

**Graduate School of Medicine, Kyoto University
Admission Guidelines for
Doctoral Program in Public Health for 2016**

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The information in the guidelines is subject to change without notice.

Refer to the latest information available at

<http://www.med.kyoto-u.ac.jp/E/exam/exam.htm>

Message to Prospective Applicants for Doctoral Program in Public Health

The purpose of this program is to study academic issues that are necessary to search, evaluate, analyze and solve problems concerning health and diseases of "individuals in society". The students who complete this program are expected to be involved, in the future, with high degree of education/research in the areas of domestic/international healthcare, medical care, or welfare. Since the academic disciplines intended for research are broadly interdisciplinary and include natural science and humanities, we welcome enthusiastic individuals from any academic field to pursue the purpose described above.

I Major and Enrollment Capacity

Public Health: 12 (including students from Special Selection for Working Applicants)

To learn more about the research fields in our program, please refer to the website of Graduate School of Medicine:
http://www.med.kyoto-u.ac.jp/E/grad_school/department/public_health/public_health.htm

II Eligibility Requirements

An individual who possesses or will possess one of the following requirements by the end of March 2016 is eligible to apply;

1. an individual who holds a Japanese master's degree, or a Japanese degree of Master (Professional) or a Japanese degree of Juris Doctor (Professional);
2. an individual who has completed a degree program outside of Japan which is equivalent to the master's program or the professional degree program of the Graduate School of Medicine, Kyoto University;*
3. an individual who has taken an international degree program in Japan through distance/online education which is conducted by a school outside of Japan, and completed a program that is equivalent to the master's degree program or the professional degree program of the Graduate School, Kyoto University;*
4. an individual who has completed a postgraduate program in Japan which is conducted by a university outside of Japan which is positioned as a facility that has curricula of a postgraduate school under the education system in said country, and designated by the Minister of Education, Culture, Sports, Science and Technology (limited to a program that is equivalent to the master's degree program or the professional degree program at the Graduate School of Kyoto University;*
5. an individual who has completed a program of the United Nations University (limited to the university defined in Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University (Act 72 of 1976) Article 1, Section 2) and awarded a degree equivalent to a master's degree;
6. an individual who completed an educational program outside of Japan, at an educational facility designated as in 4. or of United Nations University and passed a Qualifying Examination or equivalent assessment prescribed by the Article 16-2 of Graduate School Establishment Law (1974, Ministry of Education Directive No.28) and has been recognized by the Graduate School of Medicine, Kyoto University as having academic ability equivalent or superior to those who possess a master's degree' (Eligibility Screening is required; see item V);
7. an individual who has been designated by the Minister of Education, Culture, Sports, Science and Technology [Notification No. 118, Ministry of Education, September 1, 1989] (Eligibility Screening is required; see item V);
 - 1) an individual who has graduated from a university, and engaged in a research for at least two years at a university or a research institute etc., and who is determined by a graduate school to have an academic ability equivalent or superior to that of a master's degree holder as a result of an achievement in the research;
 - 2) an individual who has completed 16 years of school education outside of Japan or has taken class subjects in Japan through correspondence education which is offered by a foreign school and completed 16 years of school education defined outside of Japan, and engaged in a research for at least two years at a university or a research institute etc., and who is determined by a graduate school to have an academic ability equivalent or superior to

that of a master's degree holder as a result of an achievement in the research;

8. an individual who is recognized by the Graduate School of Medicine of Kyoto University to have academic ability equivalent or superior to that of an individual who fulfills above Eligibility Requirement 1. as a result of the individual eligibility screening for admission and has reached the age of 24 (Eligibility Screening is required; see item V).

* An applicant who has graduated from a university outside of Japan and has completed a degree program at a graduate school outside of Japan, or who has obtained a master's degree outside of Japan, must submit a copy of graduate/completion certificate with "Preliminary Eligibility Check Sheet" enclosed to the guideline booklet to the Academic Affairs/Student Support Office at the Graduate School of Medicine by **Thursday, August 20, 2015, 5:00 pm (JST)**.

Requests from applicants who live outside of Japan to check their application eligibility can be accepted by email. The procedure will be different from the domestic application. The online application T-cens registration must be done by August 20, 2015 and applicants are required to finish "Preliminary Eligibility Check" by that time. Refer to the following URL to find out the admission information. <http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/>

Note: An applicant who is eligible for **Special Selection for Working Applicants** must correspond to the any of the requirements above and have work experience for at least one year in a full-time (tenure) position at the time of application. However, an applicant who has completed or is expected to complete a master's degree program in medical sciences or the professional degree program in the School of Public Health at the Graduate School of Medicine of Kyoto University is not eligible to apply Special Selection for Working Applicants.

