APPLICATION PROCEDURE FOR ADMISSION TO THE GRADUATE SCHOOL

DOCTORAL COURSE OF MURORAN INSTITUTE OF TECHNOLOGY

FOR FOREIGN STUDENTS (Overseas Application)

DATE OF ENTRANCE: OCTOBER, 2019
APRIL, 2020 (For the 1st Call for Application)
APRIL, 2020 (For the 2nd Call for Application)

Office of Admissions Strategic and Action Plan,
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, JAPAN 050-8585
E-mail nyushi@mmm.muroran-it.ac.jp
http://www.muroran-it.ac.jp/
< To Applicants >

◎ You must discuss your research theme thoroughly with a faculty member whom you want to be your supervisor before submitting your application.

◎ Muroran Institute of Technology has established the “Muroran Institute of Technology Security Trade Control Regulations” in accordance with the “Foreign Exchange and Foreign Trade Act”, and rigorously screens Foreign students. Foreign applicants who fall under any of the conditions set out in said regulations maybe unable to enter their desired course or program.

◎ All dates and times stated in this guideline are based on Japan Standard Time

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On the Handling of Personal Information

Muroran Institute of Technology (Muroran IT) complies with Personal Information Protection Act and other applicable ones and attempts to protect your personal information in accordance with Muroran IT's Personal Information Management.

Personal information submitted to Muroran IT in the form of application documents will be used for selecting applicants for admission and as resources for reviewing the method for selecting applicants for admission. For admitted students, personal information will be used for registrar (student registry, learning assistance, etc.) and student support (tuition exemption, scholarship, etc.).
Admission Policy

<Desired portrait of the student>
1. A student who has a wide-ranging education and international perspective.
2. A student who has high ethical standards.
3. A student who has practical research competency and applied skills regarding science and technology.

<Basic policy of screening>
1. A variety of screening methods will be conducted in order to accept students with great individuality.
2. Emphasis will be placed on the applicant’s knowledge and adequate command of a specialized area.
3. The ability to collect and send information in English will be valued.

About Supervisors
(http://www.muroran-it.ac.jp/nyushi/admission/youkou/supervisor2020dc.pdf)

About a syllabus
(http://www.muroran-it.ac.jp/kyomu/syllabustop2019/0-h31top-page.htm)
1. Number of Admissions

<table>
<thead>
<tr>
<th>Division</th>
<th>Course</th>
<th>1st Call for Applications</th>
<th>2nd Call for Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division of</td>
<td>Course of Advanced Sustainable and Environmental Engineering</td>
<td>DATE OF ENTRANCE: OCT, 2019</td>
<td>DATE OF ENTRANCE: APR, 2020</td>
</tr>
<tr>
<td>Engineering</td>
<td></td>
<td></td>
<td>To be announced</td>
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<tr>
<td></td>
<td>Course of Advanced Production Systems Engineering</td>
<td>a few</td>
<td>a few</td>
</tr>
<tr>
<td></td>
<td>Course of Advanced Information and Electronic Engineering</td>
<td></td>
<td>To be announced</td>
</tr>
</tbody>
</table>

Note: The second call for applications depends on whether the positions have been filled or not. Information about the second call for applications, as well as the number of positions still available will be posted on the official Muroran IT website in November 2019.

2. Eligibility for Application

For those applying for entrance in October 2019 and who have a nationality other than Japanese, and lives in a country other than Japan, and satisfy one of the following conditions.

1) The applicant must have a master’s or professional degree in Japan or be a candidate for graduation with a master’s or professional degree in Japan by September 2019.

2) The applicant must have a master’s or professional degree other than Japan or be a candidate for graduation with a master’s or professional degree other than Japan by September 2019.

3) The applicant must have a master’s or professional degree with earned credits from a foreign correspondence course or be a candidate for graduation with a master’s or professional degree in the same manner by September 2019.

4) The applicant must have a master’s or professional degree from a foreign educational institution with a graduate degree specified by the Minister of Education, Culture, Sports, Science and Technology – Japan, and be a candidate for graduation with a master’s or professional degree from the same institution by September 2019.

