

2024 Academic Year
Graduate School of Engineering (Doctoral Program)
(Spring enrollment)

Application Guidelines for:

Regular Entrance Examination

Special Entrance Examination for Working Adults

Special Entrance Examination for International Students

1st period of accepting applications: June 19-29, 2023

2nd period of accepting applications: January 15-19, 2024

KITAMI INSTITUTE OF TECHNOLOGY

Admission Policy of the Graduate School of Engineering, Kitami Institute of Technology

Kitami Institute of Technology (hereafter the University) is located in the Okhotsk region of eastern Hokkaido and is blessed with an abundance of nature. Under the slogan “development of technology in harmony with nature,” the University is devoted to promoting research that can contribute to development of the local community as well as global society. It is also committed to the development of human resources in the field of scientific technology, with the aim of its graduates playing an active role in a wide range of social sectors. To achieve such goals, the Graduate School of Engineering is looking for applicants with the following qualities and talents.

Master’s Program

1. Willingness to contribute to sustainable development of society as a responsible professional engineer
2. Basic academic skills and cooperative attitude needed to identify the essence of engineering problems, tackle them together with others and tenaciously seek solutions
3. Determination to contribute to development of new scientific technology, without any stereotypical views

Doctoral Program

1. Professional knowledge and broad perspective equivalent to master’s course completion in the field of engineering
2. Interested in local and international issues, and a strong desire to realize sustainable welfare through science and technology
3. Ability to communicate appropriately with a wide range of people in Japan and overseas, and work together to solve problems

To evaluate the above qualities and talents, the University employs the following screening measures.

Master’s Program

- Entrance examination by recommendation

Official TOEIC scores and an academic transcript at the undergraduate level are used to determine whether an applicant has the necessary academic competence regarding his or

her prospective performance at the graduate school. A recommendation letter and an interview are used to evaluate an applicant's enthusiasm for research and intellectual ability to solve academic problems. An admission decision will be made after comprehensively evaluating their results.

- Entrance examination with academic achievement test

An oral examination to measure an applicant's academic level in his or her major, official TOEIC scores as a substitute for an English test and an academic transcript at the undergraduate level are used to judge whether an applicant has the necessary academic competence regarding his or her prospective performance at the graduate school. An interview is also conducted to determine an applicant's enthusiasm for research and his or her intellectual ability to solve academic problems. An admission decision will be made after comprehensive evaluation of their results.

Doctoral Program

An interview (oral examination) is conducted to gauge the broad spectrum of an applicant's academic and research skills, which are related to his or her prospective performance at the graduate school. An admission decision is made after comprehensively assessing the oral examination result with application documents.

Handling of Personal Information Related to the Entrance Examination of Kitami Institute of Technology

1) We strictly comply with the Act on Protection of Personal Information Held by Administrative Organs and other related laws and regulations, and take all possible steps to protect personal information based on Hokkaido National Higher Education and Research System's guidelines on management of personal information.

2) We use names, addresses and other personal information of applicants for selection and announcement of successful applicants, and to proceed with their enrollment. Such information is also used for investigation and research into the University's screening method and other related operations.

3) After their enrollment, the University uses personal information of successful applicants to proceed with administrative work (e.g., registration, academic consultation), student support services (e.g., management of health, applications for scholarships or to the student benevolent association), procedures related to payment of tuition and other related matters.

1. Course and Number of Students to Be Accepted

Course	Nos. of Students to be Accepted	
	1st period	2nd period
Co-creative Engineering	12	Several Several Several

2. Application Requirements

Applicants must meet one of the following requirements.

- 1) Has received or is expected to receive by the end of March 2024 a master's or professional degree.
- 2) Has received or is expected to receive by the end of March 2024 a master's degree or a diploma equivalent to a professional degree in a foreign country.
- 3) Has received or is expected to receive by the end of March 2024 a master's degree or a diploma equivalent to a professional degree by taking, in Japan, a correspondence course provided by a school in a foreign country.
- 4) Has received or is expected to receive by the end of March 2024 a master's degree or a diploma equivalent to a professional degree from an educational institution in a foreign country both regarded as a graduate school by the country and separately accredited as such by Japan's Minister of Education, Culture, Sports, Science and Technology.
- 5) Has received or is expected to receive by the end of March 2024 a diploma equivalent to a master's degree by completing an academic program provided at United Nations University.
- 6) Is a person designated by Japan's Minister of Education, Culture, Sports, Science and Technology.
- 7) Has been recognized by the University as having academic abilities equivalent or superior to those of a person with a master's degree or diploma equivalent to a professional degree at an individual screening of admission requirements by the University, and who has reached or will reach age 24 by the end of March 2024.

