

Hiroshima City University

Graduate School of International Studies

October 2024 Admission

Application Guidelines

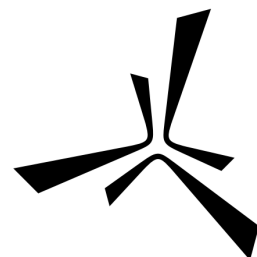
Master's Degree Program

**Recommendation-Based Exam for Institutions
with International Academic Exchange Agreement**

Designated Application Forms

(Please download the following forms from HCU website.)

- Application Form
- Curriculum Vitae
- Letter of Recommendation



Hiroshima City University

Issued: April 2024

1. Admission Policy

Hiroshima City University (HCU) develops professionals having sensitivity and passion toward seeking the truth, respecting diverse cultures and values, and wishing for lasting world peace. HCU also aims to train students to become professionals who have the ability to contribute to both the local and global communities, with a wide-ranging knowledge and solid expertise, as well as a strong sense of ethics.

For the purpose of nurturing such competent professionals, HCU seeks to admit:

- Persons who are well rounded and have a strong enthusiasm for learning.
- Persons who are intellectually curious, inquisitive, and eager to create and utilize new knowledge.
- Persons who wish to contribute positively to world peace and the development of local communities and the international community.

The Graduate School of International Studies seeks to admit:

- Persons who can try to investigate, objectively analyze the background and causes of the various issues both in the local and global communities, and propose a solution using a professional approach.
- Persons who can think about their expertise logically and persuasively for deepening thoughts and debate
- Persons who have the basic knowledge regarding the research field and the adequate language skills required for research, as well as the desire to deepen their professional knowledge and research skills for their future work
- Persons who wish to improve their skills and potentials through learning at this Graduate School

2. Degrees Conferred

The Master's Degree Program of Graduate School of International Studies confers "Master of Arts," "Master of Arts (International Studies)", or "Master of Arts (Peace Studies)", according to the research field and topics of the master thesis.

3. Number of Applicants to Be Admitted

| Department | Recruitment category | Number of applicants to be admitted |
|--|---|-------------------------------------|
| Graduate School of International Studies | Recommendation-Based Exam for Institutions with International Academic Exchange Agreement | A Few |

4. Application Qualifications

Applicants must meet all the following requirements and must have graduated from an overseas university that has concluded an International Academic Exchange Agreement with Hiroshima City University ("partner institution") and have obtained a bachelor's degree, or be expected to graduate from a partner institution by September 30, 2024.

- 1) A person who can obtain recommendations from two or more faculty members (including the Dean of the department or faculty) in the partner institution attended.
- 2) A person who has the ability to write the Master thesis in Japanese or English.

* Classes for the Master Degree Program will be conducted in Japanese. Regarding Peace Studies, however, students are allowed to obtain a master degree by taking classes conducted in English and writing a master thesis in English, if they wish.

5. Application Procedures

(1) Prior Consultation

Before applying, applicants need to seek consultation about their intended research themes from a faculty member they wish to work with. For details on faculty members and their research fields, please refer to the HCU website.

For seeking prior consultation, applicants are required to send an e-mail with the subject line "Prior Consultation for Partner University Recommendation-Based Entrance Exam (Master Course)" to the Admissions Office (nyushi@m.hiroshima-cu.ac.jp). The e-mail must include: your name and the name of a faculty member you wish to work with, and attach ② Curriculum Vitae and ③ Research plan data in "(7) Application documents".

[Inquiry deadline] April 25 (Thu), 2024. (JST)

* If you would like to receive a prior consultation after the deadline, please contact the Admissions Office.

(2) Application Period

May 13 (Mon) to 24 (Fri), 2024 (Must arrive by 5:00 p.m. JST on final day)

(3) Application Methods

After consultation with a faculty member you wish to work with, please enclose all application documents in an envelope and submit it by mail to the Admissions Office by the deadline. Be sure to write in red "**Application Documents Enclosed for Partner University Recommendation-Based Entrance Exam**" on the envelope. After the deadline, the examination admission card will be sent to each applicant. If you do not receive the documents by the day immediately before the announcement of the results, please contact the Admissions Office.

* We recommend using a tracking service such as Express Mail Service (EMS) or DHL when mailing.

* If you are an applicant who has graduated from a partner institution and are residing in Japan, please contact the Admissions Office concerning your application.

