

GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES
KYOTO UNIVERSITY

SPECIAL ADMISSION FOR MASTER'S PROGRAM
EXAMINATION IN DECEMBER 2017

GUIDELINE FOR INTERNATIONAL APPLICANTS

Admission Policy

1. Our policy

The Graduate School of Global Environmental Studies works towards the current and future health and sustainability of the global environment in two essential ways: first, by training future researchers and practitioners for future environmental careers in academia, management, policy, advocacy and project implementation; and second, by establishing sustainability as the basis of an integrated and interdisciplinary field informed by ethics, science, technology and the humanities that can address the environmental challenges confronting the 21st century.

2. Who are we looking for?

Our goal is to produce graduates who demonstrate excellence and distinctiveness that allows them to impact their chosen fields. We are seeking:

- Future researchers from all academic fields with a keen interest in global environmental problems and their solutions;
- Future internationally-minded practitioners with a deep enthusiasm for environmental management and a sincere commitment to acquiring and implementing the knowledge and practical skills required to tackle environmental problems from the local to global level in every walk of life; and
- A diverse body of students from many different backgrounds and perspectives. Our students enter through a variety of admission tracks, including a special admissions program for international students and thesis-track and mid-career admissions options for students with extensive work experience in environmental issues, some of whom may choose to study while continuing their professional careers.

3. Three degree programs offered

The Graduate School of Global Environmental Studies offers master's and doctoral programs in the field of environmental management, as well as a doctoral program in global environmental studies. The admission requirements for each of these programs relate to the objective of the study program provided.

3.1 Global environmental studies

Our three-year doctoral program in global environmental studies fosters researchers capable of grasping the full complexity and reach of global environmental issues and tackling global and local environmental issues using innovative outlooks and methodologies that are drawn from a wide variety of scholarly fields. Applicants to this program should have a master's degree in their chosen study field in addition to English language proficiency and a keen interest in global environmental issues, but exceptions to the master's degree requirement may be made for those with demonstrated professional experience and expertise in a field related to their expected area of study.

3.2 Environmental management

Our two-year master's program and three-year doctoral program in environmental management are designed to foster outstanding and internationally-minded practitioners capable of applying management skills in the search for practical and sustainable solutions to local and global environmental problems. Applicants to either of these programs will need basic academic knowledge of global environmental issues and English language proficiency in addition to a keen interest in environmental management.

The Graduate School of Global Environmental Studies (GSGES), Kyoto University, invites international students to apply for a two-year master's program in Environmental Management through a special admission process called the International Environmental Management Program (IEMP). It is for international applicants with superior academic records who wish to pursue their graduate degrees by taking courses taught in English.

All applicants are required to select a study area and academic supervisor from the list of eligible faculty listed on page 5. You **must** contact the professor or associate professor **prior** to application, in order to request future supervision and advice with regard to the application process. Detailed descriptions of each study area are also available at:

GSGES website: <http://www2.ges.kyoto-u.ac.jp/en/>

GSGES guidebook: <http://www2.ges.kyoto-u.ac.jp/en/guidebook/>

Note: If you are to be sponsored by a Japanese Government Scholarship or scholarship from your home government, please obtain further instructions relevant to the application process from your intended academic supervisor.

ENROLLMENT DATE

April 1, 2018 or October 1, 2018

ENROLLMENT CAPACITY

A limited number for each enrollment date

1. ELIGIBILITY REQUIREMENTS AND SCREENING

1-1-1. General eligibility requirements

Applicants must satisfy both of the following requirements.

- 1) You must have completed or intend to complete a bachelor's degree or its equivalent **by March 31, 2018 (for enrollment in April 2018) or by September 30, 2018 (for enrollment in October 2018)**.
- 2) You must not have Japanese nationality.

1-1-2. Eligibility requirements for ADB-JSP Applicants

Eligible applicants for enrollment in April 2018 can also apply for the **Asian Development Bank's Japan Scholarship Program (ADB-JSP)**. **Up to three applicants** for ADB-JSP who have passed the IEMP admission process will then be nominated to ADB for final selection of scholarship recipients. **ONLY ONE** applicant will be selected by ADB. Applicants will be informed of the results of scholarship selection later.