NOTE 1

A person designated by Japan's Minister of Education, Culture, Sports, Science and Technology in 6) must meet one of the two conditions below.

- a. Is a university graduate who spent more than two years on research at a university or research institute and is recognized based on results of the research by the Graduate School as having academic abilities equivalent or superior to those of a person with a master's degree.
- b. Has spent more than two years on research at a university or research institute after completing 16 years of school education in a foreign country or completing it by taking, in Japan, correspondence courses provided by schools in the foreign country, and is recognized based on results of the research by the Graduate School as having academic abilities equivalent or superior to those of a person with a master's degree.

NOTE 2

A person who has been recognized by the University as having academic abilities equivalent or superior to those of a person with a master's degree or diploma equivalent to a professional degree in 7) must meet one of the two conditions below.

- a. A person without a master's degree, such as a graduate from a two-year college, a technical college, a specialized training college, a vocational school, a Japan branch of a foreign university or an international school, who has working experience in society after graduating from one of the above with a track record of books, academic papers, academic lectures, academic reports, patents and others with value equivalent or superior to a master's thesis.
- b. A person with a track record of books, academic papers, academic lectures, academic reports, patents and others with values equivalent or superior to a master's thesis, who has working experiences after graduating from university, completing 16 years of school education in a foreign country or receiving a bachelor's degree from the National Institution for Academic Degrees and Quality Enhancement for Higher Education.

NOTE 3

A person who would like to apply under condition 6) or 7) must submit the required documents before actual application for a preliminary review of application requirements, as specified in "Preliminary Review of Application Requirements" in 13. on p. 11.

3. Periods of Accepting Application Documents

1st period applicants: June19-29, 2023 (must arrive by 5 p.m. on the last day)

2nd period applicants: January15-19, 2024 (must arrive by 5 p.m. on the last day)

* When bringing an application in person to the University, the application must arrive between 9 a.m. and 5 p.m. (excluding Saturdays and Sundays)

* When sending by post, it must arrive by 5 p.m. on the last day of the application periods.

4. Application Procedures

Applicants are required to submit the following application documents as a complete set. (When submitting by post, be sure to use **simplified registered express mail** and write in red on the front of the envelope: **Application Form for the Doctoral Program**.)

1) Submission address

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

165 Koen-cho, Kitami-shi, Hokkaido 090-8507

Japan

2) Application documents, etc.

Entrance Examination for International Students

<p>Application form, ID photo form, examination card</p>	<p>-- Use the forms prescribed by the University. ③</p> <p>-- Attach a photo (4 cm x 3 cm) of the applicant's upper body, wearing no hat, facing frontward to the designated Unit of the application form. The photo must have been taken within the last three months.</p>
<p>Screening fee: ¥30,000</p>	<p>-- Use the form prescribed by the University to make a payment at a Japan Post Bank branch or a local post office (payment must not be made via an ATM)</p> <p>-- Attach the "certificate of receipt of transfer payment (for customers)" you receive when making the payment to the designated section on the application form.</p> <p>-- Keep, as a receipt, the "invoice for and receipt of transfer payment" you receive when making the payment.</p> <p>-- The screening fee is not required for those who are expected to complete our master's course in March 2024 and continue to be enrolled in the doctoral program as well as government-sponsored international students.</p>
<p>Graduate school academic transcript</p>	<p>The academic transcript must be prepared and sealed by the president of the university (school)/the dean of the graduate school of the applicant graduated from or is expected to graduate from.</p> <p>(This document is not required for those who have completed, or are expected to complete, the master's course of our graduate school, government-sponsored international students, and research students of our graduate school.)</p>
<p>Undergraduate academic transcript</p>	<p>The academic transcript must be prepared and sealed by the president/the dean of the faculty at the university (school) that the applicant graduated from.</p> <p>(This document is not required for those who have completed the University, government-sponsored international students, and research students of our graduate school.)</p>

