

**Chiba University**  
**Graduate School of Science and Engineering**

**Master's Program for**  
**Double Degree Program Special Selection**

**Admission Guidelines**

**April 2020 Admission/2nd Selection**  
**October 2020 Admission/1st Selection**

<i>Division of</i>	<i>Department of</i>
Creative Engineering	Design
Fundamental Engineering	Mechanical Engineering
	Medical Engineering
	Electrical and Electronic Engineering

Before applying, please contact directly a supervisor in the education and research field that you wish to choose, and inquire about the content of the related education and research or others so as to confirm your choice.

This program is for the applicants who are currently enrolled at one of the overseas sister universities and at the same time should be enrolled at Chiba University, and would aim to obtain the degree from each university.

**Before applying, please contact directly a supervisor in the education and research field that you wish to choose, and inquire about the content, etc. of the related education and research so as to confirm your choice.**

You can view Admissions Policy of every department in addition to those of the university and the graduate school on the website.

#### Outline of Double Degree Program Special Selection

◆The Double Degree Program between Institut Teknologi Bandung, and the department of Design in the division of Creative Engineering, the Graduate School of Science and Engineering, Chiba University

This program is conducted by the department of Design in the division of Creative Engineering as a part of the structure of the comprehensive double degree programs concluded between Chiba University and various universities including Institut Teknologi Bandung in Indonesia. A master's degree will be received from both Chiba University and Institut Teknologi Bandung.

◆The Double Degree Program between Cologne University of Applied Sciences, and the department of Design in the division of Creative Engineering, the Graduate School of Science and Engineering, Chiba University

This program is conducted by the department of Design in the division of Creative Engineering, as a part of the structure of the double degree programs concluded between Chiba University and Cologne University of Applied Sciences in Germany. A master's degree will be received from both Chiba University and Cologne University of Applied Sciences.

◆The Double Degree Program between College of Computer Science and Technology, International Design Institute, Zhejiang University and the department of Design in the division of Creative Engineering, the Graduate School of Science and Engineering, Chiba University on CAPE Program

This program is conducted by the department of Design in the division of Creative Engineering as a part of the structure of the comprehensive double degree programs concluded between Chiba University and various universities including Zhejiang University in China. A master's degree will be received from both Chiba University and Zhejiang University.

◆The Double Degree Program between School of Industrial Design, Nanjing University of the Arts and the department of Design in the division of Creative Engineering, the Graduate School of Science and Engineering, Chiba University

This program is conducted by the department of Design in the division of Creative Engineering as a part of the structure of the comprehensive double degree programs concluded between Chiba University and various universities including Nanjing University of the Arts in China. A master's degree will be received from both Chiba University and Nanjing University of the Arts.

◆The Double Degree Program between the department of Industrial Design, Visual Communication Design, and Design Management, the Graduate School of Yonsei University and the department of Design, the division of Creative Engineering, the Graduate School of Science and Engineering, Chiba University on CAPE Program

This program is conducted by the department of Design in the division of Creative Engineering, as a part of the structure of the comprehensive double degree programs concluded between Chiba University and Yonsei University in Korea. A master's degree will be received from both Chiba University and Yonsei University.

◆The Double Degree Program between Shanghai Jiao Tong University, and the departments of Mechanical Engineering, Medical Engineering, and Electrical & Electronic Engineering in the division of Fundamental Engineering, the Graduate School of Science and Engineering, Chiba University

Students of either Shanghai Jiao Tong University (SJTU) or Chiba University (CU) International Cooperative Research Center (ICRC) who are taking the first term or the latter term of a doctoral program can opt to participate in the SJTU-CU ICRC Double Doctor Program (five-year course) or the SJTU-CU ICRC Double Doctor Program (three-year course). They will receive two degrees (PhDs) from Chiba University and Shanghai Jiao Tong University based on the CU-SJTU Dual Doctoral Degree agreement.

Please visit the website for more detailed information (<http://www.em.eng.chiba-u.jp/~ICRC/index.html>).

