

**Academic Year 2020**

**Graduate School of Life Science**

**Hokkaido University**

**Division of Life Science**

**Division of Soft Matter**

**Doctoral Course**

(Latter Period of Doctoral Program)

**Second Selection**

**Application Guidelines for the**

**Entrance Examination**

**(Admission for International Students Residing Abroad)**

**November 2019**

## **Personal Information Management by Hokkaido University**

- (1) In handling personal information obtained from applicants, Hokkaido University makes every effort to protect this information through appropriate management based on the “National University Corporation Hokkaido University Personal Information Management Rules” and relevant laws and ordinances such as the “Protection Law for Private Information Held by Independent Administrative Corporations”.
- (2) Personal information, such as name, address, etc., provided by the applicant to the university in the process of applying for admission will be used only for 1) assessment of applicants, 2) the announcement of results, 3) enrollment procedures, 4) surveys and research on enrollee selection methods, and 5) business operations pertaining to 1–4.
- (3) Companies commissioned by the University to engage in the relevant operations (hereafter called “commissioned companies”) may handle personal data. Part or all of the personal information submitted to the University by the applicant will be provided to the commissioned companies, to the extent necessary for them to carry out their duties.
- (4) After successful applicants are enrolled, personal information they provided on their application forms will be used for 1) educational affairs (such as registration, educational guidance, etc.), 2) student support services (such as health administration, fellowship applications, etc.), 3) career support and 4) business operations related to their tuition fees and other expenses.
- (5) Among the personal information of (4), only name and address may be used to contact from Hokkaido University Frontier Foundation, Hokkaido University Athletic Union, Alumni Association of the School of Science, Alumni Association of the Faculty of Pharmaceutical Sciences and Alumni Association Elm of Hokkaido University under safety measure.

## Admission Policy of Graduate School of Life Science

The Graduate School of Life Science provides students with the training that allows them to acquire an interdisciplinary knowledge of advanced life science, from the level of molecules to organisms. We provide comprehensive education with participation by instructors specialized in fields in the basic and applied life sciences, pharmaceutical science, medicine, and agriculture.

### <Division of Life Science>

The educational goal of training in the Division of Life Science is to enable students to comprehensively understand various living phenomena through biomolecular interactions, and to apply their knowledge and techniques in real life.

The division welcomes students with exceptional abilities to analyze and examine a subject and strong desire to conduct innovative and original research, and understand;

- Basic structure and functions of living matter such as cellular biology and molecular biology
- Higher biological function such as physiology and developmental biology
- Structure and functions of individual molecules and their constituents
- Diversity and common principles of life phenomena

### <Division of Soft Matter>

The Division of Soft Matter seeks students who desire to be capable of integrating material sciences and a wide range of life science and developing soft matter science, understanding the structure and function of living matter from the viewpoint of material science, designing and constructing advanced soft matters and applying those to other fields.

The Division especially seeks students who desire to have excellent analytical and discussion skills and to conduct highly original research, such as hierarchy process of soft matters from the microscopic to macroscopic scales and associating principle of dynamic emergent function, designing and constructing advanced soft matter.

## Special Category for International Students

### 1. Admission Quota

Division and Course	Admission Quota (Enrollment April 2020)
Division of Life Science	A few students
Transdisciplinary Life Science Course	
Biosystems Science Course	
Biomedical and Pharmaceutical Science Course	
Division of Soft Matter	A few students

### 2. Eligibility

Applicants must be a citizen of a county other than Japan and living outside of Japan (therefore it is difficult to travel to Japan to take the entrance examination). They must be recognized as having enough competence and scholastic performance by a faculty member of the Graduate School of Science who has agreed to be a supervisor\* after enrollment. Also, they must fulfill one of the following criteria:

**A** Received or are expected to receive a degree equivalent to a master's degree or a professional degree at a university outside Japan prior to admission;

