

Shizuoka University
Graduate School of Integrated Science and Technology
Application for Master's Degree Programs in English
including Asia Bridge Program (ABP-SU)
October 2015 Admissions

Shizuoka University is a higher-education institution with an active presence providing quality education and innovative research opportunities to students, while continuing to collaborate and grow with society. For the overview of our commitment and vision for the future, visit Shizuoka University's website at <http://www.shizuoka.ac.jp/english/outline/vision/mission/index.html>.

1. OUR MISSION

Education

Shizuoka University cultivates well-rounded individuals who are endowed with a sense of responsibility for the future of the Earth, a global vision, a high level of specialized knowledge, the spirit to take on challenges without fear of failure, and a rich humanity.

Research

Shizuoka University strives toward scholarship that can contribute at all levels to worldwide peace and the prosperity of humankind through the pursuit of academic research imbued with creativity.

Services

Shizuoka University contributes to society by working hand-in-hand with local communities, earnestly addressing diverse real-life issues in society, and serving as a beacon for the promulgation of culture and science.

2. OUR DEPARTMENTS

Department of Informatics

In the Department of Informatics, we cultivate students who are ready to join society as advanced professionals, equipped with expertise and problem-solving skills in ever-changing information technology and society. Such students are not only capable of contributing to the realization of a desired information society, but also to

harmonious developments between human beings, and information technology. We seek students who will contribute to the creation of new information cultures.

Department of Science

The Department of Science aims to train individuals with problem-solving skills who are able to apply fundamental science to advance the study of science and technology. Our curriculum places emphasis on the importance of students' involvement in advanced academic research in order to foster their scientific thinking to seek truth for the sake of the enrichment of humankind. Our education also aims to develop students' ability to take action, think insightfully, and improve technology, while assisting diverse needs of society. Our mission is to seek out an essential understanding of reality and to perform academic research that is inspired by innovation. We cultivate and develop highly skilled individuals who have mastered the erudite scholarship needed in advanced technology and research.

Department of Engineering

The Department of Engineering educates socially-conscious individuals with the ability to identify and solve real-life issues. Students are trained to become local and global leaders who contribute to the enrichment of future society as well as the advancement of the field of engineering and technology.

Department of Agriculture

Providing sufficient food, clothing, and housing in better ways is the fundamental idea of the research we conduct and the courses we teach at the Department of Agriculture. We work to develop the theoretical foundation and improve the technologies that are critical in achieving this fundamental goal. Based on environmental science and bioscience, we offer education for individuals who can contribute to the sustainable development of our community and the world at large.

3. OUR EDUCATION

Department of Informatics

Along with the interdisciplinary education/research of informatics that integrates and unifies information science and sociology, we provide the students with systematic and specialized education programs in computer science, information systems, and

information society design.

Department of Science

We aim to cultivate well-trained individuals who possess advanced expert potential and the ability to perform creative research. We develop students' multifaceted views through requirement and elective courses that highlight foundational theories in order to enhance their skills to solve issues in the field. Our curriculum stresses systematic links between lectures, seminars, and research, and faculty members provide students meticulous advice on courses and research.

Department of Engineering

Our education aims to raise students' social sensibilities, global awareness, and level of leadership in this diverse society. We train researchers and engineers to produce new and innovative technology and solutions that contribute to all fields of science and engineering.

Department of Agriculture

Our education helps students grow as expert professionals while acquiring profound understanding of the connections between their studies and related industries and how those connections form the backbone of their future research. With emphasis on experiments and laboratory work, our students acquire foundational knowledge and practical skills that are critical for the advancement of the field as well as the local and global communities. Students also acquire broad knowledge of cutting-edge work in the natural sciences, well-balanced ethics, and perspectives as engineers in their own and related fields.

4. STUDENTS WE SEEK TO ADMIT

We seek students who possess basic knowledge of their specialized fields and are enthusiastic about research and technological development.