III Application Procedures

1. Application Period

Tuesday, September 15, 2015 - Thursday, September 17, 2015 by 5:00 pm (JST)

(Materials must arrive by the above deadline strictly)

The reception hours at the office in the Graduate School of Medicine are:

9:00 am-12:00 pm, and 1:00 pm-5:00 pm

If you are sending your package of materials by postal mail, it must arrive by 5:00 pm on the day of the deadline. However, the package will also be accepted even after the deadline, only if the package is sent by registered express mail (only from within Japan) and postmarked no later than Tuesday, September 15, 2015 by the dispatching post office.

Those who live outside of Japan, apply through the online admission system "T-cens". Refer to the following URL to find out the information about the online application procedure.

<http://www.med.kyoto-u.ac.jp/en/apply/entrance_examination/>

2. Submission Method

Send the package of admission materials by **registered express mail** using the envelope enclosed to the guideline booklet.

Use the envelope enclosed in the guideline booklet, even if you are submitting the materials directly to the office in person.

3. Application materials should be sent to;

Academic Affairs/Student Support Office,
Graduate School of Medicine, Kyoto University
Yoshida Konoe-cho, Sakyo-ku, Kyoto, Japan 606-85014.

Application Materials (* on the left of the table indicates using of designated forms enclosed to the guideline booklet)

*	1	Application Form for Admission	Please fill in all the required information on both sides on the form enclosed to the guideline booklet. Before submitting your application, applicants must contact a professor(s) in "Research Field(s)" of your choice from the list on our website to obtain prior approval of applying to the program.
	2	Official Academic Transcript	These certificates must be prepared and sealed (or signed) by the dean of the graduate school you are currently attending or graduated from, and both should be written in English or Japanese. (Original or authorized copy) Applicants who have completed (or are expected to complete) the master's program/professional degree program at the Graduate School of Medicine of Kyoto University, or who fulfill Requirement 6, 7 or 8 do not need to submit these items in the application period.
	3	Completion Certificate (or Certificate of Expected Completion)	
	4	Research Protocol	Please submit the abstract of your master's thesis and a future research protocol summarized and printed in approximately two pages in A4 size paper (Form: free). Applicants who fulfill Requirement 6, 7 or 8 are required to write about the progress of your research instead of the abstract of master's thesis.
*	5	Exam Admission Ticket / Photograph Card	Two photographs (3.5cm×4.5cm) to be pasted into appropriate place on the exam admission ticket/photograph card enclosed to the guideline booklet.
*	6	Self-addressed Stamped Envelope for the return of your exam admission ticket	Please put your name, address and postal code in Japan and attach 362 yen stamp (for Japanese domestic express mail) on an envelope enclosed to the guideline booklet.

*	7	Evidence of Payment for Application Fee (Pasted on the designated form)	<p>Application fee: 30,000 yen [Japanese government (MEXT scholarship) sponsored international students, those who passed the final selection of MEXT Scholarship with a certificate, and those expected to complete master's or professional degree programs at Kyoto University need not pay application fee]</p> <p>For applicants from the affected regions under the Disaster Relief Act whose head of household has been adversely affected by the March 2011 Great East Japan Earthquake (Tohoku earthquake and tsunami), the application fee may be waived. Please ensure to submit a copy of Risai-Shomeisho (Disaster Victim Certificate). For further details about the application, contact Academic Affairs/Student Support Office at Graduate School of Medicine as soon as possible. (An application submitted after September 4 will not be acceptable.)</p> <p>Payment period: From Wednesday, September 9 to Thursday, September 17, 2015</p> <p>[Payment method] 1) Enter the applicant's name in the appropriate sections (three sections) on the "Application Fee Payment Request Form" provided by the Graduate School of Medicine (enclosed to the guideline booklet) Take the form to a Japanese bank (payment through post office or Japan Post Bank is not available), and make your payment. *Please note that payment via ATM or the Internet is not accepted.</p> <p>2) No transfer fee is charged if payment is made at the head office or a branch office of Sumitomo Mitsui Banking Corporation. If payment is made at any other bank, the cost of transfer shall be borne by the applicant.</p> <p>3) After making payment, make sure that the bank's receipt seal is stamped on the "Evidence of Payment for Application Fees" and the "Application Fee (and Transfer Fee) Receipt" returned from the bank. Paste the "Evidence of Payment for Application Fees" (left portion) on the "Form for affixing evidence of payment for application fees" (Applications will not be accepted if the evidence does not bear the bank's receipt seal.)</p> <p>4) Application examination fees will not be returned once the application form has been processed.</p>
*	8	Address label (enclosed to the guideline booklet)	<p>Please fill out your name and postal address in Japan (or laboratory name) to be used for receiving the examination decisions and enrollment procedures. *Please make sure the letters are not exceeding the size of the address sticker.</p>
	9	Photocopy of Residence Card/Alien Registration Card, or Certificate of entry in the resident card	<p>Only for international students. Please submit copies of both side of Residence Card/Alien Registration Card. If the applications are currently residing overseas, please submit a copy of her/his passport.</p>
	10	Certificate of Japanese Government-sponsored (MEXT Scholarship) international student	<p>Only for international students sponsored by the Japanese Government elsewhere other than at the faculty of Medicine or the Graduate School of Medicine of Kyoto University.</p>
*	11	Certificate of Employment Period (For Special Selection for Working Applicants)	<p>Only for applicants for the Special Selection for Working Applicants. The certificate must be written on the designated form enclosed to the guideline booklet and issued by the chief employer.</p>
*	12	Letter of Consent	<p>Only for applicants who wish to continue their employment, even after enrolling the program. The certificate must be issued by the chief employer on the designated form enclosed to the guideline booklet.</p>

