

# **2018 Nagoya University Graduate School of Education and Human Development Doctoral Program (3 Year Program)**

## **Student Admission Guidelines**

### **— Selection for Overseas Applicants —**

(APRIL-Entry)

#### **1. Eligibility for Application**

Persons eligible for application to the Graduate School of Education and Human Development Doctoral Program (3 year program) must satisfy one of the following conditions\*.

- (1) Persons who have earned a degree equivalent to a Master's degree or an advanced professional degree※ in a foreign country, or are expected to receive the said degree by the end of March, 2018.
- (2) Persons who have completed course work at a foreign university through distance learning while living in Japan and earned a degree equivalent to a Master's degree or an advanced professional degree※, or are expected to receive the said degree by the end of March, 2018.
- (3) Persons who have completed a course of study in Japan at an educational institution recognized as offering a graduate program of a foreign university accredited under the said foreign country's education system, and has been concurrently accredited by Japan's Minister of Education, Culture, Sports, Science and Technology, and have earned a degree equivalent to a Master's degree or an advanced professional degree※, or are expected to receive the said degree by the end of March, 2018.
- (4) Persons who have completed a course of study at the United Nations University, and earned a degree equivalent to a Master's degree (Article 156, Item (iv), Ordinance for Enforcement of the School Education Act), or are expected to receive the said degree by the end of March, 2018.

※ Those with an advanced professional degree should inquire before applying to ascertain their qualifications, well ahead of the actual application period, which starts from July 20,

2017. Address all inquiries to the [educa@adm.nagoya-u.ac.jp](mailto:educa@adm.nagoya-u.ac.jp) with supporting documents.

\*Graduates of Chinese universities, please refer to notes on Pages 2-3.

## 2. Admissions quota

Department of Psychology and Human Development: A limited number of applicants will be accepted depending on the applicant pool.\*

\*Decisions of acceptance or denial to the Department of Psychology and Human Development will be assessed separately for the three majors consisting of Psychological Sciences, Human Development and Clinical Psychology, and Sports Behavioral Sciences.

## 3. Documents to be submitted and entrance examination fee

All documents must be completed in English. **Forms are available for download from the Graduate School of Education and Human Development website.**

**(Admissions information page: <http://www.educa.nagoya-u.ac.jp/info/admission/>)**

### (1) Application form [Form 1]

Download the “Application form” from the website.

### (2) Test admission voucher [Form 2]

Download the “Test admission voucher” from the website, print it out using A4 size paper and write the applicant’s name, check the box of the proposed Field of Study.

### (3) Certificate of Master’s degree (or prospective)\*

Applicants must submit an official transcript of all graduate coursework, and a certificate of Master’s Degree (or certificate of prospective degree), issued by the degree conferring university. The certificate must include the school’s official seal or signature, and if not in either the English or Japanese languages, an official or certified translation thereof is required.

\*Graduates of Chinese universities applying under Application Eligibility conditions (1) or (2) must arrange for the graduation certificate (of the graduate school attended) to be mailed directly from the “China Academic Degrees and Graduate Education Development Center (CDGDC)”, a non-profit organization directly controlled by the Chinese government, to the Nagoya University Graduate School of Education and Human Development (Registration Code: C90802). Certificates from persons applying under Application Eligibility conditions (1) or (2) will only be accepted if they arrive at the Nagoya University Graduate School of Education and Human Development by August 23,

2017. Regardless of which Application Eligibility condition the application is being submitted under, the certificate must be issued in “English” (Certificates issued in any languages other than English will not be accepted). Additionally, as a matter of principle, any certificates that have been personally received and submitted by the applicants themselves will be considered invalid. For details regarding the procedures, refer to the CDGDC website. As per the procedures described above, submission of the certificate of Master’s Degree (or prospective) from the applicants themselves is not required.

(4) Thesis

Applicants are required to submit 3 copies of their Master’s thesis or an equivalent research thesis. An extended summary of the thesis written in English is also required.

(5) Major publications

If applicable, applicants can submit up to 3 samples of any major publication (journal articles, book chapters, research reports, and other published material). Three copies of each publication and a brief English summary of each are required.

(6) Other supporting documents

Applicants are free to submit up to 3 supporting documents (3 copies for each) demonstrating other achievements (e.g. conference presentation certificate, award certificate for academic achievement, certificate for participation in academic competition, etc.).

(7) Research proposal

9 copies of a research proposal, clearly outlining the following are required:

- 1) Purpose of research (including brief literature review, detailed aims of study, hypotheses, originality of study)
- 2) Methodology
- 3) Expected results and their implications

Research proposals should be typed on A4/Letter size paper and double-spaced. Applicants should note that the requirement for doctoral candidacy is a minimum of two refereed journal articles which are to be incorporated into the dissertation. Proposals should reflect this requirement by elaborating on research which shall be developed in a series of studies which would lead to multiple journal manuscripts.