Students must:

- Be willing to engage in experiments and laboratory work to learn theories and methods applicable locally and globally.
- Be interested in a wide range of issues of today's diverse and advanced society with a strong sense of responsibility to solve them.

- Demonstrate English proficiency sufficient to excel in graduate level courses.

5. OUR MASTER'S PROGRAMS

Department of Informatics	Master of Informatics	Total: 50 students
Department of Science	Master of Science in Mathematics Master of Science in Physics Master of Science in Chemistry Master of Science in Biological Science Master of Science in Geoscience	
Department of Engineering	Master of Engineering in Mechanical Engineering Master of Engineering in Electrical and Electronic Engineering Master of Engineering in Electronics and Materials Science Master of Engineering in Applied Chemistry and Biochemical Engineering Master of Engineering in Mathematical and Systems Engineering Master of Engineering in Management of Business Development	
Department of Agriculture	Master of Agriculture in Biological and Environmental Science Master of Agriculture in Applied Biological Chemistry Master of Agriculture in Environment and Forest Resources Science	

6. ASIA BRIDGE PROGRAM (ABP)

Shizuoka University's Asia Bridge Program (ABP or ABP-SU) offers master's degree programs in English for students to develop academically, professionally, and personally. In collaboration with local governments and global corporations headquartered in Shizuoka Prefecture, the program is designed to educate future global leaders for business and society. The curriculum emphasizes inter-disciplinary all-round education with a combination of the technical expertise, business sense, liberal arts, and scientific thinking through which students grow as liaisons between Shizuoka and their home countries. The mission of the ABP-SU is to foster globalization of the Shizuoka community and industry by cultivating and developing highly skilled individuals with a global vision. (For more details: <http://www.abp.icsu.shizuoka.ac.jp/eng/>)

In the fulfillment of the goal of the Asia Bridge Program, master's degree students who are citizens of the following countries are eligible for the ABP tuition scholarship. The scholarship includes waivers for the examination fee, the enrollment fee, and the first year's full tuition (Eligible applicants will be awarded the ABP-SU Scholarship by submitting copies of their passports with their applications. No additional procedures are required.):

The Democratic Socialist Republic of Sri Lanka
Kingdom of Thailand
Malaysia
People's Republic of Bangladesh
Republic of India
Republic of Korea
Republic of the Philippines
Taiwan

Federal Democratic Republic of Nepal
Lao People's Democratic Republic
Mongolia
People's Republic of China
Republic of Indonesia
Republic of Singapore
Socialist Republic of Viet Nam
Union of Myanmar

Note that the tuition scholarship for the 2nd year will be awarded according to each

student's individual academic performance during the 1st year.

7. ADMISSION POLICY

7.1. ELIGIBILITY REQUIREMENTS

All the master's degree program applicants must meet at least one of the following requirements by the time of enrollment on September 30, 2015.

- (1) Have graduated from a 4-year university/college.
- (2) Have earned a bachelor's degree under the Provision of Article 104, Section 104 of the School Education Act (Act No. 26 of 1947), Japan.
- (3) Have completed 16 years of education in countries outside of Japan.
- (4) Have completed 16 years of education within Japan through distance courses offered by a foreign institution.
- (5) Have graduated from a foreign-based university in Japan (after completing 16 years of education in the same foreign country), which is specially designated by the Ministry of Education, Culture, Sports and Technology (MEXT), Japan.
- (6) Have completed a vocational education program (4-year-long programs specially designated by the MEXT) on or after the date the MEXT designated. The program must fulfill all the criterion set by the MEXT.
- (7) Have been officially designated by the MEXT.
- (8) Have enrolled in a graduate program of another institution under the Provision of Article 102, Section 2 of the School Education Act, and are deemed to possess the required academic skills to excel in graduate level courses at Shizuoka University.
- (9) Are at least 22 years old and are deemed to possess academic skills that are equivalent to or higher than the level required to earn a bachelor's degree.
- (10) Have enrolled in a university for more than three years and completed the courses designated by the Shizuoka University Graduate School in good standing.
- (11) Have completed 15 years of education outside of Japan and completed the courses specified by the Shizuoka University Graduate School in good standing.
- (12) Have completed 15 years of distance education through a foreign-based equivalent institution within Japan as well as the courses specified by the Shizuoka University Graduate School in good standing
- (13) Have completed a foreign-based university in Japan (after completing 15 years of education in a foreign country), which is specially designated by the MEXT. Additionally, have completed the courses specified by the Shizuoka University Graduate School in good standing.