Scholarship duration

Up to two years

Scholarship coverage

- 1) Monthly stipend of approximately 147,000 yen
- 2) Economy class travel expenses to and from Japan
(Airfare for return travel will be provided only after successful completion of the study program.)
- 3) Admission and tuition fees
- 4) Medical and accident insurance
- 5) Books, instructional materials and research allowance

Please refer to the below ADB-JSP web-page for the details.

<http://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions>

<http://www.adb.org/site/careers/japan-scholarship-program/procedures-applying>

Eligibility requirements for ADB-JSP applicants

- 1) Be citizens or nationals of ADB borrowing member countries listed below:
Afghanistan / Armenia / Azerbaijan / Bangladesh / Bhutan / Cambodia / Cook Islands / Fiji Islands / Georgia / India / Indonesia / Kazakhstan / Kiribati, Federal State of / Kyrgyz Republic / Lao PDR / Malaysia / Maldives / Marshall Islands / Micronesia / Mongolia / Myanmar / Nauru / Nepal / Pakistan / Palau / Papua New Guinea / Philippines / Samoa / Solomon Islands / Sri Lanka / Tajikistan / Thailand / Timor-Leste / Tonga / Turkmenistan / Tuvalu / Uzbekistan / Vanuatu / Vietnam
- 2) Expecting to receive no other scholarship during the period of study at Kyoto University
- 3) Have at least two (2) years of full-time professional working experience (acquired after a university degree) in the field related to the study program at the time of application
- 4) Be aged not more than 35 years old at the time of application
- 5) Agree to return to their home countries after completion of the study program
- 6) Not be living or working in a country other than their home countries
- 7) Have proficiency in oral and written English communication skills to be able to pursue studies
- 8) Be in good health
- 9) Not have previously studied abroad
- 10) Not be enrolled in other graduate degree programs
- 11) Not be Executive Directors, Alternate Directors, management and staff of ADB, consultants, and relatives of the aforementioned

1-2. Eligibility screening

You must first complete an eligibility screening process by submitting the qualifying documents listed below to the following address by registered mail, to be received no later than 17:00 (JST) on November 20, 2017.

Administration office
Graduate School of Global Environmental Studies

Kyoto University
 Yoshida Main Campus Research Bldg. No.5,
 Yoshida-honmachi, Sakyo-ku, Kyoto 606-8501, Japan
 Tel: +81-75-753-9167, Fax: +81-75-753-9187,
 E-mail: 160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp

Documents for eligibility screening:

Only documents **written in English or Japanese** are accepted.