## 1. Divisions, Departments and Number of Students to Be Admitted

Division	Department	Number of Students to Be Admitted	
		April 2020 Admission 2 <sup>nd</sup> Selection	October 2020 Admission 1 <sup>st</sup> Selection
Creative Engineering	Design Science	A few	A few
Fundamental Engineering	Mechanical Engineering	A few	A few
	Medical Engineering	A few	A few
	Electrical & Electronic Engineering	A few	A few

## 2. Qualifications for Admission Application

Applicants must be current graduate students at the graduate school of the university that made an agreement on the Double Degree Program with the Graduate School of Science and Engineering, Chiba University, or have been accepted an offer of admission by the university that made an agreement on the Double Degree Program with the Graduate School of Science and Engineering, Chiba University, and besides they are required to meet one of the following requirements.

*\*The asterisked deadline of March 2020 in the following (1) - (6) concerns applicants who will enter the graduate school in April 2020. For applicants proposing to enter from October 2020, the deadline is September 2020.*

- (1) They must have completed a 16-year program in the educational institutions in a foreign country, or expect to complete such a program by March 2020\*.
- (2) They must have completed a 16-year program in the educational institutions of a foreign country, or expect to complete such a program by March 2020\*, after taking a correspondence program offered in Japan by a foreign school.
- (3) They must have completed, or are expected to complete a foreign university curriculum by March 2020\*, through which the applicant is certified as having completed 16 years of school education in the respective foreign country, at an educational facility in Japan that has been accredited as having a curriculum approved under the educational system of the respective foreign country and is so designated by the Minister of Education, Culture, Sports, Science and Technology of Japan (hereinafter referred to as “the Minister of MEXT”).
- (4) They must have been awarded, or are expected to be awarded a degree equivalent to a bachelor’s degree by March 2020\*, by completing a three-year or longer program at a foreign university or other foreign educational facility. The university or educational facility must have been accredited by the respective foreign government or a person certified by the appropriate foreign governmental agency, or have been so designated by the Minister of MEXT (This includes applicants who have completed an appropriate program offered by the respective foreign educational facility through distance learning while residing in Japan, and applicants who have completed an appropriate foreign educational program at an educational program at an educational facility in Japan as specified in the previous category.).
- (5) They must have completed a 15-year program in the educational institutions in a foreign country, or must have completed a 15-year program in the educational institutions of a foreign country after taking a correspondence program offered in Japan by a foreign school, by March 2020\* and have been recognized by this graduate school as having obtained the prescribed number of credits with superior grades.
- (6) They must have been recognized to have scholastic attainments that are at least the equivalent of those of graduates of foreign universities, based on an examination, conducted by this graduate school, of the applicant’s qualifications to enter this school, and be also 22 years of age or be going to turn 22 by March 2020\*.

Applicants who would meet the Required Qualifications (5) or (6) above need another procedure in advance. Please see “10. Request for Judging Applicant’s Qualification to Take the Entrance Examination”.

### 3. Application Procedure

Applicants should submit the application materials of the following item (3).

(1) Application Period: December 17, Tue. – December 18, 2019, Wed. (without fail)

(2) Application Method

① If mailing your application in Japan, please send it by a registered mail, writing “Contents: Application for Master’s Program for Double Degree Program Special Selection” in red on the envelope..

If mailing from outside Japan, send it by EMS (Express Mail Service).

Mailed applications must arrive before 17:00 by the same deadline as above.

Incomplete documents might be not accepted. When application is to be made directly from abroad, applicants are strongly advised to contact the Graduate Student Affairs at the Administration Office for Faculty of Engineering for confirmation of the applications well ahead of the application deadline.

② If submitting your application in person, visit our office, the Graduate Student Affairs at the Administration Office for Faculty of Engineering.

Venue: Faculty of Engineering Bldg. #11, 1<sup>st</sup> floor

Time: 9:00-12:00, 13:00-17:00

(3) Application Materials

Those prescribed forms of **A1-a** **A1-b** **B1-a** **B1-b** **A2** **B2** and **C** should be downloaded to use from the website of the graduate school.

