

Graduate School of Medicine, Kyoto University Admission Guidelines for Doctoral Program in Public Health for 2024 Intake

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

Refer to the latest information available at

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_dc/

Message to Prospective Applicants for Doctoral Program in Public Health

The purpose of this program is to foster human resources who have fundamental knowledge, professional knowledge, skills and attitude, high ethical standards, and a sense of responsibility which are necessary to search, evaluate, analyze and solve problems concerning health and diseases of “individuals in society”, and who can independently conduct an advanced academic research in health, medical care, and welfare disciplines. 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 aggressively pursue the purpose described above.

I Major and Enrollment Capacity

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

To learn more about Research Fields (departments) in our program, please refer to our web site of Graduate School of Medicine: <http://sph.med.kyoto-u.ac.jp/en/field/>

II Eligibility Requirements

An individual who possesses or will possess one of the following requirements by the end of March 2024 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 (see item III);
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 (see item III);
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 (hereafter "the MEXT")(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) (see item III);
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 IV);
7. an individual who has been designated by the MEXT [Notification No. 118, Ministry of Education, September 1, 1989] (Eligibility Screening is required; see item IV);
 - 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 IV).

Note 1: 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.

Note 2: An applicant who is eligible for **Special Selection for International Applicants** must correspond to the any of the requirements above and be foreign nationals residing in a foreign country at the time of application, approved by the prospective professor before the application procedure. 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 International Applicants. We do not accept simultaneous applications for Special Selection for International Applicants and the other doctoral programs in the Graduate School of Medicine of Kyoto University.

III Preliminary Eligibility Check (for those who have graduated from foreign university)

Those who have graduated or are expected to graduate from a foreign university must submit a Preliminary Eligibility Check Sheet and supporting documents via email to the Office of Student Affairs at the Graduate School of Medicine by **5:00 pm on Tuesday, August 1, 2023**.

Refer to the website for detailed information:

<https://www.med.kyoto-u.ac.jp/en/apply/exam/>

IV 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 Office of Student Affairs by Thursday, August 10, 2023, 5:00pm.

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 2024” in red on the front side of an envelope, and send the materials by registered express mail. The materials must arrive by the above deadline. Application materials postmarked on or before Monday, August 7, 2023 (if mailed from within Japan), and that were sent by registered express mail will be accepted even if they arrive after the deadline.

Overseas applicants must send the materials by international delivery service like EMS with tracking number and materials must arrive by the aforementioned deadline.

2. Application documents should be submitted or mailed to:

Office of Student Affairs, Graduate School of Medicine, Kyoto University
Yoshida Konoe-cho, Sakyo-ku, Kyoto 606-8501, Japan

3. Documents to submit

(* indicates using of designated forms which must be downloaded from the website)

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_dc/

(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 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	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 only / must be written 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 MEXT [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)(refer to Item II-7 for details)

*	Application form for eligibility screening	Fill in your academic history since high school on the designated form enclosed to the guideline booklet.
*	Certificate of Employment Period	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	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 only / must be written in English or Japanese)

(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	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 only / must be written in English or Japanese)

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) by the application start date.

Overseas applicants will receive the decision by email and notification letter of eligibility screening decision will be sent to their prospective Research Field by the application start date.

V Application Procedures

Applicants must complete the 3 steps; “Online Application”, “Online Payment of the Examination Fee” and “Submission of the Application Documents”.

Go to the Online Application site from:

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_dc/

(The link to the “Link to the Online Application site” page is available only during the application period below.)

Upload a photo file in the Personal Information section when registering online.

Applicants must prepare a photo file (JPEG/JPG) of a single person taken within the last three months with no hat or head covering unless there is a religious or medical reason.

International applicants who have not yet arrived in Japan must also upload a copy of their passport (the page with the face photo) (JPEG/JPG, PNG, GIF, PDF).

All the application materials must be enclosed to an envelope (“square No.2 size envelope (240mm x332mm) “or a similar size) as the submission envelope with the print out of the submission label from the online system pasted on.

Overseas applicants can send the submission envelope and put it into another envelope and send it to be delivered by the deadline below. Using EMS or another international courier service with mail tracking is recommended.

