

**AY2024**

**Graduate School of Asian and African Area Studies, Kyoto University**

**Doctoral Program [5-year, Non-divided]**

**Admission Guidelines for Third Year Transfer Students**

◆Admission Policy◆

The educational goal of ASAFAS (Graduate School of Asian and African Area Studies) is to foster pioneering area studies researchers and practitioners equipped with a deep understanding of Asian and African areas and a global and interdisciplinary perspective. In accordance with this goal, applicants for admission to ASAFAS are expected to demonstrate: 1) comprehensive fundamental academic abilities and global perspectives; 2) strong intellectual interest in the natural environments and societies of Asian and African areas; 3) the flexible thinking and language proficiencies required to undertake fieldwork; 4) the ability to identify and address research problems as well as the ability to think logically; and 5) the qualities needed to develop the communicative abilities, ethical standards, and sense of responsibility demanded for researchers and practitioners. With the view that exchanges among students from diverse backgrounds cultivate rich human character and broaden the perspectives of research, we also welcome applicants who have worked and/or experienced volunteer activities in Asian and African areas. With a view toward increasing our contributions to the global community, as well as toward strengthening academic exchange with Asian and African areas, we actively accept international students as well.

Students entering ASAFAS are expected to have foundational knowledge in their respective fields of specialization and an understanding of the natural and social characteristics of Asian and African areas, as these provide the starting points for international and interdisciplinary area studies. Proficiency in the English language is also essential for comprehending prior academic literature, presenting research findings, and engaging in international joint research. In order to confirm that applicants possess these fundamental academic abilities, we conduct academic assessments comprising a written examination (specialist subject and English) at the first stage, and an oral examination at the second stage, then make a comprehensive judgment on whether or not to admit each applicant. In the oral examination, we refer to materials such as applicants' university (undergraduate) academic transcripts and application form (reasons for applying and research proposal) to assess their aptitude for area studies.

### 1 Enrollment Capacity

Division	Enrollment Capacity	Remarks
Division of Southeast Asian Area Studies Division of African Area Studies Division of Global Area Studies	Limited number	

### 2 Eligibility Requirements for Applicants

Applicants must be able to satisfy one of the following requirements, either currently or by the end of March, 2024:

- (1) An individual who possesses a master's degree, a professional master's degree or a juris doctor's degree;
- (2) An individual who has completed a program in a foreign country that is equivalent to a master's degree or professional degree program in a graduate school of Kyoto University;
- (3) An individual who, having studied relevant subjects in Japan via a correspondence course provided by a school in a foreign country, has completed a program equivalent to a master's degree or professional degree program in a graduate school of Kyoto University\*;
- (4) An individual who has completed a graduate program of a foreign university in Japan that is accredited under the school education system of the respective foreign country as offering graduate courses and which is designated by the Minister of Education, Culture, Sports, Science and Technology (This only applies to programs equivalent to a master's degree or professional degree program in a graduate school of Kyoto University)\*;
- (5) An individual who has completed a program of the United Nations University (This refers to the university stipulated in Article 1 Paragraph 2 of 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 No. 72 of 1976); the same shall apply to the next item.) and has been granted a degree equivalent to a master's degree;
- (6) An individual who, having enrolled in an educational program at a foreign school, an educational institution in Item 4 that has received Ministerial designation, or the United Nations University, has passed an examination or screening equivalent to one of those set forth in Article 16-2 of the Standards for the Establishment of Graduate Schools (Ministry of Education, Science and Culture Ordinance No. 28 of 1974) and has been deemed to have academic ability equivalent or superior to that of a Kyoto University master's degree holder\*;
- (7) An individual designated by the Minister of Education, Culture, Sports, Science and Technology in accordance with the Ministry of Education, Science and Culture Notification No. 118 of 1989 (an individual who has graduated from university or has, after completion of 16 years of school education in a foreign country, engaged in research for at least two years at a university, research center or similar institution, and who has been deemed to have academic ability equivalent or superior to that of a master's degree holder based on his or her achievements in the Graduate School)\*;
- (8) An individual who has been deemed to have academic ability equivalent or superior to that of a master's degree holder in the Graduate School and who has reached the age of 24.\*

\* Applicants who wish to apply under requirements (3), (4), (6), (7) or (8) must undergo a preliminary eligibility screening.

### **3 Eligibility Screening**

Applicants seeking to undergo an eligibility screening must submit, by mail or in person, their application documents to the Student Affairs Office of the Graduate School of Asian and African Area Studies, Kyoto University, by **no later than 17:00 on Friday, December 1, 2023.**

Applicants will be notified of their screening results by postal mail. Please contact the Graduate School if you do not receive your result by Monday, December 11, 2023.

● Application documents

Applicants can obtain all the designated forms from ASAFAS website (<https://www.asafas.kyoto-u.ac.jp/en/admissions/application>). Fill in the downloaded forms by PC or block letters with black pen. Please make two-sided printing on A4 size paper.

