

DOCTORAL PROGRAM

APPLICATION GUIDELINES FOR ADMISSION TO THE DOCTORAL PROGRAM
AT THE GRADUATE SCHOOL OF ENGINEERING
Academic Year 2020
(Fall Enrollment)

International Students' Entrance Examination

Application Period: June 15 – 25, 2020

KITAMI INSTITUTE OF TECHNOLOGY

Admission Policy

Located in the “Okhotsk region” which is blessed with a rich natural environment, Kitami Institute of Technology (KIT), with its motto “Developing Technology that Harmonizes with Nature”, aims at the promotion of research that can contribute to the development of regional community and international society, and the nurturing of human resources that can play an active role in society in the field of science and technology through its education and research. In order to achieve these goals, KIT Graduate School of Engineering is seeking people who have the following qualities and abilities.

Master's Program

1. People eager to contribute to society as professional engineers
2. People willing to tackle a problem diligently, to deeply examine and to try to search for solutions tenaciously.
3. People with a strong desire for the promotion of research and the acquisition of advanced science and technology and who strive to achieve those.

Doctoral Program

1. People eager to contribute to society as highly qualified professional engineers.
2. People determined to tackle the challenge to pioneer new interdisciplinary areas and new disciplines.
3. People willing to cooperate in research and development at companies and able to challenge the setup of a joint venture.
4. People with a rich sense of humanity, an international perspective and with a strong interest in international exchange and international contributions.

In determining the qualities and abilities listed above, the following evaluation will be made:

Master's Program

Academic assessment based on oral or written examination regarding the respective specialization (only for entrance examination), English proficiency evaluation based on TOEIC scores, academic background evaluation based on past academic records to determine whether or not the applicant can pursue the described specialization after enrollment, evaluation based on letters of recommendations, interview-based comprehensive evaluation regarding applicant’s motivation and problem-solving skills with regard to the desired specialization.

Doctoral Program

Evaluation through an interview (oral examination) on whether or not the applicant has a broad academic and research abilities related to learning after enrollment, and comprehensive evaluation in conjunction with submitted application documents.

Handling of personal information pertaining to the Kitami Institute of Technology entrance examination

(1) Complying with the laws and regulations such as the “Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc.”, Kitami Institute of Technology has taken all possible measures to protect personal information based on the “National University Corporation Kitami Institute of Technology Personal Information Management Regulations”.

(2) Personal information provided at the time of application, such as name, address etc. will be used for student selection, examination result announcement, admission procedures, surveys and research on methods for selecting students for admission as well as to perform the duties associated with these.

(3) Personal information provided at the time of application only of successful candidates will be used after admission for any matters related to academic affairs (school register, study guidance etc.), student support (health care, scholarship applications, supporters' association).

Doctoral Program at the Graduate School of Engineering – Courses Overview

Manufacturing Engineering

Engineering, in the process of development, has segmented itself while incorporating other fields, and generated new frontiers of technology. Since this process will undoubtedly repeat itself in the future, it is of critical importance to foster engineers who are eager to venture into such frontiers. In this course we will not only focus on fundamental technologies but broaden our horizons to the fields of academic boundaries. We aim at fostering world class researchers who excel in comprehensive judgment and are equipped with creativity, leadership, and planning ability.

Cold Regions, Environmental and Energy Engineering

Our institute is located in a colder region with a wonderful natural environment. To make the best of such an environment, we promote researches in social infrastructure, environmental preservation and energy utilization at cold regions as well as researches for the effective development of new energy. Such community originated researches have shown great successes. Through our unique education and research in cold regions, environmental and energy engineering, we nurture highly specialized engineers with comprehensive knowledge, multilateral perspectives, creativity and planning ability.

Medical Engineering

One of the roles of our institute that is expected by the community is to develop and expand engineering technology that will improve the quality of life (QOL) of the local people. In recent years, demands in medical engineering have been increasing, and we consider it as one of our responsibilities to meet such expectations. In this course we will promote education and research, based on what we have achieved, by collaborating with local healthcare professionals. We will foster highly specialized engineers who can contribute to the medical front from a medical engineering point of view.

1. Admission Capacity

Course	Admission Capacity
Manufacturing Engineering	A few students in each course
Cold Regions, Environmental and Energy Engineering	
Medical Engineering	

2. Requirements for Eligibility

One of the following qualifications is required for application.