5) The applicant who completed the course at the United Nations University, which was established in accordance with the United Nations General Assembly resolution of December 11, 1972, as set forth in Paragraph 2, Article 1 of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan (Act No. 72 of 1976) regarding the Headquarters of the United Nations University, and were awarded or are expected to be awarded a degree equivalent to a master's degree by September 2019.
6) The applicant who completed a course at a school in a foreign country; a designated education institution satisfying the eligibility for application 4) above or the United Nations University; passed equivalents of a test and screening as set forth in Item 2, Article 16 of the graduate School Establishment Standards by September 2019; and have achievements equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

7) The applicant is recommended by the Minister of Education, Culture, Sports, Science and Technology - Japan. (Notification No.118 of the Ministry of Education, Culture, Sports, Science and Technology - Japan)

   ① The applicant must be a university or college graduate, and have over two years experience in a university or research institute by September 2019, and have achievements equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

   ② The applicant must have completed at least 16 years of formal education outside Japan, or a foreign correspondence course in Japan, and have over two years experience in a university or research institute by September 2019, and have achievements equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

8) The applicant has been recognized by the graduate school of Muroran Institute of Technology as being of equivalent status to a master’s or professional degree and who will have reached the age of 24 by September 30, 2019.

9) The applicant must be a junior college, technical college, or a vocational school graduate, and who will have reached the age of 24 by September 30, 2019, and have experience in research or business in the science and technology field, and have achievements such as published books, technical papers, academic lectures, business results and patents equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

Notes: A preliminary examination to determine eligibility for application is necessary for those who want to make an application under the above 6) ,7),8) or 9), so they will need to complete the qualifying examination record (form specified by the graduate school of Muroran Institute of Technology). Attach a copy of any thesis and papers, as well as a copy of their graduation certificate. These documents must be sent to the Admission Office by May 24, 2019.

For those applying for entrance in April 2020 and who have a nationality other than Japanese, and lives in a country other than Japan, and satisfy one of the following conditions.

1) For those residing in Japan, the applicant must have a master’s or professional degree or be a candidate for graduation with a master’s or professional degree by March 2020.

2) For those residing in a foreign country, the applicant must have a master’s or professional degree or be a candidate for graduation with a master’s or professional degree by March 2020.

3) For those residing in Japan, the applicant must have a master’s or professional degree with earned credits from a foreign correspondence course or be a candidate for graduation with a master’s or professional degree in the same manner by March 2020.

4) For those residing in Japan, the applicant must have a master’s or professional degree from a foreign educational institution with a graduate degree specified by the Minister of Education, Culture, Sports, Science and Technology or be a candidate for graduation with a master’s or professional degree from the same institution by March 2020.

5) The applicant who completed the course at the United Nations University, which was established in accordance with the United Nations General Assembly resolution of December 11, 1972, as set forth in Paragraph 2, Article 1 of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan (Act No. 72 of 1976) regarding the Headquarters of the United Nations University, and were awarded or are expected to be awarded a degree equivalent to a master’s degree by March 2020.
6) The applicant who completed a course at a school in a foreign country; a designated education institution satisfying the eligibility for application 4) above or the United Nations University; passed equivalents of a test and screening as set forth in Item 2, Article 16 of the graduate School Establishment Standards by March 2020; and have achievements equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

7) The applicant is recommended by the Minister of Education, Culture, Sports, Science and Technology - Japan. (Notification No.118 of the Ministry of Education, Culture, Sports, Science and Technology - Japan)

① The applicant must be a university or college graduate, and have over two years experience in a university or research institute by March 2020, and have achievements equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

② The applicant must have completed at least 16 years of formal education outside Japan, or a foreign correspondence course in Japan, and have over two years experience in a university or research institute by March 2020, and have achievements equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

8) The applicant has been recognized by the graduate school of Muroran Institute of Technology as being of equivalent status to a master’s or professional degree and will have reached the age of 24 by March 31, 2020.

