. |
| g | Statement of research plan at NAIST | Any form is acceptable. Maximum: Two one-sided A4 pages. Please write in English. 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 <[exam@ad.naist.jp](mailto:exam@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 (An oral examination is necessary for the applicants who have not submitted a transcript.). 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 18 (Tue), 2023 | Late September, 2023 |
| Spring enrollment | January 10 (Wed), 2024 | Late February, 2024 |

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

1. **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.

<https://www.naist.jp/en/international_activities/security_export_control.html>

1. **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: [exam@ad.naist.jp](mailto:exam@ad.naist.jp) |

(\*Do not fill in.)

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

**Doctoral Course Application Form for**

**NAIST-MQ 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 | 2023 Fall Admission / 2024 Spring Admission  (Circle your time of enrollment.) | | | | |
| Name of laboratory or professor of NAIST |  | | | | |
| 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 / expected to graduate on　 (Year) 　　　　(Month)　　　　 (Day) | | | | | | |
| Nationality |  | | | | | | |
| Current address | Zip code:  Address:  Tel:  E-mail: | | | | | | |
| If your current address is inside European Economic Area (EEA), please read through page below, and if you agree with them, place check mark in the box on the right.  https:www.naist.jp/en/international\_students/files/GDPR\_e.pdf | | |  | | I have read "Handling of use and transfer of personal data  based on General Data Protection Regulation (GDPR)" , and agree with use and transfer of your personal data by Nara Institute of Science and Technology (NAIST). | | |
|  | | | | | | | |
| Curriculum Vitae | | | | | | | |
| **Educational background** | | Name | | | | | |
| Year/Month (Entrance) – Year/Month (Completion) | |  | | | | | |
| / – / | |  | | | | | |
| / – / | |  | | | | | |
| / – / | |  | | | | | |
| **Employment record** | |  | | | | | |
| From Year / Month – To Year / Month | |  | | | | | |
| / – / | |  | | | | | |
| / – / | |  | | | | | |
| **Awards and Citations** | |  | | | | | |
| Year / Month | |  | | | | | |
|  | |  | | | | | |

・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 :

**III. NAIST Dispatchment Information**

1. **Application Procedures**
   1. Application period

Fall enrollment July 24 (Mon) - July 26 (Wed), 2023

Spring enrollment January 22 (Mon) -January 24 (Wed), 2024

* 1. Required documents

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| --- | --- | --- |
| a | Application Form (Dispatchment) | Form provided by NAIST |
| b | Research plan for MQ study period | Any form is acceptable. Two one-sided A4 pages. Should be written in English. Do not staple. |
| c | Proof of language ability | TOEIC, TOEFL scores, etc. |
| d | Letter of acceptance from prospective supervisor at MQ | Any form is acceptable.  Should be written in English. |

* 1. Place of submission

|  |
| --- |
| Admissions Section, Educational Affairs Division  Nara Institute of Science and Technology  8916-5, Takayama, Ikoma, Nara 630-0192, Japan  E-mail:[exam@ad.naist.jp](mailto:gakusei@ad.naist.jp) |

* 1. Notification of screening number

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

1. **Screening Process at NAIST**
2. Screening method

Reviewing of applicant’s materials

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.

【If oral examinations are to be held, they will be held within the following periods.】

Fall enrollment August 21 (Mon) – August 24 (Thu), 2023

Spring enrollment February 19 (Mon) - February 20 (Tue), 2024

(2) Announcement of screening results

Fall enrollment　　10 a.m., August 29 (Tue), 2023

Spring enrollment　10 a.m., February 26 (Mon), 2024

Place: NAIST website ( <https://www.naist.jp/en> ).

1. **Screening process at MQ**

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

**Doctoral Course Application Form for**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Application Date | (Year/Month/Date) | Screening No | ※ |

(※Do not fill in.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full Name | (Family name) | (Given name) | | M  ・  F | Student Number |  |
| Date of Birth | (Year/Month/Date) | | | | | |
| Educational Background  year/month-  year/month | / - / | |  | | | |
| / - / | |  | | | |
| / - / | |  | | | |

|  |  |
| --- | --- |
| Permanent Address | ZIP Code  Phone ( ) - |
| Contact address in Japan | ZIP Code  Phone ( ) -  E-mail |
| Research Theme at MQ |  |
| NAIST  Supervisor’s reason for approval | Supervisor  (signature) |

　　・For educational background, start with university entrance. If you were a research student in any institution, specify the name of the institution and the length of time.