1. Application Period

Tuesday, September 5, 2023 - Monday, September 11, 2023 by 5:00 pm (JST)

(Materials must arrive during the above period)

Applicants must have completed the Online application, the Online payment and their application materials must be arrived and accepted during the above period.

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

Application materials should be sent to;

Office of Student Affairs, Graduate School of Medicine, Kyoto University

Yoshida Konoe-cho, Sakyo-ku, Kyoto, Japan 606-8501

TEL: +81-75-753-4306 FAX: +81-75-753-4405

If you are sending your package of materials by domestic postal service in Japan, the documents must arrive by 5:00

pm on the day of the deadline. However, application documents will also be accepted even after the deadline, only if the documents are sent by registered express mail and postmarked no later than Tuesday, September 5, 2023 by the dispatching post office.

Overseas Candidates must send the instructed application materials by international delivery service with the mail tracking like EMS, as those documents have to arrive by **Monday, September 11, 2023 at 5:00 pm (JST)**.

2. Application Materials

Document 4, 8 and 9 must be downloaded at the following website.

https://www.med.kyoto-u.ac.jp/en/apply/exam/requirements_mmg/socialhealthmedicine_dc/

1	Application Form / Curriculum Vitae	Print out the form after completed the Online Application. No printing is required, as long as the application registration has been completed on the Online application. Applicants must obtain the prior approval from the prospective professor before the application procedure.
2	Official Transcript	The officially issued "letter of graduate certificate" and "academic transcript" from your graduate degree program must be prepared by the university you are currently attending or graduated from.
3	Graduation Certificate (or certificate of expected graduation)	<ul style="list-style-type: none"> - Photocopies without authorization of the issuers are NOT acceptable. - They must be written in English or Japanese <p>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 do not have to submit these items.</p> <p>*Applicants fulfilling the Requirement 6, 7 or 8 do not need to submit these items in the application period.</p> <p>Those who have changed their names after the graduation must attach the copy of official document which can see the change of old name to the new name.</p>
4	Research Protocol	Download the designated form from the website. Abstract your master's thesis and a future research protocol in approximately two pages. 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	A valid score of either of below: - TOEFL®iBT - TOEIC®	<p>A valid English proficiency test score is required to submit.</p> <p>The score report must be obtained at the test date which was held within the 2 years prior to the application deadline date. Applicants are to submit either of listed below</p> <ul style="list-style-type: none"> - TOEFL®iBT Test: Test Taker (Examinee) Score Report (original) <NOTE> * TOEFL®iBT Home Edition Score is acceptable. * TOEFL®ITP Test (Institutional Test Program) score is NOT acceptable. - TOEIC®Listening and Reading Test: Official Score Certificate or Certificate of Achievement (original) <NOTE> *TOEIC®-IP Test (Institutional Program), TOEIC®-Speaking and Writing Test, TOEIC®-Speaking Test or TOEIC®-Bridge Test score is not acceptable. <p>- English mother tongue applicants also have to submit one of above scores.</p>

6	Examination fee Payment	<p>Application fee: 30,000 yen [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 disaster designated by university (http://www.kyoto-u.ac.jp/ja/admissions/fees_exemption [written in Japanese]), the application fee may be waived. Ensure to submit a copy of Risai Shomeisho (Disaster Victim Certificate).</p> <p>For more information about the application, contact the administrative office at the Graduate School of Medicine as soon as possible. (Deadline: August 25, 2023)</p> <p>Choose the payment method via the Online Application system from the followings: “Credit Card”, “Convenient Store”, “Financial Institution ATM”, or “Internet Banking Overseas applicants must choose “Credit Card” payment.</p> <p>★ It will cost you 650 JPY as commission. ★ Application examination fees will not be returned once the application form has been processed.</p>
7	Residence card, foreign resident registration card, or certificate of entry in the resident card	<p>Only international students have to submit a two-sided copy of a residence card and foreign resident registration card. A foreign student who has not yet arrived Japan do not have to submit it.</p>
8	Certificate of Employment Period	<p>Only for applicants for the Special Selection for Working Applicants.</p> <p>Download the designated form from the website.</p> <p>The Certificate must be issued by the chief employer.</p>
9	Letter of Consent (option)	<p>Only for applicants for the Special Selection for Working Applicants and who wish to continue their employment, even after enrolling the program.</p> <p>Download the designated form from the website.</p> <p>The Certificate must be issued by the chief employer.</p>
10	Documents certifying research proficiency	<p>Only for applicants for the Special Selection for International Applicants. The following documents must be submitted.</p> <p>★ Document certifying research proficiency A copy of a peer-reviewed English publication that became the author, an abstract of an international conference that became the speaker, or a master's thesis (written in English)</p>