(4) Exemption from Examination Fee

Applicants who undergo entrance exams under the International Academic Exchange Agreement Program shall be exempt from the entrance examination fee.

(5) Selection of either "Master's Thesis" or "Research Report"

In this Graduate School, students can select either a "Master's Thesis" or a "Research Report", which is one requirement for graduation. In light of the diversification of needs regarding research and education carried out at graduate schools, this system aims to encourage not only highly academic research, but also the acquisition of Master's degrees aiming to improve their expert professional capabilities or acquire advanced education. This system is characterized by the following.

- A "Master's Thesis" aims to create a highly academic expert thesis. Conversely, a "Research Report" is for carrying out research with a specific topic set regarding an expert professional field.
- **If you would like to advance from the Master's Degree Program to the Doctoral Degree Program in this Graduate School, we recommend that you have a "Master's Thesis".**
- Make your selection for a "Master's Thesis" or "Research Report" when submitting your application documents. Select either one in the subscribed location on the "Entrance Application Form".
- If you would like to change your selection after entering the Graduate School, changes may be permitted, but this requires permission from your supervisor.

* When selecting either a "Master's Thesis" or "Research Report", **consult with your desired supervisor before making your application.**

(6) Application Submission Address and Inquiries Regarding Applications and Examinations

Admissions Office, Hiroshima City University

Address: 3-4-1 Ozuka-Higashi, Asa-Minami-ku, Hiroshima-shi 731-3194, Japan

E-mail: nyushi@m.hiroshima-cu.ac.jp

(7) Application Documentation

| Document to Submit | | Instructions |
|--------------------|---|---|
| ① | Application Form | Enter the required information on the HCU designated form. When making entries, carefully read the NOTES items shown in the margins. Photos must be taken within 3 months prior to application, 4 cm H x 3 cm W, showing upper body, uncovered head, facing camera, and no background. Write your name on the back before affixing it. |
| ② | Curriculum Vitae | Enter the required information on the HCU designated form. When making entries, carefully read the NOTES items shown in the margins. |
| ③ | Letter of Recommendation | A University-designated form must be used. Sealed letters of recommendation must be submitted by two or more faculty members (including the head of the university department or faculty) in the partner institution attended If the official seal of the university is not available, the recommender's handwritten signature is required (electronic signatures are not accepted). |
| ④ | Academic Transcript [Original] | Must be issued by the president or dean of the partner university attended. |
| ⑤ | Certificate of (Expected) Graduation [Original] | Must be issued by the president or dean of the partner university attended. If there is any other certificate of the degree conferred, photocopies of such certificates should be submitted. If the date of graduation (expected) is written on the academic transcript, a degree certificate alone is also acceptable. |
| ⑥ | Proof of Japanese or English Language Proficiency [Native speakers of Japanese do not need to submit the document.] | Submit one of the following exam score certificates (showing score, Original and one copy). We accept only scores from these tests taken after April of 2022. Original documents will be returned after the exam. <ol style="list-style-type: none"> 1) TOEIC[®]L&R (IP test also accepted) 2) TOEFL[®] (PBT or iBT) 3) IELTS[™] (Academic Module) 4) Japanese Language Proficiency Test (JLPT) 5) Examination for Japanese University Admission for International Students (taken the "Japanese as a foreign language" subject) <p>* If you take the online exam and submit your scores, we will only accept scores from tests with a proctor. Please submit a printout of the grade display screen as your report card. Proctored exam score is an exam score that is identified and monitored by a proctor based on camera footage during the online exam.</p> |
| ⑦ | Statement of Purpose | Use Japanese or English. Write in detail the specific reason(s) you decided to apply, referring to matters you surveyed or researched with particular interest in your undergraduate research reports or graduation thesis. Also include a description of how you plan to research in the Master's Degree Program. Japanese should be in about 2,000 characters, or English should be in about 1,200 words. |
| ⑧ | Research Plan | |

Notes: 1. Please download the forms for documents ①, ② and ③ from HCU website.

2. If a document in ③, ④ and ⑤ is written in a language other than Japanese or English, be sure to attach a Japanese or English translation of it.

3. Inadequately completed application documents may not be accepted.
4. A certificate with the applicant's maiden name may be used. In such a case, please attach a document stating the date of the name change, the new name and the maiden name filled in by the applicant. (The format is optional.)
5. It is the responsibility of each applicant to carefully consider and submit the application documents.