Certificate of graduation/ expected graduation	The certificate must be issued by the president of the university (school)/dean of the graduate school (master's program) that the applicant graduated from or is expected to graduate from. (This document is not required for those who have completed, or are expected to complete, our school's master's course, government-sponsored international students, or our graduate school's research students.)
Certificate of approval for entrance examination	<p>-Use the form prescribed by the University. 4</p> <p>--The certificate must be prepared by the head of the entity applicants work for or others in an equivalent position</p> <p>Only those who work for government offices or private companies are required to submit this form.</p>
Summary of master's thesis	<p>--Use the form prescribed by the University. 10</p> <p>--Describe the research theme and outline in about 800 to 1,000 characters in Japanese (or in 300 to 500 words in English), including charts and tables.</p> <p>--Download the form from the university's website (See Note 1).</p> <p>--Those who are expected to be awarded a master's degree or a professional degree by March 2024 are asked to describe the outline of the progress of their research, instead of the master's thesis abstract (the number of characters/words is the same as for the master's thesis abstract).</p>
Research achievement report	<p>--Use the form prescribed by the University. 11</p> <p>--If you have research achievements, describe the research achievements related to your master's thesis separately from other research achievements.</p> <p>--Download the form from the University's website (See Note 1).</p> <p>--In filling out the form, enter the title of the academic papers, research reports, patents and other relevant documents, as well as the author's name, name of the journal, the academic society where research results were presented, volume, issue, page numbers (beginning and end), the date of publication or presentation. In case of academic papers, attach reprints or copies.</p>

Research plan	--Use the form prescribed by the University. 12 --Describe your plan for your research topic in 800 to 1,000 characters in Japanese (or in 300 to 500 words in English). --Download the form from the University's website (See Note 1).
A copy of certificate of residence	--The certificate must be issued by the mayor of the municipality of the applicant's residence.
Envelope to mail your examination card	--Use an envelope (12 cm x23.5 cm) with the applicant's name, mailing address, and postal code and postage stamps worth ¥344 on it. --If the return address is outside Japan, enclose an international reply coupon equivalent to 25-gram air postage.
Address sticker	Description your postal code, address and name.
Online interview application form	If you wish to have an online interview (oral examination), Download the documents from the University website and fill them in.
Pledge form	

NOTE 1

University website address (where various forms are available)

<https://www.kitami-it.ac.jp/info/graduate/nyushi-daigakuin/>

NOTE 2

Those who fall under application criteria 6 or 7 are not required to submit research achievement reports, as they have already submitted them.

5. Prior Consultation with Applicants with Physical Disabilities

Applicants with physical disabilities who need assistance when taking the entrance examination or learning at the University are asked to consult with the Entrance Examination Unit, Education Affairs Section at the University prior to application procedures.

1) Consultation periods

1st period applicants: Until May 26, 2023

2nd period applicants: Until November 28, 2023

*** Note that consultations cannot be provided to applicants who miss the deadlines.**

2) Contact

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

165 Koen-cho, Kitami-shi, Hokkaido 090-8507

Japan

TEL +81 (0)157-26-9167

6. Screening Method

The screening of applicants is conducted comprehensively by considering the result of the interview and application documents, etc. Regarding government-sponsored international students, their application documents submitted in the past to the Ministry of Education, Culture, Sports, Science and Technology will be examined, thus exempting them from the interview.

1) Schedules and details of the interview

1st period applicants: August 23, 2023

2nd period applicants: February 11, 2024

The time will be notified when sending the examination card.

The interview will be conducted separately depending on applicants' desired major.

2) Contents of the interview (oral examination)

The interview will take up subjects related to applicants' desired field of research and education, master's thesis, research achievement record, research plan, and other aspects.

3) Examination venue

Kitami Institute of Technology
165 Koen-cho, Kitami-shi, Hokkaido, Japan

4) Online interview

Applicants unable to come to the University for the interview (oral examination) because they live outside Japan may take an online interview (oral examination) with interviewees at the University if they wish.