9) The applicant must be a junior college, technical college, or a vocational school graduate, and who will have reached the age of 24 by March 31, 2020, and have experience in research or business in the science and technology field, and have achievements such as published books, technical papers, academic lectures, business results and patents equal to or higher than a master’s degree recognized by the graduate school of Muroran Institute of Technology.

Notes: A preliminary examination to determine eligibility for application is necessary for those who want to make an application under the above 6), 7), 8) or 9) so they will need to complete the qualifying examination record (form specified by the graduate school of Muroran Institute of Technology). Attach a copy of any thesis and papers, as well as a copy of their graduation certificate. These documents must be sent to the Admission Office by the following dates.

For the 1st Call for Applications:
   **Tuesday, June 25, 2019**

For the 2nd Call for Applications:
   **Tuesday, November 12, 2019**

3 Preliminary consultation

If you are physically challenging and need special assistance for entrance examinations and/or school attendance, you must make a request to the Admission Office for extra care in advance. Please inform us of those above as soon as possible so that Muroran IT can consider for your request.

In addition, the Admission Office provides consultations for entrance examinations and school attendance throughout the year. You must also notify in advance if you use an acoustic aid, a wheelchair or other daily support tools in the same way.
4 Application Procedures

(1) Registration period:

<table>
<thead>
<tr>
<th>DATE OF ENTRANCE: OCT. 2019</th>
<th>DATE OF ENTRANCE: APR. 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, June 5, 2019 — Tuesday, June 11, 2019</td>
<td>Thursday, July 25, 2019 — Wednesday, July 31, 2019 (Excluding Saturday and Sunday)</td>
</tr>
<tr>
<td>For the 2nd Call for Applications: (Excluding Saturday and Sunday)</td>
<td>Thursday, December 12, 2019 — Wednesday, December 18, 2019 (Excluding Saturday and Sunday)</td>
</tr>
</tbody>
</table>

(2) Documents to be submitted

<table>
<thead>
<tr>
<th>Documents to be submitted</th>
<th>Remarks</th>
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</thead>
<tbody>
<tr>
<td>(A) Application Form</td>
<td>All items should be completed in full.</td>
</tr>
<tr>
<td>(B) Photograph</td>
<td>The photograph of applicant with upper body facing front should be taken within 3 months of the date of application (size 4 cm X 3 cm). Paste it in the designated space.</td>
</tr>
<tr>
<td>(C) Certificate of graduation or certificate of expected graduation (Original or Certified Copy)</td>
<td>It must be created by a principal (dean of graduate studies). Only applicants who have completed (or those who are expected to complete) a doctoral course (or master’s course) or professional graduate school may submit a certificate of graduation or certificate of expected graduation. However, applicants who are submitting a certificate of expected graduation must submit a certificate of graduation prior to entrance to the Graduate School. (A certificate issued by a public agency with the same contents as the original is also acceptable.)</td>
</tr>
<tr>
<td>(D) Transcript (Original or Certified Copy)</td>
<td>Completely sealed official academic records from the university and graduate school (endorsed by the president or dean) of the institution where awards were, or will be, awarded. (A certificate issued by a public agency with the same contents as the original is also acceptable.)</td>
</tr>
<tr>
<td>(E) Letter of recommendation (① and ②)</td>
<td>One copy of each letter from either the president of the university last attended, dean of the graduate school, or a superior at work and by a supervisor in charge from our institute should be submitted. (No special form is provided.)</td>
</tr>
<tr>
<td>(F) Statement of reason for application</td>
<td>A paper stating the applicant’s reason for applying to the doctoral course in Japanese (400 characters) or English (100 words).</td>
</tr>
<tr>
<td>(G) Research Plan</td>
<td>A paper stating the applicant’s Research Plan in our doctoral course in Japanese or English.</td>
</tr>
</tbody>
</table>
### (H) Photocopy of Master’s thesis and its Summary

One copy of each of the following must be provided. A summary stating an outline of the applicant’s master’s thesis in Japanese (2000 characters) or English (500 words).