- (1) Those who have obtained, or are expected to obtain a Master's or professional degree from a university, by the end of September, 2020.
- (2) Those on whom a Master's or professional degree or its equivalent has been conferred or is expected to be conferred by the end of September, 2020, out of Japan.
- (3) Those who have received, or are expected to receive by the end of September, 2020, a Master's or professional degree or its equivalent after having completed the required courses, while in Japan, through distance education as conducted by a school outside of Japan.
- (4) Those who have completed, or are expected to complete by the end of September, 2020, a program in an educational institution in Japan, designated by the Minister of Education, Culture, Sports, Science and Technology, which provides courses from a foreign graduate school within the school education system of a foreign country, and consequently have been or will be conferred a degree equivalent to a Master's or professional degree.
- (5) Those who have completed the program of the United Nations University and have been or will be conferred a degree equivalent to a Master's degree by September, 2020.
- (6) Those who are specially designated by the Minister of Education, Culture, Sports, Science and Technology. (Note 1)
- (7) Those aged 24 years or older as of the end of September 2020, whom the Graduate School of Engineering recognizes as having academic abilities equal to or greater than a person who has received a Master's or professional degree or its equivalent, based on individual screening of admission qualifications. (Note 2)

Note 1) The term “Those who are specially designated by the Minister of Education, Culture, Sports, Science and Technology” as stipulated in No. 6 of the Requirements for Eligibility shall indicate the following persons (a) or (b). (Please refer to the Ordinance No. 118 of the Ministry of Education, 1989)

(a) Those who have graduated from a university and have been engaged in research for at least 2 years at a university, research institute, or other institution in Japan or abroad, and have been recognized based on research achievement by the Graduate School of Engineering as having academic abilities at least equivalent to that of a Master's or professional degree holder.

(b) Those who have been engaged in research for at least 2 years at a university, research institute, or other institution in Japan or abroad after completing 16 years of school education in a foreign country, or completing 16 years of school education of a foreign country through correspondence

courses provided by the said foreign country while in Japan, and have been recognized based on research achievement by the Graduate School of Engineering as having academic abilities at least equivalent to that of a Master's or professional degree holder.

Note 2) The term “Those (...) whom the Graduate School of Engineering recognizes as having academic abilities equal to or greater than a person who has received a Master's or professional degree or its equivalent (...)” as stipulated in No. 7 of the Requirements for Eligibility shall cover those who meet the following requirements of (a) or (b).

(a) Graduates from junior colleges, technical colleges, vocational schools, or other schools, foreign universities' branch campuses or international schools, who have not qualified for a master's degree and who after graduating from the said educational institution have been recognized for research achievement based on books, academic papers, academic lectures, academic reports, patents, etc. at least equivalent to that of a Master's thesis.

(b) Those who after graduating from a university, after completing 16 years of school education in a foreign country, or after obtaining a bachelor's degree from the National Institution for Academic Degrees and University Evaluation have been recognized for research achievement based on books, academic papers, academic lectures, academic reports, patents, etc. at least equivalent to that of a Master's thesis.

Note 3) The applicants who come under (6) or (7) are referred to Sect.13 “Preliminary Review of Requirements for Eligibility” and shall submit the relevant documents prior to application.

3. Application Period

June 15 – 25, 2020

- (1) Application must be RECEIVED within the respective application period.
- (2) If the application documents are brought in person, they will be accepted between 9:00 and 17:00, Monday through Friday.
- (3) If the documents are sent by mail, they must arrive by 17:00 of the last day of the respective application period.

4. Application Procedures

The following documents (2) are to be submitted for application. (If mailed, the documents should be sent by **registered special delivery mail**. Write “**Application Forms for the Graduate School (Doctoral Program) (Fall Enrollment)**” in red on the envelope.)