Note: If (8), (9), (10), (11), (12), or (13) above applies to you, please contact kabpexam@ipc.shizuoka.ac.jp and request for the information about the additional requirements by Friday, March 13, 2015.

7.2. Required Application Documents

- (1) Application Form: Complete the form downloaded from the ABP website
- (2) Official transcript(s) of undergraduate courses: Must be the original copy (copies) of the transcript issued by the university (or universities) from which you graduated and/or the university in which you are currently enrolled.

- (3) Official certificate(s) of degree(s) or an official letter stating your expected graduation date: Must be issued by the university from which you graduated or are expected to graduate.
- (4) Copy of your passport picture page: If you are not Japanese citizen, submit a copy of your passport page(s) indicating your name, date of birth, and sex.
- (5) Copy (or copies) of your diploma(s) earned or official certificate(s) of bachelor's and (if any) higher degrees: if the Eligibility Requirement #2 above (Section 7.1) applies to you, submit a copy of your diploma(s) or official certificate(s) of a bachelor's and (if any) higher degrees. If you have not earned the degree at the time of application, submit an official letter of certificate stating the expected date of your graduation or the fact that you have applied for the degree.
- (6) Summary of Graduation Thesis: The summary must be written in English and should not exceed 500 words. If you do not have a graduation thesis, submit a summary of any other research work.
- (7) Research Plan Essay: Provide a 3-5 page-long essay on your research plan(s) for your master's studies at Shizuoka University. The essay must be written in English.
- (8) Official Certificate(s) of English Proficiency: If your native language is not English, submit your TOEFL, IELTS, and/or TOEIC test scores. For those who do not have the test scores, submit a letter of English proficiency issued by your prospective academic supervisor. You may waive this certificate if you have earned a Bachelor's or higher degrees in an English-speaking country or institution. You must provide an evidence to support the waiver.
- (9) A 5cm x 5cm (2" x 2") Headshot (photo): The photo must be attached to your Application Form.
- (10) A Letter of Reference: Must be written by your current or former academic advisor or a professor who knows you well.
- (11) Examination Fee: Transfer 30,000 JPY to Shizuoka University's bank account from the Japanese post office. A bill will be sent to you once you have completed the online application. For overseas transaction, please first contact kabpexam@ipc.shizuoka.ac.jp. The fee is waived for students who are eligible for the ABP tuition scholarship (see Section 6 above).
- (12) Certificate (Receipt) of Examination Fee Payment: Fill in and attach the form provided by Shizuoka University. This certificate fee is waived for students who are eligible for the ABP tuition scholarship (see Section 6 above).
- (13) Permission for Examination: If you are currently employed and plan to continue working after admission to Shizuoka University, submit permission for examination issued and sealed by your employer or supervisor.

Note: All documents must be written in English. If any of the original documents are neither in English nor Japanese, please submit translations for those documents along with the original copies.

8. HOW TO APPLY

STEP 1: Online Registration / Deciding your prospective academic supervisor(s)

- Register on our online application system (<http://shizuoka-u.exportfolio.jp/Login/>). Our online application system is open on February 9th.

