

### III Guidelines for Screening for Advancement (Time of Advancement: October 2018/ April 2019)

#### 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 2019, or by September 2018 for applicants for October 2018 Advancement.

#### 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.)

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

##### 2. Application Periods

<b>Examination for October 2018 Advancement</b>	August 2, 2018 to August 3, 2018
<b>Examination for April 2019 Advancement (First Submission Period)</b>	
<b>Examination for April 2019 Advancement (Second Submission Period)</b>	January 31, 2019 to February 1, 2019

##### 3. Address for Submission

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: 086-251-8576
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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- (3) Please note carefully that admission might be withdrawn even after advancement if the contents of the submitted documents are found to include false entries.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.
〈2〉 Photograph	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.
〈3〉 Transcript of Graduate School	Submit a certificate issued by the master's program (master's course)
〈4〉 Report of Research Progress Report	Use the form (approx. 2,000 words) prescribed by the Graduate School of Environmental and Life Science
〈5〉 Research Planning Sheet	Use the form prescribed by Graduate School of Environmental and Life Science.
〈6〉 Sticker of Address	Fill out the necessary items.

#### 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.

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.

<b>Examination for October 2018 Advancement</b>	Around August 7, 2018
<b>Examination for April 2019 Advancement (First Submission Period)</b>	
<b>Examination for April 2019 Advancement Enrollment (Second Submission Period)</b>	Around February 5, 2019

### 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 2018 Advancement and for April 2019 Advancement (First Submission Period)

Date	Examination Category	Time	Place of Examination
August 27, 2017	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 22, please inquire to the office in charge (P. 13).

(2) Examination for April 2019 Advancement (Second Submission Period)

Date	Examination Category	Time	Place of Examination
February 12, 2019	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 6, please inquire to the office in charge (P. 13).

## 5 Announcement of Successful Applicants

Successful applicants will be announced on a bulletin board.

Examination	Date	Place of Bulletin Board
Examination for October 2018 Advancement	10:00 a.m. on September 7, 2018	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 2019 Advancement (First Submission Period)		
Examination for April 2019 Advancement (Second Submission Period)	10:00 a.m. on March 1, 2019	

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 2018 Entrants: September 18, 2018 to September 19, 2018

April 2019 Entrants: March 13, 2019 to March 14, 2019

## 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) 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: 086-251-8576  
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](mailto:agf8576@adm.okayama-u.ac.jp)