

III Guidelines for Screening for Advancement (Time of Advancement: October 2021/ April 2022)

1 Eligibility for Application

Okayama University Students who are expected to complete the master's program or masters' course at the graduate school by March 2022 (or in case of October 2021 advancement, by September 2021).

2 Application Procedures

1. How to Apply

Applicants for advancement must bring all the "Documents Required for Application" during the acceptance hours (8:30–17:00) during the "Application Period."

(No examination fee is needed. Do not transfer it by mistake.)

Please note that some application documents can be downloaded from the website. Applicants must obtain other application documents, etc. directly by the office in charge (page 19 "7 Other" (7)) or by mail (page 18 "7 Other" (5)).

Applicants for advancement must, in advance, contact a prospective supervisor who will teach after advancement.

2. Application Periods

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| Examination for October 2021 Advancement | August 2, 2021 to August 3, 2021 |
| Examination for April 2022 Advancement (First Submission Period) | |
| Examination for April 2022 Advancement (Second Submission Period) | January 27, 2022 to January 28,2022 |
| Examination for April 2022 Advancement (Third Submission Period) | February 14, 2022 to February 15, 2022 |

3. Address for Submission

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| Graduate School Section Academic Affairs Division Graduate School of Environmental and Life Science Okayama University 3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan Phone: 086-251-8011 |
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4. Notes on Application

- (1) No change shall be permitted after submission in terms of the contents of the submitted documents.
- (2) No document shall be returned for any reason after the application documents are accepted.
- (3) Please note carefully that admission might be withdrawn even after advancement if the contents of the submitted documents are found to include false entries.

5. Documents Required for Application

| Documents Required for Application | Remarks |
|---|--|
| 〈1〉 Application for Admission, Curriculum Vitae (CV) and Admission Ticket for the Examination | Fill out necessary items on the forms prescribed by Graduate School of Environmental and Life Science personally by the applicant. Affix a photograph (4 cm long × 3 cm wide, upper body, no headwear, facing forward, taken within the three months before application) on the prescribed space on the “Application for Admission” and the “Admission Ticket for Examination.” Before affixing, write the name of the intended major course of study and your name on the back of the photographs. |
| 〈2〉 Transcript of Graduate School | Submit a certificate issued by the master’s program (master’s course) |
| 〈3〉 Report of Research Progress Report | Use the form (approx. 2,000 words) prescribed by the Graduate School of Environmental and Life Science |
| 〈4〉 Research Planning Sheet | Use the form prescribed by Graduate School of Environmental and Life Science. |
| 〈5〉 Sticker of Address | Fill out the necessary items. |
| 〈6〉 Copy of Residence Card (both side) or Original copy of Residence Certificate | If you are not a Japanese citizen, please submit following documents for the purpose of confirmation of nationality, name, etc. <ul style="list-style-type: none"> • A copy of both sides of the residence card or Original copy of Residence Certificate (issued by the city of municipality. The status of residence must be specified) • A copy of passport (the page with your name, nationality, and photo) |
| 〈7〉 Copy of Passport | |

6. Purpose of Use of Personal Information

Application documents submitted and personal information written on them are used for affairs related the selection of advancement and the selection of Cross-School Flex BMD Course.

However, regarding advancing students, we use their personal information written on the application form, including name, gender, date of birth, current address, and schools graduated from, as registry data for basic student information in the academic affairs system at Okayama University.

In addition, successful applicants’ personal information, examinee number and name (kanji/ kana), are used for the clerical systems for tuition fee debt management and tuition fee exemption at Okayama University.

When application for tuition fee exemption, or scholarships such as those of Japan Student Services Organization was made, the applicant’s entrance examination results and academic transcript might be used to handle academic ability judgment related to affairs such as tuition fee exemption.

3 Issue of Admission Ticket for Examination

Admission tickets for examination will be sent to your prospective supervisor around date stated below. Please receive it from your prospective supervisor.

| | |
|---|-------------------------|
| Examination for October 2021 Advancement | Around August 5, 2021 |
| Examination for April 2022 Advancement (First Submission Period) | |
| Examination for April 2022 Advancement Enrollment (Second Submission Period) | Around February 1, 2022 |
| Examination for April 2022 Advancement Enrollment (Third Submission Period) | February 17, 2022 |

4 Methods for Screening for Advancement

Selection of advancing students shall be made in a comprehensive manner on the basis of results of an oral examination and document screening.

The oral examination will be conducted mainly concerning the applicant's progress report of research and the research plan document.

If necessary, we will present questions related to English language ability (or Japanese language ability for international students) during the oral examination.

When an applicant's ability can be fully assessed by document screening, etc., the applicant's oral examination might be omitted.

(1) Examination for October 2021 Advancement and for April 2022 Advancement (First Submission Period)

| Date | Examination Category | Time | Place of Examination |
|-----------------|----------------------|-------------|--|
| August 23, 2021 | Oral Examination | 9:30 a.m. – | A prospective supervisor will notify applicants of the location later. |

Note 1: The date and time of the oral examination above might be changed after applicants are contacted.

Note 2: If no information about the date, time, or place of the oral examination has been received by August 18, please inquire to the office in charge (P. 19).

(2) Examination for April 2022 Advancement (Second Submission Period)

| Date | Examination Category | Time | Place of Examination |
|------------------|----------------------|-------------|--|
| February 7, 2022 | Oral Examination | 9:30 a.m. – | A prospective supervisor will notify applicants of the location later. |

Note 1: The date and time of the oral examination above might be changed after applicants are contacted.