<i>Required Materials</i>	<i>Notes</i>
① Application Forms	Fill in the prescribed form as below. > <b>A1-a</b> <b>A1-b</b> for April Admission > <b>B1-a</b> <b>B1-b</b> for October Admission
② Admission Ticket for Examination and Photo ID Card	Fill in the prescribed forms as below. Do not separate these forms of Admission Ticket for Examination from Photo ID Card. > <b>A2</b> for April Admission > <b>B2</b> for October Admission
③ Official Transcripts	An official transcript prepared by the president or dean of the last attended university.
④ (Expected) Graduation Certificate	An officially certified copy of the (expected) graduation certificate prepared by the president or dean of the last attended school. The applicant who would submit an expected graduation certificate, must submit a graduation certificate following completion of their undergraduate program by the time of the entrance procedures.
⑤ 3 Photographs	Affix 3 identical-frontal photographs from the waist up of yourself, without a hat, taken in the 3 months prior to application with a glue; one to the prescribed place on Application Form <b>A1-a</b> or <b>B1-a</b> and the others on Admission Ticket for Examination and Photo ID Card <b>A2</b> or <b>B2</b> . (photo size: 4 cm long x 3 cm wide)
⑥ Certificate of Enrollment	An official certificate prepared by the president or dean of the home university. Any format is acceptable. Those who have been accepted by the home university should submit an official acceptance certificate prepared by the president or dean.
⑦ Letter of Recommendation	A letter of recommendation prepared by a faculty member of the home university. Any format is acceptable.
⑧ Curriculum Vitae (CV)	Download and fill in the prescribed form <b>C</b> .
⑨ Certificate of Residence ( <i>Juminhyo-no-Utsushi</i> ) or Photocopy of Passport	<p>● <b>Applicants residing in Japan</b></p> <p>A certificate of residence (<i>Juminhyo-no-Utsushi</i>). This document must be obtained at the city, ward, town or village office in which the applicant resides. <b>Photocopy is not accepted.</b> This must include information as below.</p> <ol style="list-style-type: none"> <li>1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>)</li> <li>2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan</li> <li>3. Nationality</li> </ol> <p>However, we are not allowed to accept the one written the code of the Social Security and Tax Number System (called “My Number” System).</p>

	<p>● <b>Applicants residing out of Japan</b></p>
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A photocopy of passport, the part that shows name, date of birth, sex and the visa status, or the part with Japanese visa, must be submitted.

(4) Points of Concern Regarding Application Submission

- ① Incomplete applications may not be accepted.
- ② **All official and original copies are required unless otherwise specified.** Photocopies, faxes and unofficial printouts cannot be accepted. Submitted documents for application will not be returned under any circumstances. In case you wish to submit an original copy which cannot be reissued, be sure to consult the Graduate Student Affairs at the Administration Office for Faculty of Engineering in advance.
- ③ A word processing software may be used to fill in the forms prescribed by this school, that are to be submitted. (You may not paste a piece of paper downloaded or copied on the prescribed form with a glue.)
- ④ Changing the contents of submitted documents will not be allowed once the application procedures are completed. However, if you change your address after the application, please provide written notification to that effect (the form to be used is optional).
- ⑤ Entrance permission may be revoked at any time, even after enrollment, if the application documents are found to be invalid or containing any false information.
- ⑥ Regarding the procedure of the visa for taking the exam, applicants residing abroad must make sure of it well in advance and follow the procedure at the nearby Japanese Embassy or Consulate in their country on their own responsibility.
- ⑦ In addition to being used for selecting applicants, personal information collected in the applicant selection process may be used for such purposes as managerial and administrative activities, academic guidance activities, and activities related to research and study on applicant selection methods.
- ⑧ Applicants are not charged the examination fee based on the agreement on Double Degree Program.
- ⑨ Contact & Destination of Admission Application Submission

Graduate Student Affairs

Administration Office for Faculty of Engineering

Chiba University

Address: 1-33 Yayoi-cho, Inage-ku, Chiba City, Chiba 263-8522 Japan

TEL: 043-290-3885

Email: kougaku-daigakuin@office.chiba-u.jp

#### 4. Entrants Selection Process

(1) Selection Method

Applicants will be selected based on an examination (an oral interview) and academic transcripts.

