

2018 – 2019
Graduate School of Biostudies, Kyoto University
Doctoral Program in “Global Frontier in Life Science”

Guidelines for International Student Admissions

Philosophy and Admission Policy of the Graduate School of Biostudies

The field of life sciences is transforming and evolving into an advanced branch of science that will build a future for humans. With this global trend as a backdrop, the Graduate School of Biostudies was established in 1999 as Japan’s first independent graduate school of biostudies with the aim of creating one of the world’s top research institutions and developing bio scientists who will lead the next generation in the biostudies field. With a set of such basic units of life as “cells,” “molecules,” and “genes” as a common language, the Graduate School of Biostudies is home to innovative research and education activities where concepts about diverse organisms and the environments that sustain them are integrated to create new values concerning the future and respect for life.

In response to diverse, social demands that call for an increasingly sophisticated and complex life sciences field, the Graduate School of Biostudies strives to develop the following human resources:

- 1) Researchers who explore and discover the basics of life, pursuing the cutting-edge field of biostudies at the highest level in the world;
- 2) Researchers and highly skilled engineers who contribute to society at public and private research institutions, endeavoring to protect the global environment and maintain human health, well-being, and fulfilment;
- 3) Educators and highly skilled practitioners who possess broad knowledge of diverse vital phenomena of living organisms and contribute to society through education, industry, mass media, and the public sector.

In April 2011, the Graduate School of Biostudies launched “Global Frontier in Life Science”, a new educational program as a part of K.U. PROFILE (Kyoto University Programs for Future International Leaders: <http://www.opir.kyoto-u.ac.jp/kuprofile/e/index.html>). This program, “Global Frontier in Life Science”, is held entirely in English, including the entrance examinations, lectures, experiments and discussions.

The Graduate School of Biostudies seeks international as well as domestic students who hope to join this program. In particular, the School welcomes those who show a respect for life and a desire to create a comprehensive and cutting-edge area within the life sciences field beyond existing disciplinary boundaries.

Admission examinations for the Doctoral program in “Global Frontier in Life Science” consist of a documentation screening and an oral examination (interview) to evaluate applicants’ knowledge of their field, research competency, logical thinking skills, and the ability to discuss science in English.

Please note that applicants are NOT required to be physically present in Japan for the examination.

The academic year starts on October 1, 2018 or April 1, 2019.

I. “Global Frontier in Life Science”

The Graduate School of Biostudies offers “Global Frontier in Life Science”, a joint educational program for Doctoral and Master’s students as part of K.U. PROFILE (Kyoto University Programs for Future International Leaders: <http://www.opir.kyoto-u.ac.jp/kuprofile/e/index.html>). This program, “Global Frontier in Life Science”, is held entirely in English, including the entrance examinations, lectures, experiments, and discussions.

II. Division/Laboratories and Enrollment

The Graduate School of Biostudies consists of two divisions, which are made up of 38 laboratories. Details of each laboratory are described on pp. 9 - 20 (tentative) of these guidelines and the Graduate School of Biostudies’ website (<http://www.lif.kyoto-u.ac.jp/>). Applicants can apply for only one laboratory. **Thus, applicants must contact the lab head and fully discuss potential research activities and availability before filing the application.**

III-1. Eligibility Requirements for Applicants expecting to start from October 1, 2018

Only persons currently falling into one of the following categories, or anticipated to do so as of September 30, 2018, will be eligible to apply:

