

GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES
KYOTO UNIVERSITY

WINTER ADMISSIONS FOR DOCTORAL PROGRAM
ENROLLMENT IN APRIL 2020
GUIDELINE FOR INTERNATIONAL APPLICANTS

Admission Policy

1. Our policy

The Graduate School of Global Environmental Studies seeks to secure 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 students who demonstrate high moral character and richness of spirit, including

- 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;
- A diverse body of students from many different backgrounds and perspectives. Our students enter through a variety of admission tracks, including a mid-career admissions option for students with extensive work experience in environmental issues, some of whom may choose to study while continuing their professional careers, and an international admissions program for international students.

3. What are we looking for?

The Graduate School of Global Environmental Studies offers master 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 relates 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 hold a master's degree in their chosen study field in addition to English language proficiency and a keen interest in global environmental issues, but exemptions 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.

4. Basic policy on admissions

The admissions process for the master's program will be carried out by means of a comprehensive assessment of documents, foreign language ability, written examinations and an interview. The admissions process for the doctoral program will be carried out by means of a comprehensive assessment of documents and foreign language ability as well as a research presentation and interview.

The Graduate School of Global Environmental Studies (GSGES), Kyoto University, invites international students to apply for three-year doctoral programs in Global Environmental Studies and Environmental Management. Applicants are required to select an 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 for your chosen study program 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 paid by your home government, please obtain further instruction relevant to the application process from your intended academic supervisor.

ENROLLMENT CAPACITY

Doctoral Program in Global Environmental Studies: 2

Doctoral Program in Environmental Management: 6

Each figure includes a limited number of successful applicants by a special admission process called the International Environmental Management Program (IEMP).

You may apply for either or both of the two programs. Eligible applicants include 1) career-track admission applicants who intend to continue their vocational status after enrollment in the graduate school, and 2) thesis-track admission applicants who have completed most of their doctoral research and can be ready to submit their doctoral thesis within approximately a year after enrolling in the graduate school.

Note: Candidates seeking to enter the graduate school on a thesis-track basis must contact their intended academic supervisor for instruction on how to apply for admission.

Application for the Doctoral Program in Global Environmental Studies/Environmental Management (GENERAL ADMISSION)

1. ELIGIBILITY REQUIREMENTS AND SCREENING

1-1. Eligibility requirements

Applicants wishing to apply through General Admission (including career-track and thesis-track admissions) must satisfy ONE of the following requirements.

- 1) You must have completed or intend to complete a master's degree program at a Japanese university by March 31, 2020.
- 2) You must have completed or intend to complete a master's degree program at a university outside Japan by March 31, 2020.
- 3) Alternative qualifications equivalent to the above.

1-2. Eligibility screening

Applicants meeting requirement 3) above must first complete an eligibility screening process. Please send an e-mail indicating your intention to apply for admissions to the GSGES administration office 160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp. Then please **submit the qualifying documents listed below to the graduate school by registered mail, to be received no later than 17:00 (JST) on December 16, 2019.**

Documents for eligibility screening:

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

1) Eligibility screening application form	Use Form 1 .
2) Academic transcripts of bachelor's and master's program	Submit original transcripts from your undergraduate and graduate institutions. 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.

Results of the screening will be notified to applicants by **December 20, 2019** by e-mail.

2. APPLICATION DOCUMENTS

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

1) Application form, Admission ticket, Photo sheet	Use Forms 2 and 4 . 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. Three 4.0 cm x 3.0 cm photographs taken within the last 3 months must be attached to the forms as requested.
2) Academic transcript	Submit original transcripts and graduation certificates (or certificate of expected graduation) from your undergraduate/graduate institutions. 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.
3) Graduation certificate or certificate of expected graduation	*If you have submitted academic transcripts at the eligibility screening stage, you do not need to submit them again at the application stage. Only documents written in English or Japanese are accepted. Please contact the GSGES administration office by e-mail if these documents are unavailable in English or Japanese.