- (1) Address for Submission of Application

Admission Division, Kitami Institute of Technology
165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN

(2) Documents to be submitted

International Students' Entrance Examination

Application Form for Admission, Examination Admission Card and Photo File Record	Form supplied by Kitami Institute of Technology. ^[3] To be filled out according to the format prescribed. Attach photographs which have been taken within the last 3 months, full-front upper body and hatless (4×3cm.)
Examination fee: ¥30,000	Examination fee has to be paid at post offices by the attached form. (Payments from ATM not accepted) Attach receipt of payment to the specified area on the Application Form for Admission. Applicants have to submit the proof of payment of examination fee. Please keep the “transfer payment invoice and receipt” in a safe place, as it functions as your proof of payment. International students funded by Japanese Government Scholarships and those who completed the KIT Graduate School Master's program in September 2020, and advance to the doctoral course are not required to pay the examination fee.
Transcript from graduate school	To be filled out and sealed by the president of the university (school) from which the applicant has graduated or is expected to graduate, or the dean of the graduate school. (Students expected to graduate from the KIT Graduate School Master's program, international students funded by Japanese Government Scholarships and KIT research students are not required to submit the transcript.)
Undergraduate transcript	To be filled out and sealed by the president of the university (school) from which the applicant has graduated or is expected to graduate, or the dean of the faculty. (Students expected to graduate from KIT, international students funded by Japanese Government Scholarships and KIT research students are not required to submit the transcript.)
Master's Degree Certificate or Statement that confirms expected graduation	To be prepared by the president of the university (school) from which the applicant has graduated or is expected to graduate, or the dean of the graduate school. (Students expected to graduate from the KIT Graduate School Master's program, international students funded by Japanese Government Scholarships and KIT research students are not required to submit the document.)
Examination confirmation slip	Form supplied by Kitami Institute of Technology. ^[4] To be filled out by the supervisor of the applicant's professional career or a person equivalent thereto. To be submitted only by those who are employed at government or municipal offices or companies.
Summary of Master's Thesis	Download the form ^[10] from the KIT Website and prepare it. (Note 1) State your research topic and outline in 800-1,000 letters in Japanese or 300-500 words in English including illustrations your research topic and outline. However, those who are expected to obtain a master's degree or other professional degrees by September 2020 shall give an outline of their research progress (800-1,000 letters in Japanese or 300-500 words in English) instead of the Master's thesis summary.
List of Research Achievements	Download the form ^[11] from the KIT website and prepare it. (Note 1) Sort out achievements related to Master's thesis from others and list them separately. Please include titles, names of authors, journal name, name of academic society where paper was presented, proceedings, volume, number, pages, date of publication or presentation of academic papers, research reports, patents, etc. Please attach copies or reprints of academic papers and other publications.
Research Plan	Download the form ^[12] from the KIT website and prepare it. (Note 1) State the research topic you would like to choose as well as aim, method and schedule of the intended research in 800-1,000 letters in Japanese or 300-500 words in English.
Copy of Certificate of Residence	To be issued by the head of the municipality
Reply envelope	An envelope (12×23.5cm in size) with the applicant's postal code, address, name and postal stamp of ¥84 , or with international reply coupons sufficient to cover a 25g shipment, if the applicant lives abroad reside outside of Japan..

Web Interview Application Form Pledge Form	Applicants who wish to take a Web interview (oral examination) are required to fill out the documents listed on the left, which are attached to the “Web Interview Manual (for doctoral program applicants)”
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Note 1) You can download the required forms from the KIT website.

<http://www.kitami-it.ac.jp/info/nyushi-daigakuin/>

Note 2) Applicants with qualification (6) or (7) do not need to submit the “List of Research Achievements”, which has already been submitted in the application procedures for the requirements for eligibility.

5. Preliminary Consultation for Applicants with Physical Disability

Physically disabled applicants, asking for additional support during examinations and school life shall consult personnel in the Admission Division, KIT before the submitting application forms.

(1) Period of consultation

Until May 22, 2020

(2) Contacts

Address: Admission Division, Kitami Institute of Technology

165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN

E-mail : nyusi02@desk.kitami-it.ac.jp

6. Screening / Examination Procedures

The screening will consist of an interview and an evaluation of all application documents. Applicants funded by Japanese Government Scholarships are screened by submitted documents to the Ministry of Education, Culture, Sports, Science and Technology for scholarship and exempted from an interview.

(1) Date of Interview

August 26, 2020 from 10:00~

Held for each desired course.

* When conducting a Web interview (oral examination), the interview time may be changed upon consultation with the applicant taking in consideration the different time zones. However, the interview shall be held between 9 am and 5 pm on the interview day, Japan time.

