

Chiba University
Graduate School of Science and Engineering

Master's Program for
International Research Students
at the Graduate Level Special Selection

Admission Guidelines
October 2020 Admission

Department of Design in
Division of Creative Engineering

Before applying, please contact directly a desired research supervisor in the education and research field that you wish to choose to confirm your choice.

This admission guidelines is for the applicants to join the special master's programs to the department of Design in the division of Creative Engineering at the Graduate School of Science and Engineering, Chiba University, from one of the overseas sister universities, and would aim to obtain the master's degree.

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 Graduate School on the website.

OUTLINES OF THE PROGRAMS

◆ **Continents Design Education Program/CODE Program**

The program is provided in collaboration with universities in three areas: Japan, the United States and Europe with distinctive design educational program. The goal of this program is to nurture global designers who potentially take big roles in creative industries, particularly service industry and contents industry by recruiting excellent students from all over the world. By this, the program ultimately encourages the creation of new Japanese industries in the future.

The program is run in collaboration with the following twelve universities in the United States and European universities: Glasgow School of Art (U.K.), TH Köln-Technische Hochschule Köln (Germany), École Nationale Supérieure de Création Industrielle, ENSCI (France), Strate School of Design (France), L'École de Design Nantes Atlantique (France), Politecnico di Milano (Italy), ISIA Roma Design (Italy), The New School (U.S.), College for Creative Studies (U.S.), University of Cincinnati (U.S.), Aalto University School of Arts, Design and Architecture (Finland) and IADE-U Instituto de Arte, Design e Empresa-Universitário (Portugal). Excellent students from these universities are welcomed to Chiba University to enroll in the master's degree program. The program consists of two types: the program that grants only Chiba University's degree, and the double degree program that grants both Chiba and your own university's degree that is available in some of the universities. For students who wish to enroll in the latter, please apply for the Double Degree Program Special Selection.

◆ **Master of Asia Design Education Program/MADE Program**

This program is to address the expanding field of industrial design, and offers educational research in Asia centering on service design and engineering design. The program is jointly run by Chiba University and ten major Asian universities: Seoul National University (Korea), Yonsei University (Korea), Tsinghua University (China), Zhejiang University (China), Dalian University of Technology (China), China Academy of Art (China), Nanjing University of the Arts (China), Guangzhou Academy of Fine Arts (China), Nanyang Technological University (Singapore) and Institut Teknologi Bandung (Indonesia). Students of particular excellence will be invited to Chiba University to study for a master's degree. The program consists of the Double Degree Program, where students will obtain a degree each from the two universities, and the Degree Program where students will only obtain a degree from Chiba University.

◆ **Post Urban Living Innovation Education and Research Program/PULI Program**

This program focuses on the situations in Japan and Latin America to clarify the challenges faced by the world's urban areas, and will develop human resources in both countries who will contribute to living innovation in the future. The program is jointly run by Chiba University and five major Mexican universities: Universidad Panamericana (Mexico), Autonomous University of Aguascalientes (Mexico), University of Monterrey (Mexico), Tecnológico de Monterrey (Mexico), and Universidad Nacional Autónoma de México (Mexico). Students of particular excellence will be invited to Chiba University to study for a master's degree.

◆ **Campus Asia Plant Environment Innovation Program /CAPE Program**

This program is a joint educational program of plant environmental design integrating faculty of horticulture and engineering, and will address the expanding academic field that integrate the humanities and science. The program is jointly run by Chiba University and six major China and Korean universities: Tsinghua University (China), Zhejiang University (China), China Academy of Art (China), Nanjing University of the Arts (China), Guangzhou Academy of Fine Arts (China) and Yonsei University (Korea). Students of particular excellence will be invited to Chiba University to study for a master's degree. The program consists of the Double Degree Program, where students will obtain a degree each from the two universities, and the Degree Program where students will only obtain a degree from Chiba University.