4) Payment slip	<p>1. Applicants residing in Japan must submit an original payment slip bearing the bank's stamp, with the date falling within the payment period or proof of EXSS (Examination Settlement Service) payment. Details are given in Section 5.</p> <p>2. Applicants residing outside Japan must submit the proof of EXSS (Examination Settlement Service) payment. You should inform that you will use EXSS to the GSGES administration office prior to payment.</p>
5) A self-addressed envelope (For applicants who have a home address in Japan or an address within Japan at which you can collect mail in February)	<p>You should provide a self-addressed envelope (120 mm x 235 mm in size) with a 374-yen stamp affixed. This will be used in early-February 2020 to send an admission ticket to applicants who have passed the application process.</p> <p>Note: If you do not have a home or proxy address in Japan at which you can be contacted in February, please contact the GSGES administration office by e-mail for instructions.</p>
6) Address label	<p>Use Form 5.</p> <p>You must supply an address at which you can receive the notice of acceptance and documents concerning enrollment procedures if you are accepted for enrollment by the graduate school. You should report any change of address by late February 2020.</p> <p>Note: If you reside outside Japan, please contact the GSGES administration office by e-mail for documents pertaining to admission and orientation procedures.</p>
7) Copy of master's thesis or report of relevant work experience and essay (Not required for thesis-track admission applicants)	<p>Submit a copy of master's thesis or report of relevant work experience and essay.</p> <p>Applicants applying for the doctoral program in Global Environmental Studies or for both doctoral programs (Global Environmental Studies and Environmental Management) need to submit a) as described below. Those who are only applying for the doctoral program in Environmental Management are required to submit either a) or b) as described below.</p> <p>a) <u>Copy of master's thesis</u> If you have not completed a thesis at the time of application or your thesis is not written in English or Japanese, you should submit a detailed description of your master's research in English or Japanese (within ten A4 pages).</p> <p>b) <u>Report of relevant work experience and assigned essay</u> Please submit both a work experience report of five A4 pages in Japanese or in English with relation to environmental management and an essay of five A4 pages in English or Japanese on a topic assigned by your intended academic supervisor.</p>
8) Statement of proposed research (Not required for thesis-track admission applicants)	<p>Please submit a report of two to three A4 pages in English or Japanese on your proposed research topic, <u>determined in consultation with your intended academic supervisor</u>. You should attach a cover page showing your name and the name of your intended academic supervisor. (Form 3)</p>

Instead of 7) and 8), **thesis-track admission applicants** are requested to submit the documents listed below:

9) Draft of doctoral thesis (4 copies)	<p>The draft should be written in English or Japanese. (Free format)</p>
10) Report of research career to date (4 copies) and/or report of relevant work experience (4 copies)	<p>Applicants for the doctoral program in Global Environmental Studies only do not need to submit b).</p> <p>Those who are applying for the doctoral program in Environmental Management only or for both doctoral programs (Environmental Management and Global Environmental Studies) are required to submit both a) and b).</p> <p>a) <u>Report of research career to date (4 copies)</u> Please describe your research career to date in English or Japanese and list papers, articles and research reports authored by the applicant that are relevant to his/her intended study area in the doctoral program(s). (A4 paper, free format)</p>

	b) <u>Report of relevant work experience (4 copies)</u> Please submit a detailed description (two or three A4 pages in English or Japanese) of your work experience that relates to environmental management. (Free format)
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Career-track admission applicants are requested to submit the additional document listed below:

11) Letter of recommendation	Must be written by the head or manager (or equivalent) of the company/organization/institution to which you currently belong.
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3. LIST OF STUDY AREAS AND SUPERVISORS

You should **choose one study area and an academic supervisor from the list** below. Indicate your choice on page 1 of **Forms 1 and 2**. 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	Senior Lecturer
Department of Global Ecology			
Global Environmental Policy	Makoto Usami		
Environmental Economics	Toru Morotomi		
Global Ecological Economics		Akihisa Mori	
Sustainable Rural Development	Satoshi Hoshino	Kenichiro Onitsuka	
Environmental Health Sciences	Hirohisa Takano	Kayo Ueda	
Environmental Marketing Management		Akira Yoshino	
Ontology of Environment and Technology	Junji Sato		
Environmental Education		Jane Singer Misuzu Asari	Roger Cloud Baars
Historical Space and Culture *	Aki Yamamura	(TBA)	
Department of Technology and Ecology			
Environmentally-friendly Industries for Sustainable Development	Shigeo Fujii	Shuhei Tanaka	
Environmental Infrastructure Engineering	Takeshi Katsumi	Atsushi Takai	
Global Environmental Architecture	Hirohide Kobayashi		
Biodiversity Conservation	Hiroaki Setoguchi	Kanto Nishikawa	
Landscape Ecology and Planning	Shozo Shibata	Katsue Fukamachi	
Environmentally-friendly Energy Conversion	Takeshi Abe	Kohei Miyazaki	
Department of Natural Resources			
Regional Planning	Izuru Saizen		
Urban Infrastructure Engineering	Kunitomo Sugiura	Eiji Harada	
Atmospheric Chemistry	Yoshizumi Kajii		
Terrestrial Ecosystems Management	Shinya Funakawa	Hitoshi Shinjo	
Terrestrial Microbiology and Systematics *	Chihiro Tanaka	Tetsuhiro Watanabe	

* New study areas. There may be changes made to the names of these study areas.