(8) Letter of recommendation (Original Copy)

A letter of recommendation should be written by the Dean or the faculty advisor of the university attended, or in case of applicants with work experience, by the direct supervisor of the workplace who can accurately assess their professional capacity.

(9) Academic transcript (Issued by the last graduate school attended)\*

The certificate should be from the degree granting institution (Masters or equivalent), and must include the school's official seal or signature.

\*Be advised that graduates of Chinese undergraduate or graduate schools applying under Application Eligibility condition (1) require CDGDC certification as described above.

(10) Certificate of English language proficiency

Evaluations of English language proficiency will be conducted using score reports from English proficiency certifications or examinations (scores from TOEFL [iBT, PBT], TOEIC [must include both L&R and S&W], or IELTS [Academic Module only], see below for details). An official score report for one of the following is required, sent under the designated reporting methods (only scores from exams taken within 2 years of the application deadline will be considered valid):

1. TOEFL: *Official Score Report* (Original) (\*1) and *Test Taker Score Report* (Copy) (\*2)
2. TOEIC: *Official Score Certificate* (Original) (\*3)
3. IELTS: *Test Report Form* (Original) (\*4)

\*1 Applicants must arrange for score reports to be sent directly by ETS to arrive at Nagoya University by the application deadline. For details, refer to the TOEFL website (<http://www.cieej.or.jp/toefl/>). As a matter of principle, score reports that have been received and submitted by the applicants themselves will not be considered valid.

\*2 Submit together with the application forms.

\*3 Includes both the TOEIC L&R (Listening & Reading Test) and the TOEIC S&W (Speaking and Writing Tests) scores. Submit together with the application forms.

\*4 Applicants must arrange for the Test Report Form to be sent directly by the IELTS administration office to arrive at the Nagoya University Graduate School of Education and Human Development by the application deadline. For details, refer to the IELTS website (<http://www.eiken.or.jp/ielts/>). As a matter of principle, certificates that have been received and submitted by the applicants themselves will be considered invalid.

(11) Self-addressed return envelopes

Applicants are required to provide 2 self-addressed, stamped envelopes (larger than 235 mm x 120 mm).

[For applicants who live in Japan] Stamps worth 372 yen must be attached to each envelope.

[For applicants who live abroad] If Japanese stamps are not available, applicants must send International Reply Coupons which are available at post offices. The number of coupons differs depending on your place of residence.

-Asia: 22 Coupons

-Oceania, North America, Central America and the Middle East: 32 Coupons

-Europe: 34 Coupons

-South America and Africa: 38 Coupons

(12) Contact address sheet [Form 3]

Download and complete the “Contact Address Sheet” from the website. This will be used for sending entrance procedures.

(13) Application fee (JPY 30,000)

Payment of the application fee can be made by an Ordinary Money Order in the amount of 30,000 Yen purchased at the Post Office, with absolutely nothing written in the recipient column. Note that the application fee is for the purpose of checking and screening the submitted documents, etc., and will not be refunded or returned once paid to the University. If applicants live abroad and cannot prepare an Ordinary Money Order, they should contact Admissions Office by email ([educa@adm.nagoya-u.ac.jp](mailto:educa@adm.nagoya-u.ac.jp)) by a week before the deadline of the application period. The email subject must be “2018 Application Fee (Selection for Overseas Applicants).” Payment method of Application fees will be announced by email.

Japanese Government (MEXT) scholarship students may submit a “Certificate of Japanese Government Scholarship Student” in lieu of the entrance examination fee for their application fee waiver.

(14) Documentation of nationality and residence status

Applicants must submit a copy of their passport or a certificate issued by an Embassy or Consulate in Japan. The certificate should be prepared in English. Attach an official or certified translation if issued in any other language.

Applicants residing in Japan must also submit a copy of their Resident Registration Card.

(15) Certificate of receipt [Form 4]

Download “Certificate of Receipt” from the website and print it out in A4 size paper.

Write the applicant's name in the name columns (2 spaces).

If applicants live aboard and cannot prepare an Ordinary Money Order purchased at the Post Office, they are not required to submit a Certificate of Receipt.

#### 4. Application period

July 20, 2017 – August 23, 2017

Application documents must be submitted to the following address by postal mail only. Documents should be sent by registered express mail (e.g., Federal Express, DHL, UPS), and must arrive by the application deadline (by 4:00PM, August 23, 2017). Test admission vouchers are scheduled to be mailed on September 8, 2017.

**<Application Documents Submission>**

Admissions Office

Graduate School of Education and Human Development, Nagoya University

Furo-cho, Chikusa-ku, Nagoya, Aichi 464-8601 JAPAN

[Notes]

- \*1 Be advised that applications which arrive after the deadline will not be accepted. Applications will be accepted only if all required documents for application are received by the deadline. **Incomplete applications cannot be considered for the selection process.** No substitution of any of the documents will be allowed after submission.
- \*2 For non-English documents, the document-issuing institution or authority must provide a corresponding English translation of the original language. If such service is not available, the documents must be translated and verified by an outside translation organization and certified to be the same as the document in the original language. Be sure to submit both the original documents and the certified translations.
- \*3 Application documents submitted will not be returned for any reason; upon request however, certain materials that are unable to be reissued, or are of considerable financial or sentimental value may be returned. In such cases, applicants will be responsible for return postage of any material they wish to have returned.
- \*4 If any of the documents have been falsified or if any necessary details or documents have been omitted, admission will be revoked even in the event that the candidate has already been granted admission.
- \*5 Entrance examination fees are not refundable under any circumstances.