1. Division, Department and Number of Students to Be Admitted

Division	Department	Program	Number of spaces available
			October 2020 Admission
Creative Engineering	Design	CODE Program	A few
		MADE Program	A few
		PULI Program	A few
		CAPE Program	A few

2. Qualifications for Admission Application

- 1) The applicant is currently enrolled in or graduated from (completed studying at) one of the following partner universities in approximately the last two years:
 - Glasgow School of Art (U.K.),
 - TH Köln-Technische Hochschule Köln (Germany),
 - École Nationale Supérieure de Création Industrielle, ENSCI (France),
 - Strate School of Design (France),
 - L'École de Design Nantes Atlantique (France),
 - Politecnico di Milano (Italy),
 - ISIA Roma Design (Italy),
 - The New School (U.S.),
 - College for Creative Studies (U.S.),
 - University of Cincinnati (U.S.),
 - Aalto University School of Arts, Design and Architecture (Finland),
 - IADE-U Instituto de Arte, Design e Empresa-Universitário (Portugal),
 - Seoul National University (Korea),
 - Yonsei University (Korea),
 - Tsinghua University (China),
 - Zhejiang University (China),
 - Dalian University of Technology (China),
 - China Academy of Art (China),
 - Nanjing University of the Arts (China),
 - Guangzhou Academy of Fine Arts (China),
 - Nanyang Technological University (Singapore),
 - Institut Teknologi Bandung (Indonesia),
 - Universidad Panamericana (Mexico),
 - Autonomous University of Aguascalientes (Mexico),
 - University of Monterrey (Mexico),
 - Tecnologico de Monterrey (Mexico),
 - Universidad Nacional Autonoma de Mexico (Mexico)
- 2) Those who have been successfully selected for the International Priority Graduate Programs/PGP for which Japanese Government (MEXT) scholarship international students, or personally-funded international students who are nominated by a sister university, are given preference.

Only those who fulfill the two conditions set forth above as well as one of the followings can apply for this program.

- (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 September 2020.
- (2) They must have completed a 16-year program in the educational institutions of a foreign country, or expect to complete such a course of study by September 2020, after taking a correspondence program offered by a foreign school in Japan.
- (3) They must have completed, or are expected to complete a foreign university curriculum by September 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 September 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 September 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 September 2020.

Applicants who would meet the Required Qualifications (5) or (6) above need another procedure in advance. Please see “4. Request for Judging Applicant’s Qualification to Take the Entrance Examination”.

3. Application Procedures

(1) Application Period: June 17, Wed. – June 18, 2020, Thu. (without fail)

(2) Application Method

① If mailing your applications in Japan, please send it by a registered mail, writing “Application for Master’s Program for International Research Student at the Graduate Level 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 Unit of the Student Affairs Division for Science and 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 Unit of the Student Affairs Division for Science and Engineering.

Venue: Faculty of Engineering Bldg. #11, 1st floor

Hours: 9:00-17:00

(3) Application Materials

Those prescribed forms of **B1-a**, **B1-b**, **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 B1-a and B1-b .
(2) Admission Ticket for Examination and Photo ID Card	Fill in the prescribed forms B2 . Do not separate these forms of Admission Ticket for Examination from Photo ID Card.
(3) Official Transcripts	An official transcript prepared by the president or dean of the last attended university is available.
(4) (Expected) Graduation Certificate	An officially certified copy of the (expected) graduation certificate prepared by the president or dean of the last attended university or college is available. The applicant who submits an expected graduation certificate, must submit a graduation certificate following completion of his/her undergraduate program by the time of the entrance procedure.