[1] Application for Eligibility Screening (Designated form)	If you have had any leaves of absence, include them in the 'Education' field.
[2] Record of Research Achievements (Designated form)	Concisely describe the objective findings of your research achievements and activities in your specialty field.
[3] Academic transcript from last institution attended	Submit an academic transcript prepared by the president of the university or the dean of the faculty in which you were enrolled. * Candidates who are not based in Japan are allowed to submit copies of their original certificates in their application.
[4] Envelope (for notification of screening results)	Provide a legibly self-addressed (name, address and postal code) No. 3 <i>choukei</i> (long) envelope (235 mm x 120 mm) with a JPY354 stamp affixed. * Candidates who are not based in Japan are not requested to submit self-addressed, stamped envelopes. The results of the examination will be informed via e-mail.
[5] Other * For applicants applying under requirement (6)	(1) Document detailing screening methods and acceptance criteria equivalent to a Qualifying Examination. (2) Curriculum data (course list and syllabi) and grades for the program equivalent to master's program that the applicant has completed.

**4 Application Documents**

Applicants can obtain all the designated forms from ASAFAS website (<https://www.asafas.kyoto-u.ac.jp/en/admissions/application>). Fill in the downloaded forms by PC or block letters with black pen. Please print on A4 size paper.

[1] Application for Transfer Admission, Photograph Card, Examination Ticket (Designated form)	Use the downloaded forms and make two-sided printing. Curriculum Vitae is back of the first page (Carefully read the instructions for completion of the Application for Admission. Firmly affix to the designated form a front-facing, head-and-shoulders, hatless photo (4 cm x 3 cm) taken in the last three months.
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<p>[2] Master's program academic transcript and Completion certificate (or certificate of expected completion)</p>	<p>Submit both academic transcript and completion certificate that has been prepared by the president of the university or the dean of the graduate school whose master's program you are currently attending or are graduated from. *Candidates who are not based in Japan are allowed to submit copies of their original certificates in their application. Please bring the originals on the day of the examination.</p>
<p>[3] Master's thesis or other paper</p>	<p>Two copies of your master's thesis or equivalent paper. Please attach a Japanese or English abstract of the thesis or paper. (There is no designated format.) Two copies of any papers published in academic journals, etc., if applicable.</p>
<p>[4] Research Plan (Designated form)</p>	<p>Using the designated form, please provide a detailed description of your research to date and your research plan going forward. Approximate length: 750 - 1,000 words for each section.</p>
<p>[5] Application fees</p>	<p>JPY30,000 [Those who award Japanese Government Scholarship do not need application fees]</p> <p>[Transfer via bank] Use the provided Payment Request Form and transfer fees to the following bank account between <b>Monday, December 11, 2023 and Wednesday, December 20, 2023</b>. Note that you can transfer fees using ATM, but you must not do it through internet.</p> <p>Name of bank: Sumitomo Mitsui Banking Corporation *BIC (=SWIFT code): SMBCJPJT Name of branch: Kyoto branch Deposit type: Savings account Account number: 8089404 Name of the recipient: Kyoto University</p> <ul style="list-style-type: none"> <li>- You are required commission designated by the bank unless you transfer fees through Sumitomo Mitsui Banking Corporation.</li> <li>- Make sure that name of the sender is that of the applicant, before transferring fees (payments transferred by other name may not be accepted).</li> <li>- Commission have to be paid by the applicant.</li> <li>- Submit the designated form (Form for Affixing Evidence of Payment of Application Fees) with a bank receipt seal from any day up to and including the last day of the payment period;</li> </ul>

payments received outside of the payment period will not be accepted. Take a photocopy of the bank receipt seal before submitting it.

[Transfer via EX settlement service of Kyoto University]

Access the website of EX settlement service of Kyoto University <<https://www3.univ-jp.com/kyoto-u/aaa/>> and transfer fees between Monday, December 11, 2023 and Wednesday, December 20, 2023. For the details, see the appendix "Payment Methods for Application Fees via EX settlement service of Kyoto University".

- You are required the commission (JPY650).
- Make sure that name of the sender is that of the applicant, before transferring fees (payments transferred by other name may not be accepted).

You can inquire the payment methods to the following help desk.

The help desk of EX settlement service of Kyoto University

TEL: 03-5952-2117

Opening hours: 10 : 00~18 : 00

The period of inquiry: Monday, December 11, 2023 and Wednesday, December 20, 2023

[Notes]

(1) Once transferred, the application fees cannot be refunded regardless of any reason.

(2) Application fees may be waived for applicants from households in the regions affected by disasters, as designated in the Disaster Relief Act, whose principal wage-earner fell victim to the disaster, if a disaster victim's certificate can be obtained. For more information, please contact the Student Affairs Office of the Graduate School of Asian and African Area Studies by no later than Monday, November 27, 2023.