(2) Interview contents (oral examination)

An interview will be conducted on the subjects of the applicant's field of research, Master's Thesis, List of Achievements, Research Plan, and other documents.

(3) Place

Kitami Institute of Technology (165 Koen-cho, Kitami, Hokkaido, Japan)

(4) Web Interview

Applicants residing outside of Japan at the time of the interview, not being able to take the required interview (oral examination) face-to-face at KIT, may, if they wish, apply for a Web interview (oral examination) instead.

Applicants who wish to take a Web interview are asked to read the “Web Interview Manual (for

doctoral program applicants)” carefully, and make sure that all necessary conditions. are fully understood before applying. To apply for a Web interview, the applicants are required to fill out the "Web Interview Application Form" and "Pledge Form" attached to the “Web Interview Manual”, and submit both documents together with their application for the doctoral program entrance examination during the application period (p. 6, no. 3. Application Period).

7. Notification of Admission

September 2, 2020, at 17:00

The result of the screening will be announced on the notice board of KIT and, on the web page (<http://www.kitami-it.ac.jp/>), and will also be sent to the applicant by mail.

8. Enrollment Procedures

“Forms for enrollment” will be sent with the notification of admission. Documents required for enrollment must be submitted within the designated enrollment period in person or by mail.

(1) Enrollment Period

See Information Card sent with the forms about the enrollment period.

(2) Payment of Fees (for applicants enrolling for the academic year 2020)

Admission Fee: ¥282,000

Tuition (for the second semester): ¥260,400 (Annually ¥520,800)

(a) Admission and tuition fees are subjected to revision.

(b) Applicants funded by Japanese Government Scholarships are exempted from the admission fee and the tuition. fees

(c) If the tuition fee is revised during the period of attendance atKIT, the new tuition fee will applied from the date of revision.

(d) Those who completed the KIT Graduate School Master's Program in September 2020, and advance to the doctoral course are exempted from the admission fee.

(e) We have an exemption system of the admission fee and the tuition. Refer to “the admission fee and the tuition exemption” for more information.

9. Extension of Standard Term of Study

Due to special circumstances such as a having an occupation, the university may approve the request of a student who wishes to take and complete the registered courses as planned beyond the standard term of study for a certain period. For more information, please contact the Student Affairs Division.

Contacts:

Student Affairs Division, Kitami Institute of Technology

165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN

E-mail : nyusi02@desk.kitami-it.ac.jp

10. Enrollment Date

October 1, 2020

11 About the Disclosure of Admission Results of a Candidate

Regarding the admission test of Year2020, the test results of a candidate will be disclosed to her/him, if the candidate apply for the disclosure. The procedure is as follows.

(1) Contents to be Disclosed

The Admission Test Results of the Candidate

(2) Application Method

The candidate submits the prescribed application form after filling the required items. The candidate also submits the prescribed reply envelope writing her/his name, address, and postal code on it. In addition, the candidate submits ¥404 postal stamp for registered mail service. All the materials must be submitted to the entrance examination section either in person or by postal service.

(3) Disclosure Method

The results will be disclosed to the candidate by postal service.

(4) Application Period

From May 17, 2021 to June 4, 2021 except Saturday and Sunday

If submitted by postal service, the application will be accepted up to June 4,2021 postmark

(5) Disclosure Period

After the late June 2021

12. Important Notes

(1) Applicants must file complete, accurate and authentic documents on their application. Failure to do so may result in denial of admission.

(2) Applicants must carry their Admission Examination Card with them at the interview.

(3) Application documents cannot be returned and no changes regarding the contents of the documents will be accepted once submitted.

(4) With the exception of the following cases, the examination fee cannot be refunded for any reason.

(a) The examination fee was paid, but no application has been filed, i.e. the application was not submitted or the application was not received.

(b) In the case of paying the examination fee double by mistake, the equivalent amount of the fee will be refunded upon following the necessary refund procedure within the period specified by the University. (However, the bank transfer fee shall be borne by the claimant.)

(5) Detailed information on the screening will be given when Admission Examination Card is sent to the applicants.