<p>(5) Examination Fee JPY30,000</p> <p>Note:</p> <p>1. Currently Japanese Government (MEXT) Scholarship Students are not charged. Contact us before applying.</p> <p>2. Others except the above applicants must pay the examination fee.</p>	<p>The examination fee should be paid ahead of the application deadline Japan time (See section 3). No refunds will be made. It will be, however, refunded to the applicants who paid it by mistake, and besides, didn't apply for the admission, in full if they finish the prescribed procedure for the refund by 5:00 P.M. March 31, 2021, Wed. For more details, please contact the Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering.</p> <p>● Applicants residing in Japan JPY30,000</p> <p>Payment by bank transfer (<i>furikomi</i>) will be accepted. The examination fee can be transferred by wire from any bank in Japan (except for Yucho Bank). The bank transfer form (<i>furikomi irai-sho</i>) is available at your bank. Moreover, an ATM (automatic teller machine) may NOT be used for paying. Payment by credit card will NOT be accepted.</p> <p>(1) Information for bank transfer: Bank Name: Chiba Bank Branch Name: Himawari Dai-Ichi Shiten Account Number: (Futsu Yokin) xxxxxx Branch Address: 1-2 Chibaminato, Chuo-ku, Chiba-shi, Chiba 260-0026 Japan Remittee: CHIBA DAIGAKU Remittee Address: 1-33 Yayoi-cho, Inage-ku, Chiba-shi, Chiba 263-8522 Japan</p> <p>(2) Bank transfer charge shall be borne by applicant. Please bank transfer at the branch service counter, and be sure to write "TM" (as admission code) and then applicant's name in the space to write sender's name (<i>goirainin</i>) in of the bank transfer form (<i>furikomi irai-sho</i>) at any bank (except for Yucho Bank). Note that the Examination fee must not be paid from an ATM (automatic teller machine). You cannot receive a certificate from the ATM (see (3) below.).</p> <p>(3) Following the bank transfer, you will receive a bank transfer certificate (payment receipt). Affix the copy of it to Application Form [B 1-a]. A certificate that does not have the stamp of the financial institution that handled the transaction will be invalid. Therefore, when you get the certificate, ensure that it has the stamp.</p> <p>● Applicants residing outside Japan JPY30,000</p> <p>Payment of the Examination Fee should be made by credit card BEFORE applying as follows:</p> <p>(1) Please visit our website of Japanese version and follow the procedure for the payment. <千葉大学 Chiba University website: http://www.chiba-u.ac.jp> → <入試案内> → <海外からの検定料支払い Payment of Entrance Examination Fee from Overseas> → <検定料支払い受付画面へ Examination Fee Payment (website: https://www.kentei.chiba-u.jp) ></p> <p>(2) You should soon receive an Email payment confirmation from Chiba University after your payment by credit card. You must print out the message of Email confirmation and submit it together with the Application Form [B 1-a] to the Graduate Student Affairs at the Administration Office for Faculty of Engineering.</p>
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	<p>Note 1. Check the appropriate item for credit card of Application Form B1-a.</p> <p>2. Payment could be made as from June 1, 2020, Mon. You must make a payment by credit card BEFORE applying.</p> <p>3. About the kind of credit cards available, you can check it on the website when you follow the payment procedure.</p> <p>Payment from abroad must be made by credit card only. Bank transfer will not be accepted. If you cannot make a payment by credit card, please contact the Graduate Student Affairs at the Administration Office for Faculty of Engineering.</p>
(6) 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 glue; one to the prescribed place on Application Form B1-a and the others on Admission Ticket for Examination and Photo ID Card B2 . (photo size: 4 cm long x 3 cm wide)
(7) Curriculum vitae (CV)	Fill in the prescribed form C .
(8) Certificate of Residence (<i>Juminhyo-no-Utsushi</i>) or Photocopy of Passport	<p>● Applicants residing in Japan This document must be obtained at the city, ward, town or village office in which the applicant resides. Photocopy is not accepted. This must include information as below.</p> <ol style="list-style-type: none"> 1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>) 2. Authorized period of stay (<i>Zairyu-kan</i>) in Japan 3. Nationality <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>● Applicants residing outside Japan Please submit a photocopy of passport that indicates full name, date of birth, sex, and if applicable, a copy of Japanese visa page.</p>

(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 Unit of the Student Affairs Division for Science and 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.
- 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, 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 The prescribed form **A** that is for other use for April Admission is not enclosed in this brochure.
- ⑨ Before applying, please contact a supervisor in the education and research field that you wish to choose, and inquire about the content and others of the related education and research so as to confirm your choice. If anything in the application process is unclear, please contact us, the Graduate Student Affairs Unit of the Student Affairs Division for Science and Engineering.
- ⑩ **Contact & Destination of Admission Application Submission**
Graduate Student Affairs Unit
Student Affairs Division for Science and 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. Request for Judging Applicant's Qualification

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 Unit of the Student Affairs Division for Science and Engineering before applying.