[6] Form for Affixing Evidence of Payment of Application Fees (Designated form)	Once you have remitted the application fees via a bank, attach the Evidence of Payment of Application Fees bearing the bank's receipt seal to the designated form. If you have remitted the application fees via of EX settlement service of Kyoto University, print out the Certificate of Payment of Application Fees from the website and put it on the indicated place in the application form. Your application will not be accepted if the Evidence of Payment of Application Fees does not have the bank's receipt seal stamped on it.
[7] Self-addressed, stamped envelope	Provide two sets of a legibly self-addressed (name, address and postal code) No. 3 <i>choukei</i> (long) envelope (235 mm x 120 mm) with a JPY354 postal stamp affixed. * Candidates who are not based in Japan are not requested to submit self-addressed, stamped envelopes. You will be provided the examination voucher at the venue of the examination. The results of the examination will be informed via e-mail.
[8] Form of Postal Address (Designated form)	Write postal code, address and name of the applicant on the designated postal address form.
[9] Certificate of Residence or Copy of Residence Card (For international students only)	International students must submit a Certificate of Residence containing their status of residence and period of stay in Japan, or a copy of their Residence Card. Students who cannot provide one of these at the time of application must submit a copy of their passport photo page and are required to submit a Certificate of Residence or a copy of their Residence Card before enrollment.

\* If you are scheduled to graduate from a master's program or professional degree program of another graduate school at Kyoto University, you do not need to submit Items [5] and [6].

## 5 Application Procedures

(1) Please enclose all of the aforementioned documents in a No. 2 or No. 0 *kakugata* (square) envelope and send it by registered mail.

\* Candidates who are not based in Japan are requested to send it by traceable methods such as EMS.

(2) On the front of the envelope, please write – in red ink – "Application for Doctoral Program Third-Year Transfer Admission".

(3) Incomplete applications and applications submitted in person will not be accepted.

Postal address for application documents:

Student Affairs Office, Graduate School of Asian and African Area Studies, Kyoto University

46 Shimoadachi-cho, Yoshida, Sakyo-ku, Kyoto 606-8501

## 6 Acceptance Period for Application Documents

Application documents must be submitted **between Wednesday, December 13, 2023 and no later than 17:00 on Wednesday, December 20, 2023.**

Please note that, even if you have paid your application fees, your application packet will not be accepted if it does not contain the Form for Affixing Evidence of Payment of Application Fees with the Evidence of Payment of Application Fees bearing the bank's receipt seal stamped on it.

## 7 Selection Method

Applicants are selected by means of comprehensive evaluation of the submitted documents and the results of the oral examination.

## 8 Examination Schedule

■ Venue: Kyoto University Graduate School of Asian and African Area Studies (Kyoto University Inamori Foundation Memorial Hall)

■ Oral examination

Date	Time
Wednesday, January 10, 2024	9:00 ~

## 9 Announcement of Successful Applicants (Examinee numbers only)

Examinee numbers of successful applicants will be posted on the website of the Kyoto University Graduate School of Asian and African Area Studies (ASAFAS) and the bulletin board of the ASAFAS (Kyoto University Inamori Foundation Memorial Hall, 1st floor) **around 10:00 on Monday, January 15, 2024**. Applicants will receive the results by postal mail. Those who are not based in Japan will receive the same via e-mail. Telephone, fax or e-mail inquiries regarding results will not be accepted.

## 10 Admission Fee and Tuition

(1) Admission fee: JPY282,000

\* Amount may be revised at the time of admission.

(2) First semester tuition: JPY267,900 (Annual tuition: JPY535,800)

\* Amount may be revised at the time of admission or while you are enrolled.  
Successful applicants will be notified of the due date for payment.

\* Successful applicants who are scheduled to graduate from a master's program or professional degree program of another graduate school at Kyoto University do not need to pay the admission fee.

## 11 Important Notes

**(1) Transfer admission applicants must contact or have an interview with their preferred supervisors in the Graduate School before submitting application documents.**

(2) Applicants with disabilities who require special arrangements for taking the examination and taking courses should contact the Student Affairs Office of the Graduate School before applying.

(3) Application documents, once submitted, cannot be changed, and application fees are non-refundable.

(4) Applicants will receive notices on examinations and examination tickets by postal mail. Applicants who are not based in Japan will receive the same via e-mail. If you have not received your examination ticket by **Thursday, January 4, 2024**, please contact the Student Affairs Office of the Graduate School.

(5) Applicants planning to enroll while maintaining a position at a government agency or company must submit a consent for admission form (free format) issued by their managers at the time of enrollment procedures.

## 12 Handling of Personal Information

Name, gender, date of birth, address and other personal information (including information relating to performance evaluation) provided in the application documents will be handled in accordance with the Kyoto University Personal Information Protection Regulations for entrance examinations and enrollment procedures.

October 2023

Kyoto University Graduate School of Asian and African Area Studies