- Notes:
- 1) The content of submitted application materials cannot be changed in principle.
 - 2) An examination admission ticket must be printed from the online application system after 13:00 on October 17. Bring it on the day of the examination. Also, print and confirm the examination instructions from the online application system at the same time. The examination venue will be notified then.
 - 3) If the applicant hasn't received the original document of official "English proficiency test score" by the time of the application deadline but expected to receive it before the examination date, submit the hardcopy of the web score report with the letter that explains the reasons of the delay of submission. And the original official score must be sent and delivered to Office of Student Affairs, Graduate School of Medicine, Kyoto University by the day before 5 p.m. of the examination date. In case the original official score is not submitted by the deadline, applicant shall not be qualified and not be permitted to take the entrance examination. Applicant cannot re-submit the score for the reason of "change to the better score".

- 4) For applicants who will be selected the Japanese Government (MEXT) scholarship or be awarded its extension scholarship in April 2024, your application fee will be reimbursed. The details will be announced at the admission procedures.
- 5) If the applicant for Special Selection for International Applicants hasn't received the original document of official "English proficiency test score" by the time of the application deadline but expected to receive it before the examination date, submit the hardcopy of the web score report with the letter that explains the reasons of the delay of submission. And the original official score must be sent and delivered to Office of Student Affairs, Graduate School of Medicine, Kyoto University by 5 pm one week ago (October 10, 2023) of the examination date for Special Selection for International Applicants. In case the original official score is not submitted by the deadline, applicant shall not be qualified and not be permitted to take the entrance examination. Applicant cannot re-submit the score for the reason of "change to the better score".
- 6) Submitted application documents will not be returned.

VI Evaluations

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

1. Examinations

(Both General Selection and Special Selection for Working Applicants)

Time and Date		Subjects		Place
Tuesday, October 31, 2023	10:00am - 11:40am	Public Health (3 questions) [2 questions]	Written Exam	Graduate School of Medicine, Kyoto University (Inside of Faculty of Medicine Campus)
	From 1:00pm	Interview regarding the prospective research field	Oral Exam	

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

* Applicants must arrive at their examination room (in Graduate School of Medicine, Kyoto University) by 9:30 am on the date of the examination.

2. Regarding the subjects "Public Health"

No dictionaries are allowed to use.

(Special Selection for International Applicants)

Time and Date		Subjects		Place
Tuesday, October 17, 2023		Comprehensive evaluation of oral examination by internet conference system (Zoom), and application documents submitted	Oral Exam	Held by internet conference system (Zoom)

*Detailed examination time and details of the examination will be notified to the email address given in the contact information.

*Applicants must prepare equipment such as webcams, microphones, and speakers, and a stable network connection environment for oral examinations using the Internet conferencing system (Zoom) by the examination date and time.

VII Admission Decisions

At 11:00am (JST), Monday, November 27, 2023, we will announce the admissions decisions by examinee numbers on the website of the Graduate School of Medicine.

<https://www.med.kyoto-u.ac.jp/apply/exam/> (Japanese site)

No Telephone inquiries will be accepted.

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

VIII 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 at the beginning of March.

IX Others

1. Applicants with physical disabilities who require special arrangements for taking the examination should contact Office of Student Affairs at the earliest time before submitting their application.
2. 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)
3. Due to the COVID-19, the details of the entrance examination described in the admission guidelines for 2024 intake might be changed. If there is any change, it will be announced on the website of Graduate School of Medicine.

June 2023

Graduate School of Medicine, Kyoto University

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