1. Those who have a master's degree, a master's-level professional degree, or a juris doctor (JD) degree
2. Those who have completed a program equivalent to the Graduate School's master's program or professional degree program in a foreign country
3. Those who, by taking relevant courses via a correspondence program offered by a school in a foreign country, have completed a program equivalent to the University's master's program or professional degree program
4. Those who have completed a graduate school program (i.e., one that is equivalent to the University’s master's program or professional degree program) of a foreign university that is accredited under the educational system of the respective foreign country as offering graduate school programs and which is designated by the Minister of Education, Culture, Sports, Science and Technology (hereinafter referred to as the "Minister")
5. Completion of a curriculum at the United Nations University (under the provisions of Paragraph 2 of Article 1 of the 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), and receipt of a degree equivalent to a Master’s Degree.
6. Applicants who have passed a Qualifying Examination (QE) or equivalent assessment at an institution in another country, and are recognized by Kyoto University as having academic ability on a par with or higher than that of a person with a master's degree. SEE IV. Eligibility Screening under Requirement (6))
7. Those who have been designated by the Minister (Notification No.118 [1988] of the Ministry of Education)
 - i) Those who have graduated from a university and who have subsequently spent at least two years conducting research at a university, research institute, or other such institution, and are recognized by the Graduate School as having a scholastic ability on par with or higher than that of those with a master’s degree for achievement of said research.
 - ii) Those who have completed sixteen years of school education by attending classes in a foreign country or by taking correspondence courses of a school in a foreign country, and who have subsequently spent at least two years conducting research at a university, research institute, or other such institution, and are recognized by the Graduate School as having a scholastic ability on par with or higher than that of those with a master’s degree for achievement of said research.

8. Those who are recognized by the Graduate School as having a scholastic ability on par with or higher than that of those falling into (1) above as a result of the individual eligibility screening, and who have reached 24 years of age, including those who have graduated from a six-year university.

III-2. Eligibility Requirements for Applicants expecting to start from April 1, 2019

Only persons currently falling into one of the following categories, or anticipated to do so as of March 31, 2019, will be eligible to apply:

1. Those who have a master's degree, a master's-level professional degree, or a juris doctor (JD) degree
2. Those who have completed a program equivalent to the Graduate School's master's program or professional degree program in a foreign country
3. Those who, by taking relevant courses via a correspondence program offered by a school in a foreign country, have completed a program equivalent to the University's master's program or professional degree program
4. Those who have completed a graduate school program (i.e., one that is equivalent to the University's master's program or professional degree program) of a foreign university that is accredited under the educational system of the respective foreign country as offering graduate school programs and which is designated by the Minister of Education, Culture, Sports, Science and Technology (hereinafter referred to as the "Minister")
5. Completion of a curriculum at the United Nations University (under the provisions of Paragraph 2 of Article 1 of the 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), and receipt of a degree equivalent to a Master's Degree.
6. Applicants who have passed a Qualifying Examination (QE) or equivalent assessment at an institution in another country, and are recognized by Kyoto University as having academic ability on a par with or higher than that of a person with a master's degree. SEE IV. Eligibility Screening under Requirement 6)
7. Those who have been designated by the Minister (Notification No.118 [1988] of the Ministry of Education)
 - i) Those who have graduated from a university and who have subsequently spent at least two years conducting research at a university, research institute, or other such institution, and are recognized by the Graduate School as having a scholastic ability on par with or higher than that of those with a master's degree for achievement of said research.
 - ii) Those who have completed sixteen years of school education by attending classes in a foreign country or by taking correspondence courses of a school in a foreign country, and who have subsequently spent at least two years conducting research at a university, research institute, or other such institution, and are recognized by the Graduate School as having a scholastic ability on par with or higher than that of those with a master's degree for achievement of said research.
8. Those who are recognized by the Graduate School as having a scholastic ability on par with or higher than that of those falling into 1 above as a result of the individual eligibility screening, and who have reached 24 years of age, including those who have graduated from a six-year university.

IV. Eligibility Screening under Requirement 6

Those who intend to apply under requirement 6 above are subject to screening prior to acceptance of their applications. Please contact the Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies to request that the designated application form for preliminary eligibility screening to be sent at any time, but no later than JST April 12 (Thu), 2018. The documents below must be submitted to the Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies via email to the Student Affairs Section of the Graduate School of Biostudies (150kyomu@adm.lif.kyoto-u.ac.jp) by JST 5:00 pm, April 19 (Thu), 2018.

When filing the admission application, applicants cannot in principle apply for any laboratory other than the one specified in the documents being submitted for the eligibility screening. The eligibility screening results will be sent to the applicant by e-mail as soon as the decision is made, at the latest on May 9 (Wed), 2018.