- Find one or two prospective academic supervisors: Based on your research interests, choose one or two prospective academic supervisors with whom you wish to work. For the names and research expertise of the professors, please visit our website. We will connect you to the professors you chose.
- Upload the following documents onto our online application system, to get in touch with one or two prospective academic supervisors. We advise that you upload these documents no later than one week prior to the application deadline to leave your prospective supervisors enough time to make decisions.
 - Application Form
 - Official Transcript of Undergraduate Courses or Other Equivalent Courses (Scan and upload your transcript in the pdf or jpg format)
 - Summary of Graduation Thesis
 - Research Plan Essay
- Submit a letter of reference. Please ask your referrer to email directly to the Global Education Office at kabpexam@ipc.shizuoka.ac.jp. The subject line of the email should be the name of the applicant (Note that you will need to send us the hard copy of the *signed* letter by post in STEP 3, so please make sure that you receive the letter from your referrer. To maintain the confidentiality, your referrer should seal the hard copy of the letter).
- The Global Education Office will send your prospective academic supervisor(s) the documents you submitted. If the prospective supervisor(s) agree to advise/supervise you under the condition that you pass the exam, they will sign and submit the Internal Agreement Form to us. Once the signed form is received, you will be notified via email.

STEP 2: Complete Online Application

- Follow the instructions provided by the online application system (<http://shizuoka-u.exportfolio.jp/Login/>), submit rest of the required online application documents, and complete your online application.
- Note that the documents submitted here are the ones we use for the screening, and you are not allowed to make any changes in the documents after submitting them in STEP 2.
- Online Application Period: Open from Monday, February 9, 2015 to Friday, April 3, 2015. The final deadline is at 11:59 p.m. (Japan Standard Time) on Friday, April 3, 2015.
- If you encounter any technical errors, email us at kabpexam@ipc.shizuoka.ac.jp.

STEP 3: Mail Hard Copies of Application Documents

- Send hard copies of the following application requirements by post
 - Application Form
 - A 5cm x 5cm (2" x 2") Picture of your Headshot (The picture should be attached where indicated on the application form)
 - Official Transcript(s) of Undergraduate Courses
 - Official Certificate(s) of Degree(s) or an Official Letter stating the expected graduation date
 - Copy of your Passport Picture Page
 - Copy (or Copies) of your Diploma(s) earned or Official Certificate(s) of

- Bachelor's and/or Higher Degree(s)
 - Summary of Graduation Thesis
 - Research Plan Essay
 - Official Certificate(s) of English Proficiency
 - A Letter of Reference (After your referrer emailed us the letter in STEP 1 above, make sure to receive the original hard copy. The letter should be signed and sealed by the referrer before you receive it.)
 - Receipt of Examination Fee Payment (If applicable; see Section 7.2 Item 12 above)
 - Permission for Examination (if applicable; see Section 7.2 Item 13 above)
- Submission of these documents is for the university administrative purpose to process your application, and we will not use these hard copies for the screening. The hard copies of the Application Form, Official Transcript, Summary of Graduation Thesis, and Research Plan Essay should be identical with the soft copies you submitted online in STEP 2, and failure to send the identical documents may result in cancellation of your application.
 - Hard copies of all the documents must arrive between Monday, February 9th and no later than 5:00 p.m. on Friday, April 24, 2015 (JST).
 - Write "Application Documents for the Graduate School of Integrated Science and Technology" in red on the envelope when mailing the documents.

Mailing address for all the application documents:

ABP-SU Admission Office
 Organization for the Promotion of Global Education Programs
 Shizuoka University
 836 Ohya Suruga-ku Shizuoka-shi Shizuoka 422-8529 JAPAN
kabpexam@ipc.shizuoka.ac.jp

Additional notes:

- You can apply to be accepted by up to two academic supervisors for up to two programs. For information regarding our programs, departments, and faculty members, please visit our website at:
<http://www.abp.icsu.shizuoka.ac.jp/eng/imp/how-to-apply.html>.
- Any fraud found in your application will result in Shizuoka University cancelling your application and admission.