13. Request for Application Guidelines and Forms

Applicants who ask for the application guidelines and forms by mail should write in red ink "Request for Enrollment Application Form for the Doctoral Program (Fall Enrollment, International Students)" on the envelope and include a reply envelope (33.2cm×24cm in size)

with the applicant's postal code, address, name and postal stamp of ¥250 for regular mail or ¥540 for express. No request is accepted by telephone or a postcard.

For any matters concerning admission, please contact the office below by E-mail or mail.

Address:

Admission Division, Kitami Institute of Technology

165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN

E-mail : nyusi02@desk.kitami-it.ac.jp

14. Preliminary Review of Requirements for Eligibility

(1) Those who wish to apply for admission on the basis of Qualification (6) or (7) of No. 2, Requirements for Eligibility, must submit the following documents prior to application.

(a) Graduation Certificate from the university (school) attended or Master's Degree Certificate. (Applicants who have graduated from KIT are not required to submit a graduation certificate.)

(b) Application Form for Requirements for Eligibility (form supplied by KIT)

(c) List of Research Achievements (form supplied by KIT; please download the form from the KIT website)

Note 1: You can download all necessary forms from the KIT website.

<http://www.kitami-it.ac.jp/info/nyushi-daigakuin/>

(d) Copies or reprints of academic papers and other relevant documents.

(e) A reply envelope (12cm×23.5cm in size) with the applicant's postal code, address, name and postal stamp of ¥84

(2) Submission Period for Application Documents for Preliminary Review of Requirements of Eligibility

May18, 2020 through May 22, 2020

(a) Application must be RECEIVED within the respective period.

(b) If the application documents are brought in person, they will be accepted between 9:00 and 17:00, Monday through Friday.

(c) If the documents are sent by mail, they must arrive by 17:00 of the last day of the respective application period.

Address for Submission of Application:

Admission Division, Kitami Institute of Technology

165 Koen-cho, Kitami, Hokkaido, 090-8507, JAPAN

The results will be mailed to the applicants by June 5, 2020.

Now, those who have been approved are asked to complete the application procedure within the specified period.

Stipulated in Article 14 of the Establishment Criteria for Graduate Schools (Ordinance No. 28 of the Ministry of Education, Culture and Sports, 1974)

Education Based on Special Programs for Teaching Methods

In recent years, the cultivating of working adults as highly qualified engineers in graduate schools being able to play a leading role as researchers and engineers is required, but common education and teaching methods in graduate schools constrain the opportunity for working adults to receive graduate education as they would have to leave their occupations to enter university.

For this purpose, as stipulated in Article 14 of the Establishment Criteria for Graduate Schools, “In graduate courses it is possible to carry out suitable training methods such as research guidance or teaching at night or during specific times and periods, if the need for special training is acknowledged.”, special consideration is taken regarding exceptional measures for enrollment of working adults as researchers or engineers at graduate schools.

Based on the above, we are conducting special education and teaching methods at KIT graduate school as stipulated in Article 14 of the Establishment Criteria for Graduate Schools for working adults wishing to take courses at KIT graduate school as researchers or engineers.

Special education methods at KIT graduate school include the following:

- (1) During the doctoral program (standard term of study of 3 years), working adults can attend university every week on a particular day, or if necessary, lectures and research guidance can be organized at night on weekdays, on Saturdays as well as during spring, summer and winter holidays.
- (2) Flexibility is given in the choice of the research topic for the doctoral program, and if the topic is suitable for doctoral research, practical research at a company is accepted.

Exemption System for Admission Fee and Tuition

1. Exemption System for Admission Fee and Tuition

At Kitami Institute of Technology we have established a system of its own for a full or half exemption from admission and tuition fees. For cases where a full admission fee and tuition exemption has not been accepted, there is a scholarship system available providing an amount equivalent to the admission and tuition fees paid. As there are certain eligibility criteria to use this system, please contact the relevant division for further information.

2. Other financial aid

- (1) Kitami Institute of Technology Graduate Student Scholarship System

Maximum monthly payment: ¥30,000

Who is eligible: Any enrolled person not being employed, and not receiving any other scholarship of more than ¥30,000 per month with no obligation of restitution.

- (2) Kitami Institute of Technology Affiliated Loans

This is an educational loan system with lower interest rates than usual.

Contacts:

Student Affairs Division, Student Support Office, Kitami Institute of Technology

E-mail : gakusei09@desk.kitami-it.ac.jp