Documents to be submitted for Eligibility Screening under requirement 6

(1) Eligibility Screening Application Form	Use the designated form.
(2) Certificate that the Applicant has passed the examination	Please submit the notarized copy of original document endorsed by the president registrar of the examining institution.
(3) Documents which detail the examination procedure and qualifying criteria of the Qualifying Examination (QE) or equivalent assessment	Any format is acceptable.
(4) Academic transcript of a program equivalent to a master's program which the applicant has completed	Please submit the original of the document
(5) The curriculum details of a program equivalent to a master's program which the applicant has completed	In the application form, write down the e-mail address for receiving screening results.

V. Eligibility Screening under Requirement 7 or 8

Applicants filing under eligibility requirement 7 or 8 above are required to contact the Student Affairs Section (Kyomu gakari), to obtain the following documents for preliminary eligibility screening at any time, but no later than April 12 (Thu), 2018 and submit them by April 19 (Thu), 2018 JST. The eligibility screening results will be sent to the applicant by e-mail as soon as the decision is made, at the latest on May 9 (Wed), 2018.

Documents to be submitted for eligibility screening under requirement 7 or 8

(1) Eligibility Screening Application Form	Use the designated form.
(2) Academic transcript	Submit an academic transcript prepared and sealed by the university that you last attended. (The transcript does not need to be sealed if it is made of a material that prevents photocopying.)
(3) Research progress report	Use the designated form. Present a brief, objective statement on the progress of your research in your field of specialization.
(4) Details of previous studies or letter of recommendation	Submit details of previous studies in the designated format and sealed by the institution to which you belong. Those who cannot receive said certificate of details, such as graduates from a six-year university or those who are expected to graduate from a six-year university by September 30, 2018, can submit a letter of recommendation prepared in the designated format

	and sealed by a research supervisor. Note that recommendation letters must be written on the letterhead of the institution to which the recommender belongs and are valid only when the recommender's hand-written signature and full contact addresses (including E-mail address) are provided.
(5) E-mail address for receiving screening results	In the application form, write down the e-mail address for receiving screening results.

VI. Application Fee

Application fee: 10,000 yen

Payment period: From May 1 (Tue) to May 17 (Thu), 2018 JST

Only payments marked as made within this period will be valid;
those made outside this period will be invalid.

[Payment methods]

1. Payment by Credit Card (only for applicants residing outside Japan).

Applicants residing outside Japan should pay the application fee (10,000 yen) and Service Fee (500 yen). Please access the URL below titled “Examination Settlement Service (EXSS)” and complete the payment process following the instructions provided during the designated payment period. For details, please refer to a separate sheet titled “Payment Methods for Application Fees with Convenience Store or Credit Card”.

EXSS: <https://www3.univ-jp.com/kyoto-u/en/bio/>

Note: The Application Completed page must be printed out and submitted along with the other application documents (see section VI below).

Once received, application fees will not be refundable under any circumstances.

2. Payment with Convenience Store (only for applicants residing inside Japan).

Applicants residing inside Japan should pay the application fee (10,000 yen) and Service Fee (500 yen). Please access the URL below titled “Examination Settlement Service (EXSS)” and complete the payment process following the instructions provided during the designated payment period. For details, please refer to a separate sheet titled “Payment Methods for Application Fees with Convenience Store or Credit Card”.

EXSS: <https://www3.univ-jp.com/kyoto-u/en/bio/>

Note: The Application Completed page must be printed out and submitted along with the other application documents (see section VI below).

Once received, application fees will not be refundable under any circumstances.

3. Payment by bank transfer (only for applicants residing inside Japan).

Applicants residing inside Japan should pay the application fee (10,000 yen) by bank transfer with the following procedures.

Payment at a bank window in Japan

- 1) Enter the applicant's name in the appropriate spaces (three spaces) on the Application Fee Payment Request Form (available upon request via regular mail). Take the form to a bank**

without separating any of its portions (payment through the post office or Japan Post Bank is not available) and make your payment. Please note that payment via Internet is not accepted.

- 2) No transfer fee is charged if payment is made at the head office or a branch office of Mitsui Sumitomo Banking Corporation. If payment is made at any other bank, you shall be responsible for the cost of transfer.
- 3) After making your payment, make sure that the bank's receipt seal is stamped on the "Evidence of Application Fee Payment" and the "Application Fee (and Transfer Fee) Receipt" returned from the bank. Paste the "Evidence of Application Fee Payment" (left portion) on the "Form for Affixing Evidence of Application Fee Payment". Please retain the copy of the "Application Fee (and Transfer Fee) Receipt" with revenue stamp attached for your records.

