

2016
APPLICATION PROCEDURES FOR ADMISSION
TO THE INTERNATIONAL DOCTORAL COURSE (ENTRANCE IN APRIL) OF
SUSTAINABLE ARCHITECTURE AND URBAN SYSTEMS

DEPARTMENT OF URBAN DESIGN, PLANNING, AND DISASTER MANAGEMENT
DEPARTMENT OF ARCHITECTURE
GRADUATE SCHOOL OF HUMAN-ENVIRONMENT STUDIES, KYUSHU UNIVERSITY

Those applying for the 2016 International Doctoral Course of Sustainable Architecture and Urban Systems, the Department of Urban Design, Planning, and Disaster Management, and the Department of Architecture, the Graduate School of Human-Environment Studies at Kyushu University should observe the following procedures. The course will commence on Friday, April 1, 2016.

1. Departments and Admission Capacities

Department	Course Name	Admission Capacity
Department of Urban Design, Planning, and Disaster Management	International Doctoral Course of Sustainable Architecture and Urban Systems	Restricted number of Students
Department of Architecture		

2. Qualifications for Application

Applicants must not be citizens of Japan, and are required to satisfy one of the following qualifications.

- (1) Those who hold a Master's degree, from an accredited institution in Japan, or will obtain a degree by the end of March, 2016.
- (2) Those who hold a Master's degree, from an accredited institution outside of Japan, or will obtain a degree by the end of March, 2016.
- (3) Those who completed the program for a Master's Degree through the United Nations University, or be a candidate to complete a Master's Degree through the United Nations University by the end of March, 2016, according to the program established at the United Nations University by Extraordinary Law #1 Clause 2, passed by the United Nations General Assembly on December 11, 1972, and in accordance to the agreement reached between the United Nations and Japan.
- (4) Those who are evaluated by the Kyushu University Graduate School of Human-Environment Studies, through an Individual Screening of Requirements for Admission*, to have an academic ability equal to or surpassing that of individuals with a Master's degree and who will be 24 years of age on or before April 1, 2016.

* Individual Evaluation of Requirements for Admission

Those who wish to apply in accordance with the above qualification (4) are required to undergo an individual evaluation of their academic ability, and therefore must first notify the Student Affairs Section Office of the Graduate School of Human-Environment Studies, Kyushu University (refer to the "11. For More Information"). The completed documents must be sent or brought to the same Student Affairs Section Office by Monday, November 16, 2015. Applicants will be notified of the results of this evaluation on Tuesday, December 1, 2015.

3. Application Period

Applications will be accepted from Monday, December 7, 2015, to Monday, December 14, 2015, from 9:00 a.m. until 5:00 p.m. at the Student Affairs Section Office of the Graduate School of Human-Environment Studies, Kyushu University.

The Student Affairs Section Office is closed on Saturdays, Sundays, and national holidays. All documents submitted by airmail MUST BE RECEIVED by no later than 5:00 p.m. on Monday, December 14, 2015. Student Affairs Section Office will send you an e-mail acknowledging the receipt of your applications by Tuesday, December 15, 2015. Please contact above office by e-mail if you do not receive acknowledgment e-mail on Tuesday, December 15, 2015.

4. Application Fee

- (1) All applications must be accompanied by a 30,000 Yen application fee.
- (2) Please choose one of the payment methods below. Payment must be received by Monday, December 14, 2015. Applications will not be accepted until payment has been received.
- (3) Payment Methods

(A) Payment by Telegraphic Transfer

- All necessary expenses for the telegraphic transfer (commissions, shortages in transferred amount due to fluctuations in exchange rate, etc.) shall be borne by the remitter.
- In the case of a bank transfer within Japan, please put “3HE ” (as the code for doctoral course) in front of the applicant’s name in the bank transfer form.
- In the case of a bank transfer outside Japan, please write “Application Fee” in the space for “Purpose of Remittance”, as well as the applicant’s name, nationality and “3HE ” (as the code for doctoral course) in the space for “Message to Payee” in the bank transfer form.

Bank	Sumitomo Mitsui Banking Corporation
Branch	Fukuoka Branch
Branch Address	ZIP code 812-0011 1-1-1, Hakataekimae, Hakata-ku, Fukuoka City, Fukuoka, JAPAN
Account Type	Saving Account
Account Number	7119240
Account Holder	Kyushu University
Account Holder’s Address	ZIP code 812-8581 6-10-1, Hakozaki, Higashi-ku, Fukuoka City, Fukuoka, JAPAN
SWIFT Code	SMBC JP JT

(B) Payment by Credit Cards

- Payment can be made through Visa, Master Card, JCB and American Express, Union Pay, and Alipay.
- Credit card payment can be made directly at <https://e-shiharai.net/english/>
- Please refer to “KYUSHU UNIVERSITY How to make the Payment for the Application Fee by Credit Card, Union Pay, and Alipay.” for all details about paying with a credit card, Union Pay, and Alipay.

(C) Payment at Convenience Stores (available only in Japan)

- Payment can be made at Seven Eleven, Circle K, Sunkus, Lawson and Family Mart.
- Please refer to “Credit Card Payments and Convenience Store Payments for Application Fee” for details of paying at convenience store, and <https://e-shiharai.net/> (available only in Japanese)

5. Documents to be submitted

Download all application materials from: <http://kyudai-archurb.jp/saus/download/>

All applicants are required to send or bring the following documents to the Student Affairs Section Office of the Graduate School of Human-Environment Studies (refer to the “11. For More Information”) during the application period.