(2) Examination

Oral interview: It will include a check in the basic scholastic ability and a research proposal and others.

\*For applicants residing abroad, the examination date and place might be considered and then decided based on the advance consultation before the admission application. Please contact desired supervisor for more information.

(3) Examination Date and Time

February 6, 2020, Thu., 10:00 a.m.

(4) Examination Location

It will be held at Nishi-Chiba campus at Chiba University. Please confirm the notice posted on the bulletin board for more details. (See section 5-(1) below.)

#### 5. Precautions

- (1) Necessary information about the examination and assignment of examination rooms will be posted on the bulletin board of the Faculty of Engineering Bldg. #10 at 10:00 a.m. on the day before the examination. (See the back cover map of this booklet.)
- (2) Please be sure to bring and have your Admission Ticket for Examination with you on the entrance examination day.
- (3) On the entrance examination day, there happen to be some traders concerned with soliciting for notice of the exam results by telegram or the sales of goods at the nearby station or campus around. Those acts bear no relation to Chiba University. You must be careful not to be in troubled by being charged unreasonably for them. Chiba University will take no responsibility for it even if such an accident happens

## 6. Announcement of Examination Results

Date and Time: February 21, 2020, Fri., 2:00 p.m.

It will be posted on the main bulletin board of Faculty of Engineering Bldg. #10.

For all applicants, the Graduate School of Engineering will promptly send, the letter of the examination results to the address written on the prescribed form **A1-a** or **B1-a**, by a simple registered mail or EMS. For successful applicants who are accepted, a Letter of Notification of Acceptance (*Gokaku Tsuchisho*) and the relative documents such as admission procedures will be also sent.

Any questions concerning results by telephone or email are not available.

## 7. Entrance Procedures

### (1) Period

<i>Admissions</i>	<i>Entrance Procedures</i>
April 2020 Admission	March 16, Mon. — March 17, 2020, Tue.
October 2020 Admission	September 17, Thu. — September 18, 2020, Fri. (estimated)

**April 2020 Admission:** The relative documents such as admission procedures will be sent by a simple registered mail or EMS with the Notification of Acceptance on the day of the announcement of examination results.

**October 2020 Admission:** The relative documents such as admission procedures will be sent by a mail called Letter Pack Light or EMS in around late August 2020.

Note: 1. A Letter of Notification of Acceptance or Admission Ticket for Examination will be needed for administrative process upon the entrance procedures. Please keep it securely.

2. **The successful applicants who did not complete the entrance procedures within the prescribed entrance procedures period mentioned above, will be regarded as enrollment declining.**

### (2) Expenses

■ Admission/Tuition Fees: Applicants are not charged those fees based on the agreement on Double Degree Program.

■ Fee for Student Health Mutual Aid Society: JPY4,000 (for 2 years)

This is required of all students and is payable at any post office or Yucho Bank.

The purposes of this society are for students to aid one another at times of illness and injury, and to contribute actively to the maintenance of student health.

For details, please inquire at the Student Health Mutual Aid Society Department.

Phone: (043) 290-2220

Email: def2219@office.chiba-u.jp

■ Premium for Student Disaster and Injury Insurance (coupled with Liability Insurance): JPY2,430 (for 2 years)

This is required of all students and is payable at any post office or Yucho Bank.

That insurance covers injuries incurred in class, school events, extracurricular activities and commuting to school. It also covers property damage or injuries to other people. The new insurance premiums will go into effect as of the time of the revision if the insurance premiums have been revised.

For details, please inquire at Student Support Division in the Department of Student Affairs.