If you wish to have an online interview (oral examination), carefully read the "Online Interview Manual (for admission applicants)" and submit the attached online interview application form" and pledge form during the application period (refer to "3. Periods of Accepting Application Documents on p. 3)

7. Announcement of Examination Results

1st period applicants: August 30, 2023, 10 a.m. (tentative schedule)

2nd period applicants: February 16, 2024, 10 a.m. (tentative schedule)

The ID numbers of the successful applicants will be announced on the University website (<https://www.kitami-it.ac.jp/>). Successful applicants will also be notified in person.

8. Enrollment Procedures for Successful Applicants

1st period applicants:

The Documents for Entrance Procedures will be sent to successful applicants in late February 2024.

2nd period applicants:

The Documents for Entrance Procedures will be sent to successful applicants along with the notification of acceptance.

Bring or send by post the necessary documents to the Entrance Examination Unit, Education Affairs Section of the University during the enrollment procedures period.

1) Enrollment procedures period: To be announced when the Documents for Entrance Procedures are sent.

2) Payment for enrollment (2023 academic year data as reference)

Entrance fee: ¥282,000

Tuition (for the first semester): ¥260,400 [Annual: ¥520,800]

- a. Entrance and tuition fees are subject to change.
- b. Government-sponsored international students do not need to pay entrance and tuition fees.
- c. If the tuition fee is revised during the period of the student's studies at the University, the new tuition fee will be applied from the time of the revision.
- d. Those who have completed the master's course at the University in March 2024 and continue to proceed to this course are not required to pay the admission fee.
- e. There are payment exemption and postponement systems for entrance and tuition fees. Details are provided in the documents related to the enrollment procedures on p.14.

9. Longer-Duration Learning System

If an enrolled student requests completion of the program of study at the University in a planned manner for a certain period of time longer than the standard learning period for such reasons as having a job, a study program based on the plan may be allowed.

For details of the longer-duration learning system, contact the Academic Management Unit, Education Affairs Section at Kitami Institute of Technology.

TEL +81 (0)157-26-9173

10. Disclosure of Test Results to Each Applicant

The results of the 2024 academic year entrance examinations for each applicant will be disclosed as follows only upon the request of the applicant.

1) Contents of disclosure

Test results of the applicant

2) Application method

The applicant himself/herself must fill out the necessary information on the application form prescribed by the University, and bring or send it by post to the Entrance Examination Unit, Education Affairs Section of the University along with the examination card and a self-addressed return envelope (12 cm x 23.5 cm), with the applicant's name, mailing address and postal code clearly written on it, and postage stamps worth ¥404 attached on it for simplified registered express mail).

3) Method of disclosure

A document stating the disclosed contents will be mailed to the applicant.

4) Period of accepting request

May13-31, 2024 (excluding Saturdays and Sundays)

Applications postmarked May 31, 2024 or earlier will be accepted.

5) Schedule for disclosure

Late June 2024 or later (tentative schedule)

11. Precautions

1) Incomplete application documents will not be accepted. Be careful not to make any omissions or errors in the documents.

2) Be sure to bring the examination card to the venue on the day of the academic achievement test and interview.

3) Once the application documents have been received, requests for changes to the contents of the documents or returning the documents to the applicants will not be accepted.

4) The screening fee is non-refundable, except in the following cases.

a. The screening fee has been paid but an application has not been made (i.e., application documents are not submitted or the application is not accepted)

b. The screening fee has been paid twice by mistake.

In the above cases, the amount equivalent to the screening fee will be refunded if the applicant applies for a refund within the period specified by the University. (The transfer fee for the refund will be borne by the applicant.)

- 5) Details of interview venue, etc.

Applicants will be notified of the interview venue, etc., when the examination card is sent.

- 6) Before applying, please consult with your academic advisor to see if the research guidance you desire is possible.

12. Request for Application Guidelines and Inquiries

When requesting the application guidelines by post, write in red on the front of the envelope: **Request for Application Guidelines for the Doctoral Program**. Send the envelope, enclosing a self-addressed return envelope (33.2 cm x 24.0 cm), with your name, mailing address and postal code clearly written on it and a ¥250 stamp (¥510 stamp for express mail) attached to it, to the Entrance Examination Unit, Education Affairs Section. Requests by phone or postcard will not be accepted.