1) Checklist for documents submission	Use Form 1 .
2) Eligibility screening application form	Use Form 2 .
3) Academic transcript	Submit original transcript and graduation certificate (or certificate of expected graduation) from your undergraduate/graduate institution. Originals of these documents must be certified by the president of the university or the dean of the faculty from which you have graduated or to which you currently belong. These will be returned to you upon request at the end of the entrance examination process.
4) Graduation certificate or certificate of expected graduation	
5) Letter of consent for application	If you are currently engaged in master- or doctoral-level studies at another graduate school and are NOT expected to complete by the time of application, you should submit a letter of consent for application (Form 3) signed by the president of your university or the dean of the graduate school to which you currently belong.
6) Score record of English proficiency test	<u>All applicants including native speakers of English</u> must submit one of the following: a) Score record of TOEFL-iBT (preferred) b) Score record of TOEFL-PBT c) Official score certificate (reports) or certificate of achievement of TOEIC or TOEIC Listening & Reading Test (after May 2016) (Secure/Public testing program) d) Official test report of the IELTS (Academic Module) <u>In case you submit photocopies or PDF documents of score record certification for eligibility screening, you are required to submit the ORIGINAL score record during the application process</u> if you pass the eligibility screening. In each case, the score record submitted should be for a test-score dated on or after April 1, 2015. Copies of official score records or original official score reports sent directly to Kyoto University by ETS (Educational Testing Service) will not be accepted. The score records of TOEFL-CBT, TOEFL-ITP, TOEIC SW, TOEIC Bridge, TOEIC-IP and IELTS (General Training Module) are not acceptable.
7) Description of research experience	Provide brief descriptions of any research projects or training courses you have joined, and a list of publications (Free format).
8) Two letters of recommendation	Application for admission requires recommendations from two persons well acquainted with your intellectual ability and personality. Two letters must be submitted, as described below. a) Form 4 should be completed by an academic supervisor with your current or most recent study program. b) Another letter in any form should be written by the dean, head or manager (or equivalent) of the institution/company to which you currently belong, addressed to the president of Kyoto University. *Applicants who are currently affiliated with the Graduate School of Global Environmental Studies, Kyoto University (e.g. as a research student) need to submit only one letter of recommendation (Form 4) written by a previous academic supervisor (not the current academic supervisor) .
9) Consent of the intended academic supervisor	Form 5 must be completed and signed by the intended academic supervisor at GSGES.
10) Guarantee letter (if applicants are accepted for a scholarship)	Applicants with a scholarship must submit an official letter/certificate from the sponsor confirming your scholarship acceptance.

11) ADB-JSP related documents (ADB-JSP applicants only)	a) Information sheet: Downloadable from the website: http://www.adb.org/site/careers/japan-scholarship-program/procedures-applying b) Annual income certificates: Provide proof of your income and that of your family (parent and spouse) of the most recent year available, from the company/organization/institution to which you and the family belong or belonged, with computation of conversion to US dollars.
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Results of the screening will be notified to applicants by **November 24, 2017** by e-mail.

2. LIST OF STUDY AREAS AND SUPERVISORS

You should **choose one study area and an academic supervisor from the list** below. Indicate your choice in the space provided on page 1 of **Forms 2 and 6**. You must contact him/her **prior** to application, in order to request future supervision for the designated study program and advice with regard to the application process.

Applicable study areas and faculty

Study area	Professor	Associate Professor
Department of Global Ecology		
Global Environmental Policy	Makoto Usami	
Environmental Economics	Toru Morotomi	
Global Ecological Economics		Akihisa Mori
Sustainable Rural Development	Satoshi Hoshino	
Socio-Cultural Symbiosis	Wataru Sano	Ayako Iwatani
Environmental Marketing Management		Akira Yoshino
Ontology of Environment and Technology	Junji Sato	
Environmental Education		Jane Singer
		Misuzu Asari
Department of Technology and Ecology		
Environmentally-friendly Industries for Sustainable Development	Shigeo Fujii	Shuhei Tanaka
Environmental Infrastructure Engineering	Takeshi Katsumi	Toru Inui
Global Environmental Architecture		Hirohide Kobayashi
Landscape Ecology and Planning	Shozo Shibata	Katsue Fukamachi
Environmentally-friendly Energy Conversion	Takeshi Abe	Tomokazu Fukutsuka
Department of Natural Resources		
Regional Planning	Tsugihiko Watanabe	Izuru Saizen
Urban Infrastructure Engineering	Kunitomo Sugiura	Eiji Harada
Atmospheric Chemistry	Yoshizumi Kajii	
Ecosystem Production and Dynamics	Akira Osawa	Naoki Okada
Terrestrial Ecosystems Management	Shinya Funakawa	Hitoshi Shinjo
Aquatic Environmental Biology (only for enrollment in April, 2018)	Yoh Yamashita	

3. APPLICATION DOCUMENTS

Those who pass the eligibility screening will be requested to submit the application documents outlined below.

Only documents **written in English or Japanese** are accepted.

1) Application form	Use Form 6 . You must use a black ink pen or black ballpoint pen to fill in the application form. Forms filled in by pencil or erasable pen will not be accepted. One 4.0 cm x 3.0 cm photograph taken within the last 3 months must be attached to the form as requested.
2) Payment slip	1. Applicants residing in Japan must submit an ORIGINAL payment slip bearing the bank's stamp, with the date falling within the payment period. Details are given in Section 5. 2. Applicants residing outside Japan must contact the GSGES administration office for further instructions concerning the payment method.