Phone: (043) 290-2162

Email: ddc2162@office.chiba-u.jp

## 8. Completion Conditions

The standard residence period in the master's program is two years. It is the necessary conditions to complete the master's program that you must be registered for two years or more, and also take thirty credits or more which are provided by this graduate school, and besides, successfully pass inspection of the master's thesis or the result of study on a specific subject, and the final examination.

## 9. Early Completion

A student may shorten the period required to complete the master's program to one year if the student has met the completion conditions in the program, and besides, achieved excellent research results while enrolled in the program.

### 10. Request for Judging Applicant's Qualification to Take the Entrance Examination

The applicant applicable under either Qualification (5) or (6) must follow this procedure so that the graduate school could judge whether he/she is qualified to take the entrance examination.

Please contact the Graduate Student Affairs at the Administration Office for Faculty of Engineering before applying.

#### (1) Required Materials

Submit the documents listed below with a ○ mark by the application deadline. Those prescribed forms of **C** and **D** should be downloaded to use from the website of this graduate school.

Required Materials	Notes	Qualification	
		(5)	(6)
Request for Judging Applicant's Qualification to Apply for Master's Program	Download and fill in the prescribed form <b>D</b> .	○	○
Official Transcripts	An official transcript prepared by the president of the last attended university.	○	○
(Expected) Graduation Certificate	An officially certified copy of the official (expected) graduation certificate prepared by the president or dean of the last attended university.	○	○
Letter of Recommendation	Prepared by the president or dean of the last attended university. Any format is acceptable.	○	○
Certificate of Enrollment	An official certificate prepared by the president or dean of the home university. Any format is acceptable. Those who have been accepted by the home university, should submit an official acceptance certificate prepared by the president.	○	○
Curriculum of Undergraduate Education	Subjects and the number of credits required for graduation must be specified.	○	/
Curriculum Vitae (CV)	Download and fill in the prescribed form <b>C</b> .	○	○
Certificate of Residence ( <i>Juminhyo-no-Utsushi</i> ) or Photocopy of Passport	<p>● <b>Applicants residing in Japan</b> This document must be obtained at the city, ward, town or village office in which the applicant resides. <b>Photocopy is not accepted.</b> This must include information as below.</p> <ol style="list-style-type: none"> <li>1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>)</li> <li>2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan</li> <li>3. Nationality</li> </ol> <p>However, we are not allowed to accept the one written the code of the Social Security and Tax Number System (called "My Number" System).</p> <p>● <b>Applicants residing outside Japan</b> Please submit a photocopy of passport that indicates full name, date of birth, sex, and if applicable, a copy of Japanese visa page.</p>	○	○
Others	A writing sample or treatise which is useful for the judge.	/	○

(2) Submission Period: November 14, Thu. – November 15, 2019, Fri. (without fail)

(3) Submission Method

① If mailing your application in Japan, please send it by a registered mail, writing "Contents: Request for Judging Applicant's Qualification for Master's Program for MEXT Scholarship Int'l Students Special Selection" in red on the envelope.

If mailing from outside Japan, send it by EMS (Express Mail Service).

Mailed applications must arrive before 17:00 by the same deadline as above.

Incomplete documents might be not accepted. When application is to be made directly from abroad, applicants are strongly advised to contact the Graduate Student Affairs at the Administration Office for Faculty of Engineering for confirmation of the applications well ahead of the application deadline.

① If submitting your application in person, visit our office, the Graduate Student Affairs at the Administration Office for Faculty of Engineering.

Venue: Faculty of Engineering Bldg. #11, 1<sup>st</sup> floor

Hours: 9:00-12:00, 13:00-17:00

(4) Notification of Results

Applicants will be notified of the decision whether to recognize their qualification by a simple registered mail or EMS.

(5) Admission Application Procedures

The applicants who are approved that they are qualified to take the entrance examination by this graduate school, still need to submit the rest of the admission application documents during the admission application period (See Section 3 and 4.), though the documents already submitted in this recognition process are not necessary to be resubmitted for that.

(6) Entrants Selection Process

The admission's selection of the applicants approved in this recognition process, is conducted in the same manner as general applicants.