#### 5. Selection Methods

The admission consists of two parts: document-screening and interview. There will be no

written examination for this screening, instead comprehensive review of the application documents will be done. Document-screening results will be sent after September 8, 2017.

Short-listed applicants will be invited for the next screening, an interview. The interview will include a presentation on the applicant's Master's thesis or academic papers equivalent to the thesis, and an oral examination. The examination will take place at the Graduate School of Education and Human Development, Nagoya University. **However, if the applicant does not reside in Japan, the interview can be conducted via Skype, or other video conferencing system.** The interview will focus on applicants' academic skills required for the completion of the PhD program, including research skills, research plans, Master's theses (or past sample of research), and their English language communication skills.

#### Date and time of interview

Date	Time	Achievement Test Subject
September 27-28, 2017	9:00AM~ (Japan Time)	Oral exam

Interviews are conducted only at this date and time. Applicants must make themselves available throughout the exam time period, regardless of whether they are on-campus or off-campus (for video-conferencing). Applicants will be notified in advance of the approximate time of their interview, but should be available during the entire period and one hour following to allow for time adjustments. Alternate dates will not be scheduled.

#### [Notes]

- \*1 Applicants should have their application documents on hand during the interview, as questions regarding details of these documents may be asked.
- \*2 Those who are more than 15 minutes late to their interview will not be allowed to take the oral exam.
- \* Unforeseen technical problems using video conferencing may result in a schedule delay, so applicants should be prepared to respond any time throughout the entire exam schedule, and at least an hour beyond. In case of a major delay, we will notify applicants of this fact, and if necessary, make adjustments.

#### 6. Announcement of results

The results of the exam will be displayed on a notice board at the entrance of the graduate school around 5:00 PM, September 29, 2017, and in addition, applicants will be notified via postal mail at a later date. The results will also be made available for viewing online at the website (<http://educa.nagoya-u.ac.jp/info/admission/>) for the convenience of distant applicants.

However, only the information posted at the entrance of the graduate school and the mailed notifications are considered official announcements of the results.

## **7. Enrollment procedures**

Notifications regarding enrollment procedures will be sent to successful applicants after decisions have been made.

## **8. Student payments (subject to change)**

Enrollment Fee (one-time fee upon entrance): JPY 282,000

Tuition Fee (annual fee): JPY 535,800

\*1 Amounts are tentative, as the fee schedule may change by the time of enrollment.

\*2 The enrollment fee must be paid during initial registration.

\*3 Successful applicants will be notified about how the fee payments will be made.

## **9. Applications from persons with special needs**

Persons with disabilities who require special accommodations for their examination must submit the 3 items described below to the Admissions Office, Graduate School of Education and Human Development, Nagoya University by July 28, 2017. Documents must be written in English.

- (a) Exam Accommodations Request Form (Describe the status of the disability, the specific accommodations desired, and the reason said accommodations are requested) (Any format, A4 or letter size)
- (b) Medical Certificate issued by a medical doctor describing the nature of the disability, disability certificate, etc. (photocopies allowed)
- (c) Supplementary statements from third parties who are familiar with the status of the disability of the applicant (Observations or opinions from specialists or relevant personnel from the applicant's school, etc.)

Other relevant documents may be submitted as well if necessary. In addition, persons wishing to receive consultations regarding the exam or studies after enrollment should make an inquiry prior to the application deadline.

## **10. Other**

- (1) All personal information submitted to Nagoya University is appropriately managed in compliance with the "Act on the Protection of Personal Information Held by Independent Administrative Agencies" and the "Management of Nagoya University

Students' Personal Information" regulations.

- (2) Personal information related to the applicant, such as name, address, date of birth, etc., will be used for the purpose of admissions, announcement of results, and enrollment procedures. Personal information related to the applicant and entrance examination results will be used to improve future selection procedures.
- (3) Furthermore, the personal details of applicants admitted to Nagoya University will also be used for: i) academic affairs (student registration, academic advising, etc.); ii) student welfare services (health care, career services, tuition exemption, scholarship applications, etc.); and iii) collection of academic fees.
- (4) All times and dates indicated in the Admission Requirements refer to Japan Standard Time (UTC+09).

## **11. Contact**

Admissions Office

Graduate School of Education and Human Development, Nagoya University

Furo-cho, Chikusa-ku, Nagoya, Aichi 464-8601 JAPAN

E-mail: [educa@adm.nagoya-u.ac.jp](mailto:educa@adm.nagoya-u.ac.jp)