Note 2: If no information about the date, time, or place of the oral examination has been received by February 2, please inquire to the office in charge (P. 19).

(3) Examination for April 2022 Advancement (Third Submission Period)

| Date | Examination Category | Time | Place of Examination |
|-------------------|----------------------|-------------|--|
| February 18, 2022 | Oral Examination | 9:30 a.m. – | A prospective supervisor will notify applicants of the location later. |

Note 1: The date and time of the oral examination above might be changed after applicants are contacted.

Note 2: If no information about the date, time, or place of the oral examination has been received by February 17, please inquire to the office in charge (P. 19).

5 Announcement of Successful Applicants

Successful applicants will be announced on a bulletin board.

| Examination | Date | Place of Bulletin Board |
|---|---------------------------------|---|
| Examination for October 2021 Advancement | 10:00 a.m. on September 8, 2021 | The bulletin board in front of the office of Graduate School Section, Academic Affairs Division, Graduate School of Environmental and Life Science, Okayama University (1F, Building No. 1, Faculty of Engineering) |
| Examination for April 2022 Advancement (First Submission Period) | | |
| Examination for April 2022 Advancement (Second Submission Period) | 10:00 a.m. on March 2, 2022 | |
| Examination for April 2022 Advancement (Third Submission Period) | 10:00 a.m. on March 7, 2022 | |

Note 1. The examinee numbers of successful applicants will be announced on the bulletin board. A letter of acceptance and other materials will be sent directly to successful applicants dated on the day of the announcement.

Note 2. After the announcement on the bulletin board, the examinee numbers of successful applicants will be posted on the homepage (<http://www.gels.okayama-u.ac.jp/admission/index.html>).

Note 3. We will never under any circumstances respond to inquiries by phone, etc. concerning passing or failing the examination.

6 Admission Procedures

(1) Method of Admission Procedures

Successful applicants will be accepted into the program after having completed the admission procedures. Details will be separately informed to successful applicants later.

(2) Period of Admission Procedures

The period of admission procedures has been scheduled as follows. However, successful applicants will be informed about details later.

October 2021 Entrants: September 17, 2021 to September 21, 2021

April 2022 Entrants: March 14, 2022 to March 15, 2022

7 Other

(1) Admission Fee and Tuition Fee

No Admission fee is needed.

Tuition fee: 267,900 yen (for half a year); 535,800 yen (for a year) (expected amount)

※ When the amount was revised at the time of admission or while at school, the new amount will be applied from the time of the revision.

In addition, a premium for Personal Accident Insurance for Students Pursuing Education and Research, etc. will be needed as an additional expense.

(2) Study Assistance

We have many systems for study assistance: tuition fee exemptions, and scholarships.

(3) Distance Learning Scholarship for Working Students of Graduate School Doctor's Course

This scholarship is for working students who do not receive any financial support from their companies, etc. for their study, and those who have a distance of 50 km or more to Okayama University from either their place of work or home, where the distance to Okayama University is shorter (hereinafter referred to as "the commuting place"), and also those who will enroll (or advance to) the University in April with excellent grades.

The amount of the scholarship is 120,000 Japanese yen to 240,000 yen per year, depending on the distance from the commuting place to the University. The period of payment is within the standard period of study (3 years). Payment will be suspended during the period of leave of absence from the University. Candidates for the scholarship will be notified at the time of the announcement of the results of the entrance examination. However, even in the case of recruitment, if the number of eligible applicants of this scholarship is reached in the first application period, the application for this scholarship will not be accepted in the second application period. In any case, we are not accepting applications for this scholarship for the third application period.

Please check following website for more details of eligibility requirements and application procedures

URL; http://www.gels.okayama-u.ac.jp/admission/gels_scholarship.html

(4) Okayama University has established the "Security Export Control Regulations of Okayama University" under the Security Export Control System based on the "Foreign Exchange and Foreign Trade Act (FEFTA)", and conducts strict screening when accepting foreign students. If you are subjected to this regulation or FEFTA, you may not be accepted or your desired research activities may be restricted.

For details concerning the Security Export Control System in Japan, please refer to the following website.

URL; <https://www.meti.go.jp/policy/anpo/englishpage.html>

(5) How to request application documents by mail

1) Write "Request for Application Documents of Graduate School of Natural Science and Technology, Doctoral Program" in red on the envelope surface.

2) Please enclose the following things with the envelope;

-A stamped and self-addressed envelope. (Stamp: 210yen, Envelope size:240mm×332mm)

-A memo written your contact (phone number and e-mail address) and name of your prospective professor who has accepted / will accept.

3) Send the envelope with all submissions to the office in charge.

Please note that the mailing address is limited to Japan. (No shipping to foreign countries)

(6) The entrance examination day and the start time may be postponed in case of Emergency Warning or Weather Warnings. Therefore, please check the website of the Graduate School before the examination.
URL; http://www.gels.okayama-u.ac.jp/admission/shikenbi_henkou.html

(7) If there is anything unclear about application, please inquire to the office in charge below.

Graduate School Section
Academic Affairs Division
Graduate School of Environmental and Life Science
Okayama University
3-1-1, Tsushima-naka, Kita-ku, Okayama 700-8530, Japan
Phone: 086-251-8011
Fax: 086-251-8580
URL of Graduate School of Environmental and Life Science: <http://www.gels.okayama-u.ac.jp/>
E-mail: agf8576@adm.okayama-u.ac.jp