Payment via ATM

Bank Name	Branch	Type of Account	Account No.	Recipient's Name
Mitsui Sumitomo Bank 三井住友銀行	Kyoto 京都支店	Ordinary (<i>futsu</i>) 普通	8089428	Kyoto University 国立大学法人 京都大学

- (1) Enter the applicant's name as the payer in the appropriate space in the ATM so that the university will be able to identify by whom the amount was deposited in the university's account.
- (2) Extra charge for deposit via ATM must be paid by the applicant.
- (3) Submit the receipt of the deposit to be issued with the ATM and make a photocopy of the receipt for yourself.

Note: Once received, application fees will not be refundable under any circumstances.

VII. Application Documents

(1) Admission application form, photograph card, examination card	Use the provided form. Fill in the blanks and paste a photo to each of the two indicated places. Make sure the photos present your full-face and frontal view, without a hat or cap, and are taken within the past three months.
(2) Title of research project and its outline	Provide the title and a summary of the research project that you have conducted on one or two sheets of A4-or letter-size paper. The writing must be written horizontally (in English).
(3) Research Achievement (Questions for Application Screening)	Use the provided form. Fill in the boxes in the designated form. Do not exceed to write expanding the original size of the boxes. The sizes are fixed. Please write in Times New Roman 12 point.
(4) Academic transcript	Submit an academic transcript prepared and sealed by the graduate school that you are currently attending or have graduated from. Those who have been recognized as being eligible to apply by the eligibility screening process do not have to submit the transcript. (The transcript does not need to be sealed if it is made of a material that prevents photocopying.)
(5) Certificate of completion (or certificate of expected completion)	Submit a certificate of (expected) completion prepared by the graduate school that you belong to or have graduated from. Those who have graduated from a six-year university need to submit a graduation certificate (or certificate of

	expected graduation) prepared by the university.
(6) Graduation certificate	Submit a copy of your graduation certificate (e.g., diploma) prepared by the university or faculty you have graduated from.
(7) Recommendation letters	<p><u>At least two</u> letters are required. (Mandatory)</p> <p>Letter of recommendation 1: Written by the faculty supervisor of the applicant at the university to which you belong or from which you graduated, who can evaluate your research and your potential to become a productive scientist. The letter must be written on the letterhead of the supervisor's institution and must include the supervisor's contact information and hand-written signature.</p> <hr/> <p>(Choose at least one, as appropriate)</p> <p>Letter of recommendation 2: Written by a faculty member of your current educational institution, who can evaluate your academic performance and potential for success in the doctoral program. The letter must be written on the letterhead of the respective institution and must include the recommender's contact information and hand-written signature.</p> <p>Letter of recommendation 3: If you are employed at a public agency or company at the time of application, submit a letter of recommendation from your immediate supervisor, with his/her hand-written signature. The letter must include your supervisor's contact information and be written on the letterhead of the agency/company to which he/she belongs.</p>
(8) A valid score for IELTS or TOEFL	Unnecessary for English-native speakers (Please contact the Student Affairs Section in advance.)
(9) Evidence of Application Fee Payment Form	<p>Applicants residing outside Japan: After paying your application fees via internet, the "Application Completed" page must be printed out and submitted. Applications will not be accepted if payment could not be confirmed.</p> <p>Applicants residing inside Japan: After paying your application fees at a convenience store or a bank window or by an ATM, paste the Evidence of Application Fee Payment with the bank's receipt seal stamped or the receipt issued by the ATM. Applications will not be accepted if no receipt seal is stamped on the Evidence of Application Fee Payment form.</p>
<p>Note: Those who are expected to complete a master's programs in a graduate school of Kyoto University do not need to submit this form.</p>	
(10) Application approval	Applicants belonging to a governmental or private organization who wish to be admitted to the Graduate School while taking administrative leave from their organization