**DATE OF ENTRANCE: OCT. 2019**

- In the case of an applicant who will graduate from a master’s course by September 2019, a paper stating the subject of the applicant’s master’s thesis and its progress in Japanese (2000 characters) or English (500 words) must be provided.
- In the case of an applicant who received or will receive a professional degree by September 2019, a paper stating the outline of research progress in Japanese (2000 characters) or English (500 words) must be provided.

**DATE OF ENTRANCE: APR. 2020**

- In the case of an applicant who will graduate from a master’s course by March 2020, a paper stating the subject of the applicant’s master’s thesis and its progress in Japanese (2000 characters) or English (500 words) must be provided.
- In the case of an applicant who received or will receive a professional degree by March 2020, a paper stating the outline of research progress in Japanese (2000 characters) or English (500 words) must be provided.

### (I) A Certificate of residence or a copy of a passport

Please submit a certificate of residence or a copy of your passport.

### (J) Screening fee (30,000 Japanese yen)

The fee should be paid by telegraphic transfer, a copy of the application for remittance should be enclosed in the application documents to be submitted. The details can be confirmed in (4) How to Pay for the Screening Fee below.

- [Japanese Government (Monbukagakusho) MEXT - sponsored foreign students]
  - The screening fee is unnecessary. Instead of the transfer payment certificate, a certificate of government-sponsored foreign student (free format) should be submitted (prepared by the school you are enrolled in.)

**Notes**

1. The documents for above items (A),(F),and (G) should be written on the designated form of our institute.
   - The formats of specified forms can be downloaded from the website
     - http://www.muroran-it.ac.jp/entrance/see/guidelines_is.html

2. All documents must be written in Japanese or English. If the original document is written in another language, a Japanese or English translation must be attached.

3. For those applying according to 6) ,7) , 8) or 9) on page 4 or 5, the documents from above items (C), (D) concerning their master’s course, and (H) are not necessary.

4. Incomplete application documents will not be accepted.

5. Supervisors you desire may not be available due to retirement, etc., so confirm available supervisors in our official website below.

6. Before going through application procedures, the applicant should seek the advice of his or her desired Supervisor for the contents of education/study, etc.
(3) Submission of application documents
Office of Admissions Strategic and Action Plan,
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585

(4) How to Pay for the Screening Fee
a. Remit the screening fee, 30,000 Japanese yen, so that we can receive it by the deadline of application, following the instructions below.
b. Transfer the amount of the screening fee plus additional fees for remittance and yen exchange transaction, which are charged in your own country. (All additional fees shall be borne by applicants.)
c. Enclose the copy of the application for remittance in the application documents.

- Telegraphic Transfer
- Advise and Pay
- Bank Transfer Fee: Payer’s Responsibility

<table>
<thead>
<tr>
<th>Bank account to be sent</th>
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</thead>
<tbody>
<tr>
<td>Bank</td>
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<tr>
<td>Branch</td>
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<tr>
<td>SWIFT code</td>
</tr>
<tr>
<td>Account No.</td>
</tr>
<tr>
<td>Account name</td>
</tr>
<tr>
<td>Screening fee</td>
</tr>
</tbody>
</table>

Payment Periods

<table>
<thead>
<tr>
<th>DATE OF ENTRANCE: OCT. 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Wednesday, May 29, 2019 to Tuesday, June 11, 2019</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>DATE OF ENTRANCE: APR. 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the 1st Call for Applications: From Thursday, July 18, 2019 to Tuesday, July 30, 2019</td>
</tr>
<tr>
<td>For the 2nd Call for Applications: From Thursday, December 5, 2019 to Wednesday, December 18, 2019</td>
</tr>
</tbody>
</table>

Notes: The applicant needs to transfer the total amount of the screening fee, remittance charge, and yen currency exchange transaction fee incurred in the applicant’s country. (All bank charges shall be borne by the remitter including transaction charges of paying banks.)
(5) Points to keep in mind regarding the application procedures

(A) Except for the following reasons, the screening fee will not be returned:
In the case that the screening fee was paid, but no application documents were submitted nor received by the institute, or in the case that the screening fee was paid in duplicate. In either of these cases, request for the return of the screening fee as soon as possible.