9. IMPORTANT DATES

- Application Opening: Monday, February 9, 2015
- Application Deadline: 11:59 pm on Friday, April 3, 2015
- Delivery Deadline for the original hard copies of your application documents at Shizuoka University: 5:00 pm on Friday, April 24, 2015
- Date of Skype Interview: From Monday, May 11, 2015 to Friday, May 22, 2015
- Acceptance decisions notification: Friday, June 5, 2015
- Deadline for the letter of commitment: Friday, June 26, 2015
- Program start date: October 1, 2015

10. SELECTION POLICY AND PROCEDURE

Applications are screened based on their academic records, research plan essays, and the Skype interviews. The Skype interviews are conducted to assess the applicants' communicative skills on a 0-100 scale. Your other application documents are used as the basic information for the interview and admission process.

The Skype interview will be scheduled between Monday, May 11, 2015 and Friday, May 22, 2015. Further details will be provided to each applicant by email.

11. NOTIFICATION OF ACCEPTANCE DECISIONS

We will announce the admission decisions through the online application system on Friday, June 5, 2015. Please note that there is no waiting list.

12. A LETTER OF COMMITMENT AND ADMISSION PROCEDURE

A letter of commitment will be sent to the successful applicants. Please sign and submit the letter by Friday, June 26, 2015. Failure to submit the letter before the deadline will cancel your offer of admission.

Successful applicants are expected to complete all the admission procedures by September 2015. Instructions for the admission procedures and admission documents will be sent in early July 2015.

13. ENROLLEMENT FEE AND TUITION

- Enrollment Fee: 282,000 JPY
- Tuition Fee: 535,800 JPY

Note: Payment instructions will be sent with the admission documents. Tuition and other fees for the Shizuoka University admissions are standardized and determined by the MEXT. If the tuition is increased while school is in session, the new amount shall apply from the date that becomes in effect. The enrollment fee and the first year's full tuition are waived for students who are eligible for the ABP tuition scholarship (see Section 6 above). The ABP tuition scholarship for the 2nd year will be awarded according to each eligible student's individual academic performance during the 1st year.

14. REFUND OF EXAMINATION FEE

The examination fee may be refunded under the following conditions:

- When students decided not to apply after the payment is made
- When a duplicate payment was accidentally made (the full amount of the second-time payment will be refunded).

Incomplete application is not subject to the refund. For the amount of refundable fee, and to request a refund, contact kabpexam@ipc.shizuoka.ac.jp by Friday, May 15, 2015.

15. OTHER IMPORTANT NOTES

- All applicants must bring their admission tickets to the exam.
- Any changes in the application after their submissions will not be accepted.
- Successful applicants who are currently employed and plan to continue working after admissions must submit permissions for school attendance written and sealed by your employers or supervisors.
- For questions regarding the application process or the entrance examination, contact the Global Education Office at kabpexam@ipc.shizuoka.ac.jp.
- There may be special cases where the admission fee and tuition are waived upon request. Details will be provided to successful applicants.

16. APPLICANTS WITH DIABILITIES AND SPECIAL NEEDS

- If you need special arrangements for applying and attending the University, please contact kabpexam@ipc.shizuoka.ac.jp, before submitting your application.
- The deadline for requesting special arrangements for the Skype interview is one month prior to the application deadline.
- Submit the Special Arrangements for the Graduate School Entrance Examination Form along with a copy of your identification of physical disability or a medical certificate signed by your doctor. We may conduct an interview with you and/or your guardians/caregivers, such as parents or teachers.

17. DISCLOSURE OF INTERVIEW RESULTS

Applicants who have not accepted may request the disclosure of your examination results from Monday, November 16, 2015 to Monday, December 14, 2015. For further information, please contact:

Organization for the Promotion of Global Education Programs
 Shizuoka University
 836 Ohya Suruga-ku Shizuoka-shi Shizuoka 422-8529 JAPAN
kabpexam@ipc.shizuoka.ac.jp

18. PRIVACY POLICY AND USE OF YOUR PERSONAL INFORMATION

Your personal information and data collected through the application process will not be used any purposes other than the followings: 1) entrance examination, 2) admission procedure, 3) evaluation of eligibility for admission and scholarships, and 4) enrollment into the University. If you have any questions or suggestions regarding our privacy policy, please email us at kabpexam@ipc.shizuoka.ac.jp.