3) Copy of graduation thesis	Submit a copy of your graduation thesis or report of relevant work or research experience. If you have not completed your thesis at the time of application or your thesis is not written in English or Japanese, you should submit a detailed description of your research (1,500 words or less in English).
4) Research proposal	A report of approximately 3,000 words in English on your proposed research topic, determined in consultation with your intended academic supervisor.
5) Essay	An essay of approximately 3,000 words in English on a topic provided by your intended academic supervisor.

4. SUBMISSION OF APPLICATION DOCUMENTS

All documents must be sent to the administration office as indicated on pages 3-4 by registered mail to be received no later than **17:00 (JST) on December 11, 2017**. Applications with incomplete documents or those received after the specified date will not be accepted. Write “**Application for Master’s Program (IEMP)(December 2017)**” in red letters on the front of the envelope.

5. ENTRANCE EXMINATION FEE

10,000 JPY

If you are a recipient of a Japanese Government Scholarship, you do not need to pay the entrance examination fee. Instead, you must submit a “Certificate of Status for Japanese Government Scholarship Student” issued by the president of the university or the dean of the faculty to which you currently belong.

Payment period: From December 1 to December 11, 2017

Payment method: Please pay at a bank branch/via ATM to the following account. Transactions through the Internet will not be accepted.

Sumitomo Mitsui Banking Corporation (SMBC) Kyoto Branch

Savings account No. 8089430

Kyoto University

Note

- (1) All bank charges must be paid by the applicant.
- (2) The applicant should be listed as the payer.
- (3) An original payment slip should be submitted after making a photocopy for yourself.
- (4) The fee is non-refundable.
- (5) Applicants from households in regions where the Disaster Relief Act applies and whose principal wage-earner has been adversely affected by the March 2011 Great East Japan Earthquake or the April 2016 Kumamoto Earthquakes, and who have been issued a risai shomeisho (Disaster Victim Certificate) should contact the GSGES administration office for further details no later than **17:00 (JST) on December 1, 2017**.

6. ADMISSION SELECTION

Admission selection will be carried out by means of a comprehensive evaluation of the documents and an interview, which will be conducted on campus or long-distance using available video communication tools during the period of **December 13 to 19, 2017**. Detailed instructions relating to the interview process will be given to all applicants who have passed the application process.

7. ANNOUNCEMENT OF ADMISSION RESULTS

All applicants will be informed of the results of the admission selection process by email on **December 28, 2017**.

8. ADMISSION AND TUITION FEES

Instructions regarding enrollment procedures and payment of admission/tuition fees will be provided to each successful applicant by mail in late February, 2018 for enrollment in April, 2018 or early September, 2018 for enrollment in October, 2018. Admitted international students must obtain their college student visas by the enrollment date.

Admission fee: 282,000 JPY
Tuition fee: 267,900 JPY per semester (535,800 JPY annually)

Please note that fees may be subject to change.

Exemption

- The admission and tuition fees for recipients of Japanese Government Scholarships will be paid by the Government of Japan.

9. HANDLING OF PERSONAL INFORMATION

In accordance with Kyoto University regulations, each applicant's name, gender, date of birth, address and other personal information (including information relating to performance evaluation) as provided in application documents is used only for admission procedures, scholarship applications, and preparation for accepting students.

10. GENERAL NOTES

- (1) When making a correction to the document, cross out the original information with double lines and write the correct information above it.
- (2) Contents of the submitted application documents cannot be changed for any reason.
- (3) Paid application fees are non-refundable under any circumstances.

All inquiries are to be addressed to the GSGES administration office, as indicated on pages 3-4.

Note: **The information in this guideline is subject to change without notice. Please refer to the latest information available on the websites (<http://www2.ges.kyoto-u.ac.jp/en/>).**