For questions regarding the return of the screening fee contact:
Office of Admissions Strategic and Action Plan,
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585
E-mail nyushi@mnm.muroran-it.ac.jp

(B) The application will not be accepted if the screening fee has not been paid.
(C) Notify the Admission Office by phone, fax, or email as soon as possible, if there are any changes to the contact information of the applicant.

5. Screening Procedures

The screening will be done on the basis of the application documents submitted.

6. Announcement of the Screening Result

DATE OF ENTRANCE: OCT. 2019
10:00 a.m. on Friday, July 19, 2019.

DATE OF ENTRANCE: APR. 2020
For the 1st Call for Applications:
10:00 a.m. on Friday, September 13, 2019.
For the 2nd Call for Applications:
10:00 a.m. on Friday, January 17, 2020.

The examination numbers of successful applicants will be posted on the first floor of Building N of Education and Research Building No. 3, as well as on the official Muroran IT website regarding screening results. In addition, a notice will be sent to all successful applicants by mail. Unsuccessful applicants will not be notified.

7. Enrollment Procedures

Enrollment period:

DATE OF ENTRANCE: OCT. 2019

tuesday, July 23, 2019 — Wednesday, July 31, 2019
(excluding Saturday and Sunday)

DATE OF ENTRANCE: APR. 2020
For the 1st Call for Applications:
For the 2nd Call for Applications:
Monday, February 3, 2020 — Friday, February 7, 2020

Applicants who have successfully passed the screening should prepare the necessary documents, and enrollment procedures during the dates listed above. Detailed information about the necessary documents, as well as the amount and payment method of the entrance fee and tuition fees, will be included in the enrollment information to be sent after the announcement of the successful candidates.
Entrance fee

282,000 Japanese yen  【Expected amount】

Tuition fee (Reference)

1st Term 267,900 Japanese yen  【Expected amount】
2nd Term 267,900 Japanese yen  【Expected amount】
(Yearly total  535,800 Japanese yen  【Expected amount】 to be paid in two installments in May and November.)

8. Date of Entrance

DATE OF ENTRANCE: OCT. 2019
October 1, 2019

DATE OF ENTRANCE: APR. 2020
April 1, 2020

9. Information about the Institute

(1) Muroran Institute of Technology is a national institute.
(2) The Doctor's course is a three-year course after finishing a Master's Course. The degree will be awarded to those who have earned the required credits, submitted a research thesis and passed the oral defense of the thesis.
(3) Dormitory for Foreign Students: A limited number of students are permitted upon selection by the Institute to live there for one year only, if space is available.

10. The Exemption and Postponement of the Entrance Fee and Tuition Fee

(1) The exemption of the entrance fee will be approved for:
Those who are admitted to our Graduate School, and for whom it is difficult to pay the entrance fee, and those whose academic performance is judged excellent.

(2) Postponement of the entrance fee will be approved for:
Those who are admitted to our Graduate School, and for whom it is difficult to pay the entrance fee within the admission period, and whose academic performance is judged excellent.

(3) Those whose application form for the exemption and postponement has been accepted do not need to pay, until its approval or non-approval has been decided. If the applicant pays the fee before the decision, their application for the exemption or postponement is nullified.

(4) The exemption and postponement of the tuition fee
Students will be informed and advised in detail regarding exemption and postponement of the tuition fee in documents related to admissions.

(5) If applying for the program of entrance fee waiver or postponement, and then declining admission after completing the admission procedures, the application for the program shall not be approved, and the entrance fee shall be paid.