- Notes: 1) The content of submitted application materials cannot be changed in principle.
 2) Processed exam admission tickets will be sent in the middle of October 2015.

IV Evaluations

Applicants are evaluated comprehensively by performance on the entrance examinations, the content of the research protocol and the academic transcripts.

1. Examinations

(General Selection and Special Selection for Working Applicants)

Time and Date		Subjects		Place
Wednesday, November 4, 2015	9:00am - 10:30am	Foreign Language (English)	Written Exam	Graduate School of Medicine, Kyoto University (Inside of Faculty of Medicine Campus)
	11:00am - 12:40pm	Public Health (3 questions) [2 questions]	Written Exam	
	From 2:00pm	Interview regarding the research field you wish to enroll in	Oral Exam	

*The number within [] indicates the number of questions for examinees in Special Selection for Working Applicants.

*Applicants must arrive at the examination location (Graduate School of Medicine, Kyoto University) by 8:30 am on the date of the examination. The location of examination rooms will be posted on the bulletin board of the Graduate School of Medicine at 8:00 am on the day of the examination.

2. Regarding the subject "Foreign Language"

- 1) English is the only language provided for the subject "Foreign Language".
- 2) No dictionaries are allowed to use.

3. Regarding the subjects "Public Health"

No dictionaries are allowed to use.

V Eligibility Screening (Applicants fulfilling under "II Eligibility Requirements" 6, 7 and 8)

1. Application Deadline

An applicant fulfilling Eligibility Requirements 6, 7 or 8 is required to submit the following application materials for Eligibility Screening to the Academic Affairs/Student Support Office by Thursday, August 20, 2015, 5:00pm. (The materials must arrive by the above deadline).

When sending the materials by post, please write "Application for preliminary eligibility screening for the Doctoral Program in Public Health at the Graduate School of Medicine for 2016" in red on the front side of an envelope, and send the materials by registered express mail. Application materials will also be accepted even after the deadline, only if the materials are sent by registered express mail (only from within Japan) and postmarked no later than Tuesday, August 18, 2015 by the dispatching post office.

2. Address for Sending Application Materials

Graduate School of Medicine, Kyoto University
Academic Affairs/Student Support Office
(Manager of Graduate School Academic Affairs)
Yoshida Konoe-chō, Sakyo-ku, Kyoto, Japan 606-8501

3. Application Materials for Eligibility Screening

(* indicates using of designated forms enclosed to the guideline booklet)

(1) Eligibility Requirement 6:

An individual who completed an educational program outside of Japan, at an educational facility designated as in Eligibility Requirement 4. or of United Nations University and passed a Qualifying Examination or equivalent assessment prescribed by the Article 16-2 of Graduate School Establishment Law (1974, Ministry of Education Directive No.28) and has been recognized by the Graduate School of Medicine, Kyoto University as having academic ability equivalent or superior to those who possess a master's degree.

*	Application form for preliminary eligibility screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Letter of recommendation for preliminary eligibility screening (Designated Form)	The letter has to be prepared by the chairperson or a research advisor of a school/company in which you are/were enrolled (must be confidentially sealed).
	Certificate of final academic records	Certification of passing the Qualifying Examination or equivalent assessment and academic transcripts. (Original or Authorized copy in English or Japanese)
	Documents which detail the final academic records	1) Documents which detail the examination procedure and qualifying criteria of the Qualifying Examination or equivalent assessment. 2) The curriculum details (course list and course outlines) of the program equivalent to master's program which applicant has completed.
	Education outline of all programs which the applicant has completed in secondary and higher education.	Documents which indicate the education outline of all programs which the applicant has completed in secondary and higher education.