	<p>need to submit the form provided indicating approval for submitting an application and prepared by the department director or the organization's representative.</p> <p>Applicants belonging to a governmental or private organization who do not submit the approval will not be admitted until after they quit the organization, even if they have passed the enrollment examinations.</p> <p>*The application approval form will be provided upon request.</p>
(11) Address for further communication	<p>Use the designated forms.</p> <p>For further communication on the examination results and the enrollment procedures, clearly write your name, address and post code on the designated form.</p> <p>*If you change your address after applying, you must promptly inform the new address to the Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies.</p>

VIII. Application Procedures

Applicants must prepare a packet of all necessary admission application documents in print and submit it to the postal address shown on pp. 9 by post. When mailing the packet, use registered mail and write clearly "Admission Application Form for the Graduate School of Biostudies Doctoral program of Global Frontier in Life Science" on the front of the envelope.

IX. Application Period

The application period is from May 10 (Thu) to May 18 (Fri), 2018 JST.

When submitting in person: office hours are 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m. When sending the application documents by post, ensure that the application documents are delivered by JST 5:00 p.m. on May 18 (Fri), 2018.

Note that the admission application form will not be accepted if the application completed page or the Evidence of Payment for Application Fees with the bank's receipt seal stamped or the receipt issued by the ATM is not pasted on the Form for Affixing Evidence of Payment for Application Fees.

X. Examination Schedules

May 21 (Mon) ~ June 8 (Fri)	<p>Documentation Screening</p> <p>Only successful applicants who pass the screening of the admission documents will be able to take the interview (Oral Examination).</p>
June 18 (Mon) ~ July 13 (Fri)	<p>Interview (Oral Examination)</p> <p>The interview date and method* will be arranged individually after the decision is made.</p> <p>*e.g. Skype or other protocols</p>

XI. Announcement of Successful Applicants

The list of successful applicants is scheduled to be posted on a bulletin board on the 1st floor of the South Campus Research Bldg. (Faculty of Medicine Bldg. G) at approximately 5:00 p.m., July 25 (Wed), 2018. Simultaneously, the same list will be posted on the web site of the Graduate School of Biostudies (<http://www.lif.kyoto-u.ac.jp/e/>). Telephone inquiries about the selection results shall not be accepted.

XII. Admission Fee and Tuition

Admission Fee	282,000 yen (tentative) Note: Those who are expected to complete a Master's program in a graduate school of Kyoto University do not need to pay this fee. The admission fee amount may be revised at the time of enrollment.
Tuition	267,900 yen for the first semester (annual tuition: 535,800 yen) Note: The tuition amount may be revised at the time of enrollment or later.

XIII. Notes

- (1) After the application is accepted, no changes are allowed in any of the application items. Furthermore, once received, application fees will not be refundable under any circumstances.
- (2) **For applicants residing inside Japan:** To request **the Application Fee Payment Request Form**, write your post code, address, and name on a self-addressed 240 mm x 332 mm-sized envelope, and affix 80-yen postage to the self-addressed envelope. Write "Request for **Application Fee Payment Request Form**" on the front of an envelope, place the self-addressed envelope inside, and send it to the address where the application is to be sent (see below).
- (3) The instructions for enrollment procedures will be emailed to each successful applicant in late July, 2018. For those who will enroll in April, 2019, they will be informed in early February, 2019.
- (4) Applicants with physical disabilities (degree of physical disability as stipulated in the enforcement ordinance of the School Education Law) who require special arrangements for taking examinations or attending courses should immediately contact the Student Affairs Section (Kyomu gakari).

[Handling of Personal Information]

Personal information provided in application documents will be handled in accordance with "Kyoto University's Rules regarding the Protection of Personal Information".

<Where to send your application, and Inquiries>

Student Affairs Section (Kyomu gakari) of the Graduate School of Biostudies,
Kyoto University
Yoshidakonoe-cho, Sakyo-ku, Kyoto 606-8501, Japan
Phone: +81-75-753-9424, Fax: +81-75-753-9229, E-mail: 150kyomu@adm.lif.kyoto-u.ac.jp

December, 2017

Graduate School of Biostudies, Kyoto University
<http://www.lif.kyoto-u.ac.jp/e/>