Request for Documents and Queries Concerning the Exemption and Postponement of the Entrance Fee and Tuition Fee should be addressed to:

Student Support Section, Academic Affairs Department,
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585
E-mail kousei@mmm.muroran-it.ac.jp
Office Hour:8:30—17:15 (except 12:00—13:00) (Weekdays only)
APPLICATION FORM FOR ADMISSION
THE DOCTORAL COURSE OF MURORAN INSTITUTE OF TECHNOLOGY

□2019年度 10月入学 DATE OF ENTRANCE: OCTOBER, 2019
□2020年度 4月入学 DATE OF ENTRANCE: APRIL, 2020

*Add check-mark either selection

国費外国人留学生の方は，□欄に✔を記入すること。

Add check-mark for those applying to the Japanese Government (MONBUKAGAKUSHO: MEXT) Scholarship.

1. 氏名 Name in Full:
   First , Middle , Last (Family) In Roman Letter:

2. 国籍 Nationality:

3. 性別 Sex : □男 Male □女 Female

4. 生年月日 Date of Birth: , ,
   (Month) (Day) (Year)

5. 年齢 Age:

6. 志望コース Course you apply for:

7. 指導教員名 Name of Supervisor:
   注 : 出願手続をする前に，あらかじめ希望指導教員に相談すること。
   Note: Before going through application procedures, the applicant should seek the advice of supervisor.

8. 出身地 Place of Birth:

9. 本籍地 Permanent Address:
   Current Address
   Phone: E-mail:

10. 現住所 (自宅):
    Current Address
    Phone: E-mail:

11. 入学試験・手続等に関する連絡先 Contact Regarding Entrance Examination and Procedures
    Address:
    Phone:
    Email:

12. 学歴 Educational Background
    注: 通学したすべての学校(小学校相当以上)を年代順に記入すること。
    Note: List, in chronological order, all the schools (above elementary school) you attended.

<table>
<thead>
<tr>
<th>学校名 Name of school</th>
<th>修業年数 Number of years attended</th>
<th>在学期間 Period of Attendance (year/month 〜 year/month)</th>
<th>学位 Degree</th>
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### 職歴 Employment Record

<table>
<thead>
<tr>
<th>職場名</th>
<th>名称</th>
<th>所在地</th>
<th>勤続期間</th>
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### 家族状況 Family

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<tr>
<th>氏名</th>
<th>続柄</th>
<th>年齢</th>
<th>職業又は学校名</th>
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### 日本語の知識 Proficiency in Japanese Language

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<th>優</th>
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<tbody>
<tr>
<td>Reading</td>
<td>□Excellent</td>
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<td>□Fair</td>
<td>□Poor</td>
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<tr>
<td>Speaking</td>
<td>□Excellent</td>
<td>□Good</td>
<td>□Fair</td>
<td>□Poor</td>
</tr>
<tr>
<td>Writing</td>
<td>□Excellent</td>
<td>□Good</td>
<td>□Fair</td>
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### 日本語の学習歴 Japanese Language Background, if any

<table>
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<th>学習機関名</th>
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<th>所在地</th>
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### 外国語の知識 Proficiency in Foreign Language

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<td>□Good</td>
<td>□Fair</td>
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<tr>
<td>French</td>
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Fill boxes with ✔

- □2019年度10月入学 DATE OF ENTRANCE: OCTOBER, 2019
- □2020年度4月入学 DATE OF ENTRANCE: APRIL, 2020

この欄に別の記入しないこと

受験番号

STATEMENT OF REASON FOR APPLICATION
研究（希望）計画書

**RESEARCH PLAN**

*いずれかの項目に✔を記入すること。（* Put ✔ in box below)

| 入学区分 | □2019年度10月入学（DATE OF ENTRANCE: OCTOBER, 2019）
□2020年度4月入学（DATE OF ENTRANCE: APRIL, 2020） |

以下のa〜gについて順を追って記述すること。（Prepare a document in order of a to g）

a. 研究のタイトル（Research subject）
b. これまでの研究の背景と解決すべき課題（Research background and issue to be dissolved）
c. 課題解決の方法と特色、独創性（Originality of research）
d. この研究の波及効果（Expected results and impacts）
e. DCコースでの研究目的及び研究計画（Objectives and research outline）
f. 年次計画内容の詳細（Details of your research plan for each academic year）
g. 投稿を目指す論文雑誌名（The journal you intend to submit）

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