**B** Received or are expected to receive a degree equivalent to a master's degree by completing a course at the United Nations University which was established based on the United Nations General Assembly Resolution of December 11 of 1972, stipulated in Article 1(2) of the Act on Special Measures Concerning the Enforcement of the Agreement between the United Nations and Japan about the Headquarters of the United Nations University (Act No. 72 of 1976);

**C** Are recognized as having academic aptitude equivalent or superior to those who hold a master's degree by completing a school education provided by a school of a foreign country or the United Nations University, and by passing an examination or screening or equivalent specified in Article 16-2 of the Standards for the Establishment of Graduate Schools;

**D** Have been designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) (Ministry of Education Notification No. 118 of 1989), i.e., completed 16 years of school education outside Japan and subsequently engaged in research at a university or a research institute for two years or longer, and are recognized by the Graduate School of Life Science as having reached an academic level equivalent or superior to those who hold a master's degree, based on research results; or

**E** Are recognized as having an academic aptitude equivalent or superior to those who hold a master's degree or a professional degree through the screening for entrance eligibility conducted by the Graduate School of Life Science, and have reached the age of 24 by the enrollment date.

**\* Applicants must contact their prospective supervisor in advance, and after obtaining his/her acceptance, they will receive a password necessary for online application. In addition, applicants must request their prospective supervisor to make their recommendation letter (discretionary format) and ask them to directly submit it to the Educational Affairs Section during the application period.**

### 3. Pre-assessment of Qualifications

**Application Period for Pre-assessment: November 20 – 5:00 PM JST on November 22, 2019**

The Pre-assessment of Qualifications is held prior to the application period for the entrance examination. Applicants who fall under D or E in “2. Eligibility” must apply for this by submitting “6. Application Documents” in PDF format during the above period, by email to the following address. If you provide false information on documents submitted, your application may be rejected.

Email address: r-gakuin@sci.hokudai.ac.jp

Applicants must not pay the entrance examination fee at the time of the pre-assessment.

Notes:

The results of the pre-assessment will be sent to applicants around December 3, 2019; once their qualifications have been approved, they must pay the examination fee in accordance with “5. Application Procedure and Payment of the Entrance Examination Fee” during the period described in “4. Application Period.”

Students who will receive the Japanese Government (MEXT) scholarship, the State- Sponsored Scholarship Program of the China Scholarship Council, or the Hokkaido University President’s Fellowship (including those who are expected to receive these scholarships) are not required to pay the examination fee.

### 4. Application Period

◆ **Online application: November 28, 2019 – 5:00 PM JST on December 4, 2019**

\* Note: After completing the online application, applicants must scan all the application documents (see “5. Application Documents”) in PDF format and send them via email by December 4.

Email address: r-gakuin@sci.hokudai.ac.jp

◆ **Deadline for submission of the application documents by post: 5:00 PM JST on December 13, 2019.**

\* Note: Aside from sending PDF file sent by email, applicants must send hard copies of the application documents by registered mail after online application registration. They must be received by the deadline so consider the time for courier delivery.

**Applicants under A, B, or C in “2. Eligibility”**

Referring to “5. Application Procedure and Payment of Fees”, applicants must apply during the above application period.

## **Applicants under D or E in “2. Eligibility”**

Applicants must first apply for the Pre-assessment of Qualifications, and then once their qualifications have been accepted by the pre-assessment, complete the application procedure, described in “5. Application Procedure and Payment of Fees”, during the above application period.

## **5. Application Procedure and Payment of Fees**

Applicants must complete all of the following (①-③) by the deadline specified in “4. Application Period”.

### **① Online Application Registration**

1) Access the Hokkaido University Internet Application website (<https://e-apply.jp/e/hokudai-lsci/>) using the password received from your prospective supervisor.