4. SUBMISSION OF APPLICATION DOCUMENTS

All documents must be sent to the following address by registered mail to be received no later than **17:00 (JST) on January 23, 2020**, or submitted directly to the Administration office from **January 21 to January 23, 2020 (weekdays only, 9:00-12:00 and 13:00-17:00 (JST))**. Applications with incomplete documents or those received after the specified date will not be accepted (**Note that the entrance examination fee is non-refundable**). Write “**Application for Doctoral Program (April 2020)**” in red letters on the front of the envelope.

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: 160tikyukankyomu@mail2.adm.kyoto-u.ac.jp

5. ENTRANCE EXAMINATION FEE**30,000 JPY**

Note: 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. If you are currently a master’s course or professional degree program student at Kyoto University and intend to graduate in March 2020, you do not need to pay the entrance examination fee.

Payment period: From January 14 to January 23, 2020
Choose the payment method stating below:

1) 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

- All bank charges must be paid by the applicant.
- The applicant should be listed as the payer.
- An original payment slip should be submitted after making a photocopy for yourself.

2) Please pay through EXSS (Examination Settlement Service). Refer to <https://www3.univ-kyoto-u/en/ges/> for more details.

- Print the proof of payment from the payment or application content confirmation screen, then (1) cut out the required section and (2) attach it to any blank A4 sized-paper.
- In case you pay from outside Japan, you should inform to the GSGES administration office in advance.

NOTE:

1. The fee is non-refundable.
2. 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 16, 2019**.

6. ADMISSION SELECTION (Thesis-track admission applicants should refer to Section 7, on pages 8-9.)

Admission selection will be carried out by means of a comprehensive evaluation of the documents, English ability, and an interview.

6-1. All applicants including native speakers of English must present **one** of the following **on the examination day** to evaluate English ability:

- 1) Original score record of **TOEFL-iBT** (preferred),
- 2) Original score record of **TOEFL-PBT** or the revised TOEFL Paper-delivered Test,
- 3) Original official score certificate (report) or certificate of achievement of **TOEIC** or **TOEIC Listening & Reading** (Secure/Public testing program), or
- 4) Original test report form of **IELTS (Academic Module)**.

If you do not present one of the above on your examination day, you will be graded “Zero” for

English ability.

IMPORTANT

- Photocopies and PDF documents of score-record certification are NOT acceptable. In each case, the score record submitted should be for a test-score dated on or after April 1, 2017. 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.
- Applicants who intend to graduate from the master's program of GSGES in Kyoto University in March 2020 may present the English score they originally submitted for admission to the master's program for this application, even if the test-score is dated before April 1, 2017.
- The score record will be returned to each applicant on the examination day.

Note: Applicants may find the following information useful, if they wish to identify the superior of two or more test scores for submission:

- The scores of TOEFL-iBT and TOEFL-PBT can be converted using the 'TOEFL® Internet-based Test Score Comparison Tables' provided by ETS.
- A TOEIC score can be converted to a TOEFL-PBT score by using a simple calculation formula ('TOEIC score x 0.348 +296=TOEFL-PBT score').
- Conversions of IELTS scores into TOEFL scores can be made using the 'TOEFL iBT® and IELTS® Academic Module Scores Comparison Tables' provided by ETS.

6-2. Interview

Applicants who have passed the General Admission application process will be invited for an interview at Research Bldg. No.5 on the Kyoto University Main Campus, on the day indicated below:

Date	Time	Subject
Sat., February 8, 2020	9:00 -	Interview (approx. 50 minutes) You must prepare a 20 minute presentation which outlines 1) any relevant research skills, specialized knowledge gained through your master's study or practical experience with relation to environmental studies, and 2) your proposed research plan for the doctoral program.

- (1) Interviews assess your research ability, significance of your proposed research, presentation effectiveness and prepared documents.
- (2) Grading criteria
All applicants including career-track admission applicants will be graded according to the sum total of your marks (300 points maximum) for English ability (100 points maximum) and interview performance (200 points maximum). The interview assessment includes a review of your proposed research. In order to pass, your combined marks must total at least 180 points, and you must score at least 120 points out of the 200-point total for the interview.
- (3) Applicants with disabilities or other needs which require special attention should inform the GSGES administration office prior to the date of admission selection.
- (4) You should prepare your presentation material for the interview in accordance with one or more of the methods outlined below. Indicate your preferred method of presentation in the space provided on Form 3. You will be given approximately 20 minutes for the presentation.

- (1) Handout (three copies)
- (2) PowerPoint slides*

* The graduate school will prepare a notebook computer equipped with PowerPoint 2013 software. If you choose (2), you are required to make the presentation using PowerPoint 2007-2013. Save your file onto CD-R/USB memory, then upload it to the notebook computer on the day of your entrance examination. You are free to bring and use your own computer, if you wish to use alternative software in making your presentation.