- (1) Application Form for Admission/Educational Background (use provided forms)
Photographs for the Application Form should be 4cm x 3cm in size, include the upper body, wearing no hat/cap, and be taken within the last 3 months.
- (2) A certified copy in English or Japanese of Master’s degree (or expectation of graduation).
- (3) A certified copy of official transcript in English or Japanese from graduate department of previous university or professional school.
- (4) An original copy of TOEFL Examinee Score Report, on which the Test Date should be after December 14, 2013, for those whose native language is not English.
- (5) A photocopy of the receipt or result page of the Application Fee for all payment methods described under (A), (B) and (C) in “4. Application Fee”. Refer to the relevant section for details.
- (6) A copy of the applicant’s master’s degree thesis
• Master’s degree thesis is NOT NECESSARY for those applying in accordance with Qualifications for Application (4).
- (7) Summary of Master’s Thesis (use provided form)
• The summary must be written in English on the provided form, and not exceed 2,000 English words.
• This document is NOT NECESSARY for those applying in accordance with Qualifications for Application (4).

- (8) Research Proposal (use provided form)
• Research proposal must be written in English on the provided form, and not exceed 2,000 English words.
- (9) Recommendation (use provided 2 forms)
• Recommendations Form 1 must be written in English or Japanese by the Dean or head of the department or institution/employing body to which the applicant belongs/belonged.
• Recommendations Form 2 must be written in English or Japanese by a supervising professor, a member of teaching staff or a supervisor in the employing body who has personal knowledge of the applicant.
- (10) Summary of Research Accomplishments (use provided form)
• These documents are ONLY NECESSARY for those applying in accordance with Qualifications of Application (4).

6. Method of Assessing Applicants

All Applicants will be evaluated based on the submitted documents including recommendations. Applicants may be requested to take an oral examination if admission committee finds it necessary. All applicants will be informed whether it is necessary to take an oral exam by e-mail by Friday, January 8, 2016. The specific format of the oral exam will be notified individually.

7. Announcement of the Results

The results will be posted on the Common Notice Board, in front of Common Lecture Building (Humanities, Human-Environment Studies, Law and Economics), at 10:00am on Thursday, January 28, 2016.

Only successful applicants will receive the admission notice by regular mail. Please note that telephone inquiries regarding examination results will be declined.

Common Lecture Building location: Green 11 of the following map.

<https://www.kyushu-u.ac.jp/access/map/hakozaki/hakozaki-e1.pdf>

8. Enrollment Procedures

All documents necessary for enrollment procedures will be sent to successful applicants around the beginning of February 2016.

Please complete enrollment procedures by the indicated dates.

(1) Registration period: From mid to late February 2016.

(2) Fees to be paid at time of enrollment: **Enrollment fee:** 282,000 yen

Tuition fee: 267,900 yen/semester (535,800 yen for an academic year)

Note: The above fees are subject to change. Such changes may occur without notice and will take effect immediately. The tuition fees are to be paid after completing the enrollment procedures.

9. Miscellaneous

(1) Applicants can download application materials from the following homepage.

Download location: <http://kyudai-archurb.jp/saus/download/>

(2) In the case of submitting application documents by mail, applicants MUST send a scanned data (jpeg format) of the Application Form for Admission/Educational Background by e-mail to kagakusei2@jimu.kyushu-u.ac.jp first. Afterward, the original documents MUST be sent by express mail to the Student Affairs Section Office, Graduate School of Human-Environment Studies.

(3) Please remember that changes to application documents cannot be made once they have been submitted.

10. Scholarship for highly qualified doctoral students

We are offering 300 scholarships of 500,000 yen per year for highly qualified doctoral students. This offer is open for existing and newly enrolling doctoral students of Kyushu University. Recipients of this scholarship should complete their degree within normal period of course completion. Please contact Student Affairs Section Office, Graduate School of Human-Environment Studies, Kyushu University for further information.

11. For More Information

(1) Contact Address

Student Affairs Section Office, Graduate School of Human-Environment Studies, Kyushu University
6-19-1, Hakozaki, Higashi-ku, Fukuoka, 812-8581
kagakusei2@jimukyushu-u.ac.jp

Office of the Department of Architecture, School of Engineering, Kyushu University
6-10-1, Hakozaki, Higashi-ku, Fukuoka, 812-8581
office@arch.kyushu-u.ac.jp

(2) Homepage

International Affairs Department (<http://www.isc.kyushu-u.ac.jp/intlweb-e/index.htm>)

Regarding the Use of Personal Information

- (1) Personal information included in submitted application materials may be used during the admissions selection process. In addition, for successful applicants, names and addresses may be used for admission guidance procedures.
- (2) Personal information included in the submitted application materials of successfully admitted students may be used for enrollment and other issues related to the school register.
- (3) Results of the entrance examination and other personal information may be used as reference data for 1st year student scholarship recommendations, entrance fee exemptions, and tuition fee exemptions, etc.
- (4) Personal information used during the entrance examination may be used, in a form in which the individual is unidentifiable, for survey and research data pertaining to the entrance screening procedures of Kyushu University.
- (5) Personal information such as the information included in submitted application materials and the results of the entrance examination, excluding such cases specified in Article 9 of the “Laws Regarding the Protection of Personal Information Held by Independent Administrative Corporations”, will not be used for any purposes other than those stated above, or provided to a third party.