(2) Eligibility Requirement 7:

An individual who is designated by the Minister of Education, Culture, Sports, Science and Technology [Notification No. 118, Ministry of Education, September 1, 1989] (an individual who has been engaged with a research for at least two years after graduating from a university (please see II-7, page 1 for details))

*	Application form for preliminary eligibility screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Certificate of Employment Period (Designated Form)	The certificate must be issued by the head of institution/company. In the case of a private company, the period when you are/were assigned to a research institute must be clearly written.
*	Letter of recommendation for Eligibility Screening (Designated Form)	The letter has to be prepared by the chairperson or a research advisor of a program in which you are/were enrolled (must be confidentially sealed).
	Applicant's research history (CV)	Please describe your research activities at the institute you currently belong to (including a list of publications/achievements).
	Research performance records of your affiliated institute/company	Annual report of the institute, academic society bulletins, etc.
	Certificate of final academic records	Graduation (Completion) certificate and academic transcript. (Original or Authorized copy)

(3) Requirement No. 8:

An individual who is recognized by the Graduate School of Medicine of Kyoto University as having academic ability equivalent or superior to that of an individual fulfilling Eligibility Requirement 1 as a result of the individual eligibility screening for admission and has reached the age of 24

*	Application Form for Eligibility Screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Letter of recommendation for eligibility screening (designated form)	The letter has to be prepared by the dean or a research advisor of a program in which you are/were enrolled (must be confidentially sealed).
	Applicant's research history (CV)	Please describe your research activities at the institute you currently belong to (including a list of publication/achievements).
	Certificate of final academic records	Graduation (Completion) certificate and academic transcript. (Original or authorized copy)

4. Eligibility Screening

Applicants are evaluated by their research activities, list of publications/achievements and other information described in the submitted materials.

5. Screening Decisions

The decisions of the Eligibility Screening will be notified to applicants by special registered mail (domestic) in the middle of September, 2015.

* Online Applicants can confirm their decisions on T-cens.

VI Admission Decisions

At 11:00am (JST), Friday, November 27, 2015, the list of examination numbers of successful applicants are to be posted on the bulletin board of the Graduate School of Medicine, and acceptance letters are to be sent to the successful applicants.

The list will also be posted on the website of the Graduate School of Medicine

(http://www.med.kyoto-u.ac.jp/apply/entrance_examination/).

(No Telephone inquiries will be accepted)

You must keep your exam admission ticket until the enrollment procedures are completed.

VII Enrollment Procedures

1. Admission Fee : 282,000 yen

2. Tuition for first semester: 267,900 yen (total annual tuition: 535,800 yen)

*The amounts indicated above are tentative and subject to change.

*If the above amounts are revised at or after the time of enrollment, the new amounts will be applied at the time of payment.

3. Information regarding the payment schedule for the admission fee, materials to be submitted, Japan Student Services Organization for Scholarships, and tuition exemption and others will be sent by postal mail to your Japanese address at the beginning of March 2016.

VIII Others

1. When requesting the admission guidelines booklet by postal mail, please enclose a "Square No. 2" size envelope (write a delivery address, name and postal code, and attach 400-yen-stamp on the face) along with your contact telephone number, write "Request for admission guidelines for the doctoral degree program in public health, 2016" in red on the face of a sending envelope, and send the request to the address below. (for domestic mail only)

2. Applicants with physical disabilities who require special arrangements for taking the examination should contact Academic Affairs/Student Support Office, before submitting their application.
3. Kyoto University is committed to protecting the individual privacy of applicants by restricting the use of all collected information as specified by Kyoto University Personal Information Protection Regulations. In accordance with these policies, the information on our application (personal information, exam score, financial support, and others) may be used by Kyoto University officials only for appropriate administrative purpose. (1.for admission exam, 2.for enrollment & scholarship procedures, 3.for preparation for enrollment)

Revised in August, 2015

**Graduate School of Medicine,
Kyoto University**

<http://www.med.kyoto-u.ac.jp/en/>

Graduate School of Medicine, Kyoto University

Academic Affairs/Student Support Office

(Manager of Graduate School Academic Affairs)

Yoshida Konoe-chō, Sakyo-ku, Kyoto, Japan

606-8501

TEL : 075-753-4306 FAX : 075-753-4405

kyoumu-in@mail2.adm.kyoto-u.ac.jp