- (5) Detailed instructions relating to the interview process will be given to all applicants who have passed the application process.
- (6) Please keep your admission ticket with you at all times during the admission selection process.

6-3. Admission ticket

Your admission ticket will be sent to you in early February, 2020.

7. ADMISSION SELECTION (THESIS-TRACK)

Admission selection will be carried out by means of a comprehensive evaluation of the documents, the draft doctoral thesis, English ability, and an interview.

7-1. All applicants including native speakers of English must present **one** of the following **on your examination day** to evaluate English ability:

- 1) Original score record of **TOEFL-iBT** (preferred),
- 2) Original score record of **TOEFL-PBT** or the revised TOEFL Paper-delivered Test,
- 3) Original official score certificate (report) or certificate of achievement of **TOEIC** or **TOEIC Listening & Reading** (Secure/Public testing program), or
- 4) Original test report form of **IELTS (Academic Module)**.

If you do not present one of the above on your examination day, you will be graded “Zero” for English ability.

IMPORTANT:

- Photocopies and PDF documents of score-record certification are NOT acceptable. In each case, the score record submitted should be for a test-score dated on or after April 1, 2017. 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.
- The score record will be returned to each applicant on the examination day.

Note: Applicants may find the following information useful, if they wish to identify the superior of two or more test scores for submission:

- The scores of TOEFL-iBT and TOEFL-PBT can be converted using the ‘TOEFL® Internet-based Test Score Comparison Tables’ provided by ETS.
- A TOEIC score can be converted to a TOEFL-PBT score by using a simple calculation formula (‘TOEIC score x 0.348 +296=TOEFL-PBT score’).
- Conversions of IELTS scores into TOEFL scores can be made using the ‘TOEFL iBT® and IELTS® Academic Module Scores Comparison Tables’ provided by ETS.

7-2. A chief referee (intended academic supervisor) and two referees will review the draft doctoral thesis by the examination day. Evaluation criteria are relevance of the draft doctoral thesis with the admission policy of the program you apply for, research ability and the progress of doctoral study.

7-3. Thesis-track admission applicants who have passed the application process will be invited for an interview at Research Bldg. No.5 on the Kyoto University Main Campus, on the day indicated below.

Date	Time	Subject
Sat., February 8, 2020	9:00 -	Interview (approx. 50 minutes) You must prepare a 20 minute presentation which outlines 1) your draft doctoral thesis, specialized knowledge necessary to complete doctoral study and practical experience with relation to environmental studies, and 2) your proposed research plan for the doctoral program.

(1) Interviews assess your research ability, the progress of your research, significance of your proposed research, presentation effectiveness and prepared documents.

(2) Grading criteria:

All applicants including career-track admission applicants will be graded according to the sum total of your marks (300 points maximum) for English ability (100 points maximum) and interview performance (200 points maximum). The interview assessment includes a review of your draft doctoral thesis. In order to pass, your combined marks must total at least 180 points, and you must score at least 120 points out of the 200-point total for the interview.

(3) Applicants with disabilities or other needs which require special attention should inform the GSGES administration office prior to the date of the admission selection.

- (4) You should prepare your presentation material for the interview in accordance with one or more of the methods outlined below. Indicate your preferred method of presentation in the space provided on Form 3. You will be given approximately 20 minutes for the presentation.

- (1) Handout (three copies)
- (2) PowerPoint slides*

* The graduate school will prepare a notebook computer equipped with PowerPoint 2013 software. If you choose (2), you are required to make the presentation using PowerPoint 2007-2013. Save your file onto CD-R/USB memory, then upload it to the notebook computer on the day of your entrance examination. You are free to bring and use your own computer if you wish to use alternative software in making your presentation.

- (5) Detailed instructions relating to the interview process will be given to all applicants who have passed the application process.
- (6) Please keep your admission ticket with you at all times during the admission selection.

7-4. Admission ticket

Your admission ticket will be sent to you in early February, 2020.

8. ANNOUNCEMENT OF SUCCESSFUL APPLICANTS

Results of the selection will be posted on the notice board in front of the GSGES administration office at **10:00 (JST) on February 13, 2020**. For the convenience of applicants, the results will also be posted on the GSGES website at the time indicated above. A letter of notification will be sent by surface/air-mail only to successful applicants.

9. ADMISSION AND TUITION FEES

Instructions regarding enrollment procedures and payment of admission/tuition fees will be provided to each successful applicant in late February, 2020. 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.
- Students expecting to complete a master's program or a professional degree program at Kyoto University in March 2020 are not required to pay the admission fee.

10. 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.

11. 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 of the graduate school as indicated on page 6.

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

GRADUATE SCHOOL OF GLOBAL ENVIRONMENTAL STUDIES (GSGES) LOCATION MAP

<Yoshida main campus>



<Bus stops and train stations near Yoshida main campus>