(1) Filling of Documents

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 <input type="checkbox"/> D.	<input type="radio"/>	<input type="radio"/>
Academic transcripts	An official transcript prepared by the president or dean of the last attended university.	<input type="radio"/>	<input type="radio"/>
(Expected) Graduation certificate	An officially certified copy of the official (expected) graduation certificate prepared by the president or dean of the last attended university.	<input type="radio"/>	<input type="radio"/>
Letter of recommendation	<p>● Applicant of Qualification (5) Prepared by the president or dean of the last attended university. The form to be used is optional.</p> <p>● Applicants of Qualification (6) If the applicant is employed, a letter from the head or an individual who is in a supervisory position at the workplace may be used. Otherwise, a letter of self-recommendation is acceptable. The form to be used is optional.</p>	<input type="radio"/>	<input type="radio"/>
Curriculum of undergraduate education	Subjects and the number of credits required for graduation must be specified.	<input type="radio"/>	/
Curriculum vitae (CV)	Download and fill in the prescribed form <input type="checkbox"/> C.	<input type="radio"/>	<input type="radio"/>
Certificate of residence (<i>Juminhyo-no-Utsushi</i>) or Photocopy of passport	<p>● Applicants residing in Japan 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. Photocopy is not accepted. This must include information as below.</p> <ol style="list-style-type: none"> 1. Visa status (<i>Zairyu-shikaku</i> or <i>Zairyu-kubun</i>) 2. Authorized period of stay (<i>Zairyu-kikan</i>) in Japan 3. Nationality <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>● Applicants residing outside Japan 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.</p>	<input type="radio"/>	<input type="radio"/>
Others	A writing sample or treatise which is useful for the judge.	/	<input type="radio"/>

(2) Submission Period: May 13, Wed. – May 15, 2020, Fri. (without fail)

(3) Submission Method

① If mailing your application in Japan, please send it by a registered mail, writing “Request for Judging Applicant’s Qualification for Master’s Program for International Research Student at the Graduate Level 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 Unit of the Student Affairs Division for Science and 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 Unit of the Student Affairs Division for Science and Engineering.

Venue: Faculty of Engineering Bldg. #11, 1st floor

Hours: 9:00-17:00

(4) Notification of Results

Applicants will be notified of the decision whether to recognize their qualification by a 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.

5. 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

August 17, 2020, Mon., 10:00 A.M.

(4) Examination Location

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

6. Precautions

(1) Necessary information about the examination and assignment of examination rooms will be posted on the bulletin board of the Faculty of Engineering (Faculty of Engineering Bldg. #10) at 10:00 a.m. on the day before the examination.

(2) Please be sure to bring and have your Admission Ticket for Examination with you during examination period.

(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.

7. Announcement of Examination Results

Date and Time: September 1, 2020, Tue., 2:00 P.M.

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

For all applicants, the graduate school will promptly send, the letter of the examination results to the address written on the prescribed form **B 1-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.

8. Entrance Procedures

(1) Period

September 17, Thu. — September 18, 2020, Fri.

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 Fee: JPY282,000 (once at matriculation)

■ Tuition Fee: JPY321,480 per semester (annual total tuition: JPY642,960)

Successful applicants of Japanese government/MEXT scholarship international students are not charged both Admission and Tuition Fees.

Notes

(a) Applicants of October Admission should pay the tuition for Fall semester in November by automatic withdrawal, *Koza Hikiotoshi* which is available in the banking systems. The detailed information on automatic withdrawal, *Koza Hikiotoshi* will be given at the time of the entrance procedure.

(b) If the tuition or others be revised, the new tuition or others will go into effect as of the time of the revision.

(c) There is a system by which the enrollment fee and tuition may be waived.

For details, please refer to the webpage below:

<http://www.chiba-u.ac.jp/international/isd/english/guide/tuition.html>

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

Phone: (043) 290-2178

■ 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) 290-2168

Email: dee2235@office.chiba-u.jp

9. 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.

10. 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.