Notes:

- i. Detailed information on the online application procedure has been posted on the website, so please read the operation procedures and precautions in advance.
  - ii. Applicants must have (or have access to) a printer for printing the application documents, and have an email address capable of receiving notification of registration and payment (a phone's email address is not accepted).
- 2) Follow the instructions on the screen and enter the necessary information.
- 3) If successfully registered, notification of completion of the registration will be sent to the email address you have provided.

### **② Payment of the Entrance Examination Fee**

Entrance examination fee must be paid in accordance with the instructions provided on the payment procedures screen shown after you complete the online application registration process. Use one of the following methods to make the payment. (Required information and procedures differ depending on the payment method you choose). Please follow the instructions on the screen.

Entrance Examination Fee: 30,000 yen

I. Credit card.

II. Pay-easy (bank ATM, Japan Post bank ATM, or online banking), convenience store, Japan Net Bank, or eBank.

III. ChinaPay (online payment service offered by China UnionPay).

Notes:

- i. Along with entrance examination fee, please note about 500 yen will be added as a handling charge.
- ii. Student who will receive the Japanese Government (MEXT) scholarship, the State-Sponsored Scholarship Program of the China Scholarship Council, and or the Hokkaido University President's Fellowship (including those who are expected to receive these scholarships) are not required to pay the examination fee.

\* MEXT scholarship students recommended by Japanese Embassies/Consulates, authorities, or universities other than Hokkaido University are required to submit a copy of the letter proving that they will receive this scholarship.

iii. The examination fee is not refundable except the following cases:

- The applicant has not submitted an application, or the application was rejected after the application fee was remitted.
- The applicant paid the examination fee twice by mistake.

### **③ Submission of Application Documents by Post**

1) Print the application form and resume that were generated after you completed of the online application registration process and send them along with all other necessary documents (see “6. Application Documents”) in an envelope; affix one of the address labels (printed with the application form and resume) to the envelope, and send it by registered mail (It must be received by the deadline.). Please note that the application documents will not be returned once submitted.

**To: Graduate School Educational Affairs Section  
Science and Life Science Administration Department  
Hokkaido University  
Kita-10 Nishi-8, Kita-ku, Sapporo 060-0810, Japan**

2) The application is considered complete once all documents are received by the Graduate School. Please note that completion of the online application registration alone does not constitute completion of the application procedure.

- Applications received after the application period will not be accepted. Consider the time for courier delivery and be sure to post it well in advance.

### 6. Application Documents

\* In the following chart, “○” indicates documents that must be submitted; “△” indicates documents that must be submitted for those who fall into the following “Remarks” .

Documents		Applicants		Remarks
		A, B C	D, E	
1	Application Form and Resume.	○	○*	Print the application form and resume that were generated after completion of the online application registration process, and submit them (print on A-4 size pages). * Applicants under D or E in “2. Eligibility” should submit them after their qualifications have been accepted by the pre-assessment.
2	Application Form for the pre-assessment.		○	Prescribed. Download this form from the online application page and complete it.
3	Photograph (for Resume)	○	○	One photograph (4cm×3cm)
4	Research Plan after enrollment.	○	○	Prescribed. Download this form from the online application page and complete it (print on A-4 size pages).
5	Certificate of Research Career.		○	Discretionary format. Certificate issued by a dean, department chair or supervisor at a university, institution, or company concerning the applicant’s research topics and period of research.
6	Official Transcript issued by the last academic institution previously attended.	○	○	Applicants may attach recommendation letters from faculty members at academic institutions previously attended.
7	Official Certificate of Graduation or Expected Graduation issued by the last academic institution previously attended.	○	○	Applicants under C in “2. Eligibility” are required to submit an Official Certificate of Qualifying Examination.
8	Summary of research experience and copies of research papers.	△	△	Discretionary format. As proof of their research experience and achievements, applicants may submit these supporting documents.
9	Photocopy of Passport	○	○	Submit a copy of the page of your passport with your name on it.
10	Other documents that the prospective supervisor requests.	△	△	

## 7. Screening Method

The Graduate School will assess applicants on the basis of their application form, resume, official transcripts from academic institutions previously attended, recommendation letter from the prospective supervisor, and all other documents submitted.