(8) Other Important Points for Application

- 1) Inadequately completed application will not be accepted. Before submitting your documents, be sure to double check them.
- 2) No change can be made to application documents that have been submitted.
- 3) Submitted application documents shall not be returned.
- 4) Once granted, admission may be cancelled if it is determined that contents stated in the submitted documents differ from actual facts.

(9) Handling of Personal Information

- 1) Personal information contained in application documents (such as your name, date of birth, sex, etc.) will be used for entrant selection, notification of acceptance, enrollment procedures, providing scholarship information and surveys/research (entrance exam improvement, application trend surveys/analyses, etc.).
Also, said information will be managed by the university in connection with the educational affairs of enrolled students (student registration, school guidance, etc.) and student support services (health management, scholarship applications, tuition waiver applications, etc.).
- 2) With some of the operations and services mentioned above, outside companies may be employed, after necessary steps are taken to ensure that personal information is appropriately managed.

6. Admission Criteria

Research plans and other submitted documents are reviewed and evaluated comprehensively.

7. Notification of Acceptance

June 26 (Wed), 2024, 10:00 a.m. (JST)

A notification of acceptance will be delivered to the successful applicants, and the application numbers of successful applicants will be posted on HCU website.

However, since this is reference information, please check for the official notification of acceptance letter, which is sent to successful applicants.

Inquiries regarding results by e-mail or other means will absolutely not be accepted.

8. Enrollment Procedures

(1) Enrollment Period

July 1 (Mon), 2024 to July 12 (Fri), 2024 (Application must arrive by 5:00 p.m. JST on final day.)

(2) Enrollment Procedures

- 1) Documents necessary for enrollment procedures, together with the notification of acceptance, will be sent directly to successful applicants.
- 2) Please enclose all documents to be submitted in an envelope and send it by mail by the deadline mentioned above. Be sure to write in red **“Enrollment Procedure Documents Enclosed”** on the envelope.
* We recommend using a tracking service such as Express Mail Service (EMS) or DHL when mailing.
- 3) After completing the enrollment procedures, an admission letter will be sent to all accepted applicants.

(3) Points to Note about Enrollment Procedures

- 1) Those who have not completed all the necessary enrollment procedures will be regarded as having declined the offer of admission.
- 2) Check the accuracy of all materials before submission. Inadequately completed documents will not be accepted.
- 3) Submitted enrollment procedure documents will not be returned, and paid enrollment fees will not be refunded.
- 4) Applicants who applied pending graduation are required to submit a Certificate of Graduation as soon as possible. If you are unable to graduate by the day before the entrance date, your enrollment will be cancelled.

9. Fees Payable upon Admission

(1) Fees to Be Paid Prior to Admission

| Fee Type | Amount |
|---------------|-----------|
| Admission Fee | ¥ 423,000 |

(2) Fees to Be Paid by the End of September

| Fee Type | Amount |
|---------------------|----------|
| Student Affairs Fee | ¥ 20,000 |

Note: The student affairs fee includes fees for Personal Accident Insurance for Students Pursuing Education and Research, and Personal Liability Insurance for Students.

(3) Fees to Be Paid after Enrollment

| Fee Type | Amount | Due Date |
|--------------------------|-----------|-----------------------|
| Tuition (¥ 535,800/year) | ¥ 267,900 | By the end of April |
| | ¥ 267,900 | By the end of October |

Note: Amounts shown are current as of April 2024. If revisions are made, the new tuition rate will apply at the time of revision.

(4) Scholarships

International students who have obtained residence status are eligible to apply for scholarships sponsored by local governments and organizations that provide support for international students.

(5) Reduction and Exemption of Admission Fee

Applicants to whom any of the following items apply may be exempt from paying admission fees. Please consult the Admissions Office.

Those who find it difficult to pay the admission fee because

- 1) The person scheduled to bear the cost of the student’s study dies, no more than one year before his/her admission to the graduate program; or
- 2) The student or the person scheduled to bear the cost of study is a victim of a natural disaster, including but not limited to storm and flood damage, no more than one year before admission to the graduate program.

(6) Reduction and Exemption of Tuition

The university has a system for reducing and exempting tuition for international students. Please consult us after enrollment.