If you have any questions about the entrance examination, etc., contact the Entrance Examination Unit, Education Affairs Section by phone or post.

For requests and inquiries, contact:

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

165 Koen-cho, Kitami-shi, Hokkaido 090-8507

Japan

TEL +81 (0)157-26-9167

13. Preliminary Review of Application Requirements

- 1) Those wishing to apply under the criteria of “2. Application Requirements 6 or 7” are asked to submit the following documents for the preliminary review of application requirements.
 - a. Certificate of graduation from the university (school) the applicant graduated from, or bachelor's degree (graduates of the University are not required to submit these certificates)

- b. Application form for preliminary review of application requirements (use forms prescribed by the University's graduate school)
(Form 5 for regular entrance examination/entrance examination for working adults)
(Form 6 for entrance examination for international students)
 - c. Research achievement report (use forms prescribed by the University's graduate school; download the forms from the University website)
(Form 8 for general entrance examination / entrance examination for working adults) (Form 11 for entrance examination for international students)
NOTE 1 University URL, where application forms are available:
<https://www.kitami-it.ac.jp/info/graduate/nyushi-daigakuin/>
 - d. Reprint of academic papers, etc.
 - e. A self-addressed return envelope (12 cm x 23.5 cm), with your name, mailing address and postal code clearly written on it and a ¥344 stamp attached.
- 2) Period of submission and other information on documents for preliminary screening for application requirements

Period of submission

1st period applicants: May 22-26, 2023. The application must arrive by 5 p.m.

2nd period applicants: November 20-28, 2023. The application must arrive by 5 p.m.

* When bringing an application in person to the University, the application must arrive between 9 a.m. and 5 p.m. (excluding Saturdays, Sundays and national holidays)

* When sending by post, it must arrive by 5 p.m. on the last day of the application period.

Submission address:

Entrance Examination Unit, Education Affairs Section

Kitami Institute of Technology

165 Koen-cho, Kitami-shi, Hokkaido 090-8507

Japan

Notification of the screening results will be provided to applicants according to the

following schedule:

(Approved candidates are asked to complete application procedures within the specified application period.)

1st period applicants: Until June 9, 2023

2nd period applicants: Until December 15, 2023

About Education through Exceptional Measures on Educational Methods as Stipulated in Article 14 of the Standards for Establishment of Graduate Schools (Ordinance of the Ministry of Education No. 28 of 1974)

In recent years, graduate schools have been expected to nurture advanced technical experts, such as researchers and engineers who are already employed and who will be able to play a leading role in their field of activity. However, if education at graduate schools is conducted only in a conventional way, such researchers and engineers have to leave their jobs to study. This tends to limit their opportunities to receive education at graduate schools.

But as Article 14 of the Standards for Establishment of Graduate Schools stipulates, "In the curriculum at graduate schools, if special educational needs are recognized, graduate schools are entitled to carry out education in appropriate ways, such as conducting classes or giving research guidance at night, or at other specific times or periods." This enables graduate schools to take exceptional measures for the education of researchers and engineers who are already employed.

The University's graduate school thus provides researchers and engineers who are employed and who wish to take courses at our graduate school with education through exceptional measures on educational methods, as stipulated in Article 14 of the Standards for Establishment of Graduate Schools.

Payment Exemption System for Entrance and Tuition Fees, etc.

1 Payment Exemption System for Entrance and Tuition Fees

The University has its own system that exempts the payment of full or half of the entrance and tuition fees.

Even when the full amount has not been exempted, the school offers a scholarship program that covers the amount equivalent to the entrance and tuition fees borne by students.

Contact the section in charge for more details, as there are certain standards for using these systems.

2 Other systems

- a. Kitami Institute of Technology scholarship program for graduate school students

Maximum monthly allowance: ¥30,000

Recipient eligibility: Students other than those who have enrolled in the school with entrance examinations for working adults and who do not receive a monthly allowance of ¥30,000 or more in grant-type scholarship

- b. Private educational loan for Kitami Institute of Technology students

This enables students to borrow money at a lower interest rate than usual.

Contact information:

Student Guidance Unit, Student Affairs Section

Kitami Institute of Technology

Tel: +81 (0)157-26-9183

e-mail: gakusei09@desk.kitami-it.ac.jp