## 8. Announcement of Application Results

Successful applicants will be announced on the bulletin board on the ground floor of the Graduate School of Science (large lobby inside north entrance to Building 2 (Lower Wing)) and in the entrance hall in the Graduate School of Pharmaceutical Science, Hokkaido University, around 4:30 PM on January 23, 2020. All applicants are notified of the results by mail.

Also, the examinee's number will be posted on the Web site of the Graduate School of Life Science, Hokkaido University.

## 9. Procedures for Enrollment and Fees\*

All successful applicants are notified of the registration procedure at the time of notification of results.

Enrollment Fee: 282,000 yen (estimated).

Tuition Fee: 267,900 yen.

[For the first semester. Total annual tuition fee = 535,800 yen] (estimated).

\* If the tuition fee is revised during the period of your enrollment, the revised fee becomes effective immediately.

## 10. Extending the Period of Registration

It is possible to extend the standard years of study at the Graduate School of Life Science. Read "Extending the Period of Registration" on page 6, and submit an application if you wish to take advantage of this system.

**If you have any questions regarding the application procedure, please contact the following:**

<p><b>Graduate School Educational Affairs Section</b> Science and Life Science Administration Department Hokkaido University Kita-10 Nishi-8 Kita-ku, Sapporo 060-0810, Japan E-mail: r-gakuin@sci.hokudai.ac.jp <b>Graduate School of Life Science, Hokkaido University</b> <a href="https://www.lfsci.hokudai.ac.jp/en/">https://www.lfsci.hokudai.ac.jp/en/</a></p>
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## Extending the Period of Registration

### 1. Aims

When students under special circumstances such as having a job, etc. (including child and nursing care) have asked for an extension to complete the program for a period exceeding the standard years of study (3 years) with a scheduled plan of study, such scheduled study (hereinafter referred to as "Extended Period of Registration") may be approved after reviewing their application.

### 2. Intended Students

Students who fall under one of the criteria below and for that reason, wish to set the study period longer than the standard period to complete an academic (research) course:

- (1) Have a full-time job in a public office or company (excluding those who are exempt from job duty but receive a salary), or are self-employed;
- (2) Have a part-time job that has a significant influence on the full-time academic work;
- (3) Are taking care of children or other family members, which has a significant influence on the full-time academic work; or
- (4) Are visually impaired, hearing impaired, physically handicapped, etc., which are deemed to have a significant influence on the academic work for an extended period of time.

### 3. Attendance Period

The period approved for the Extended Period of Registration is up to 6 years for the doctor's degree program, and a student can apply for extension by the year. Students who have been approved of Extended Period of Registration may not continue their study beyond 6 years.

Students may take a temporary leave of absence from school for up to 3 years, the same as the students under the standard period of study.

### 4. Application Procedure

#### (1) Application Period

Please submit complete application documents for Extended Period of Registration and for the entrance examination together.

#### (2) Required Documents

- ① Application Form for Extended Period of Registration (Form 1)
- ② Research Plan Under Extended Period of Registration (Form 2)
- ③ Documents to prove that an applicant needs to apply for Extended Period of Registration (discretionary format).

#### (3) Announcement of Application Results

The Graduate School of Life Science reviews each application individually and will notify the results to all the successful applicants of the entrance examination.

### 5. Annual Tuition Fee

The annual tuition fee is determined by the calculation below for every year of the term.

$$\text{Annual tuition fee for students approved to study for an extended period} = \text{Annual tuition fee for his/her attending year} \times \frac{\text{Regular course term (3 years)}}{\text{Number of years approved for extended study (years)}}$$

### 6. Other Information

For the details about Extended Period of Registration and request for application documents, please contact the Graduate School Educational Affairs Section, Science and Life Science Administration Department, Hokkaido University.