

October 2019 Admission

April 2020 Admission

Utsunomiya University

Graduate School of Engineering

Doctoral Degree Program

Application Procedure

(General Admission)

(Special Admission by Recommendation)

(Special Admission for Working Applicants)

(Special Admission for International Students)

Utsunomiya University

**"A Wealth of Ideas for the Community and
New Knowledge for the World"**

For those candidates who have suffered from a disaster such as earthquake, wind, or flood damage, Utsunomiya University can provide an exemption from the entrance examination fee. For details, please see page 7. In addition, the university is willing to provide support to those candidates for whom the entrance fee and tuition are an exceptional financial burden. Thus, students who cannot meet the financial needs for enrollment should consult the university for support.

☆ Overall Schedule

	General Admission Special Admission by Recommendation Special Admission for Working Applicants Special Admission for International Students
Application submission	July 31 (Wed.) to August 6 (Tue.), 2019 9:00 am to 4:00 pm (Excluding Sat. and Sun.)
Entrance examination	August 29 (Thu.), 2019 From 9:00 am
Announcement of successful applicants	September 6 (Fri.), 2019 Scheduled for 10:00 am

Past entrance examinations

The Graduate School of Engineering's doctoral degree program does not disclose past entrance exam questions.

Handling of personal information

Personal information submitted to apply to the program (e.g., name, date of birth, gender, address, academic records, and entrance examination results) are used within the range of purposes listed below and shall be handled with appropriate care.

- (1) Administrative operations leading up to entering the program (e.g., applicant screening and entrance formalities)
- (2) Administrative operations after entering the program (e.g., issuance of student IDs, guidance counseling, creation of lists of names, etc.) and for student life-related matters (e.g., scholarships, exemption from tuition fees, etc.)
- (3) Other administrative operations required to carry out education, research, and student support, and to prepare statistical and analytical data, etc.

Inquiries

Yoto Branch Office, Student Affairs Department, Utsunomiya University
 7-1-2 Yoto, Utsunomiya-shi, 321-8585
 Tel: 028-689-6003

Table of Contents

Admission Policy of the Graduate School of Engineering (Doctoral Degree Program)	1
1. Enrollment Capacity	2
2. Application Requirements	2
3. Application Procedure	3
4. Application Documents	3
5. Screening Method and Schedule	5
6. Entrance Examination Fee Exemption	7
7. Enrollment Formalities	8
8. Entrance Fee, Tuition, and Other Financial Matters	8
9. Exemption from the Entrance Fee and/or Tuition and Collection Postponement	9
10. Advance Consultations on Special Accommodations for Examinations and Studies Due to an Illness, Injury, or Physical Handicap	9
11. Matters Requiring Attention	9
12. Scholarships from the Japan Student Services Organization	9
Acknowledgement of Application Requirements (6)	10
Special Cases of Education Methods as Stipulated in Article 14 of the Graduate School Establishment Standards	11
Extended Registration Period System	11
How to Access the Examination Venue	13

(Attached documents, etc.)

- Application form
- Photograph form, examination ticket
- Master's thesis summary, research progress report
- Research achievement record
- Research plan
- Examination permit
- Request for application requirements screening
- Written statement of reason for application
- Resume
- Journal paper summaries, research progress report
- Application form for exemption of entrance examination fee
- Bank transfer form (for payment of admission screening fees)

Admission Policy of the Graduate School of Engineering (Doctoral Degree Program)

● Innovation Systems Engineering

1. What kind of students we seek

- (1) Applicants must have original and creative skills, the flexibility to apply those skills, and a broad international sense; they must be individuals who can develop into leaders of industry.
- (2) Applicants must have broad knowledge and practical skills not only in their specializations but in other fields as well, possessing rich humanity and the motivation to constantly, actively respond to new fields.

2. Basic screening policy

- (1) One point of focus is whether candidate students have the basic academic knowledge and thinking skills required for doctoral thesis research.
- (2) In addition to passion and ability in the fields of math and science, screening criteria include the applicant's motivation to acquire knowledge from broad-ranging fields.
- (3) Independence, logical thinking, expressive ability, communication skills, and ethics are also considered in the screening.

October 2019 Admission

April 2020 Admission

Guidelines on Applying to the Graduate School of Engineering's Doctoral Degree Program at Utsunomiya University

These guidelines are for individuals applying for admission in October 2019 or April 2020. Circle the desired admission category on the documents to be submitted.

1. Enrollment Capacity

[October 2019 Admission]

Course	Capacity
Innovation Systems Engineering	Limited to a few

[April 2020 Admission]

Course	Capacity
Innovation Systems Engineering	30

Note) Capacity refers to the total including special screening for applicants with recommendations, applicants with employment, and international students.

2. Application Requirements

Individuals to whom one of the following clauses applies:

- (1) Individuals who have completed a master's degree or professional degree program (a professional degree as stipulated in Article 5-2 of the Rules for Degrees (Ordinance of the Ministry of Education No. 9 of 1953); the same shall apply hereafter) or who anticipate such completion by the time of entry to the school.
- (2) Individuals who have completed a degree program in a foreign country equivalent to a Japanese master's or professional degree program or who anticipate completion by the time of entry to the school.
- (3) Individuals who have completed the classes required under the Japanese educational system through correspondence courses provided by schools overseas and who have completed a program equivalent to a master's or professional degree program or who anticipate completion by the time of entry to the school.
- (4) Individuals who have completed a program equivalent to a Japanese master's or professional degree program separately designated by the Ministry of Education, Culture, Sports, Science and Technology (MEXT) at an educational institute of an overseas graduate school located in Japan, or who expect to complete such a program by the time of entry to the school.
- (5) Individuals designated by the Minister of Education, Culture, Sports, Science and Technology (Ordinance of the Ministry of Education No. 118 of 1989)
 - 1) Individuals who have completed an undergraduate program and have participated in research for two or more years at a university or research institute, and who are recognized by the Graduate School of Engineering as possessing academic ability equivalent to that indicated by a master's degree based on their research achievements
 - 2) Individuals who have completed 16 years of education in a foreign country or who have completed 16 years of Japanese education through a correspondence course provided by a school in a foreign country, and who have participated in research for two or more years at a university or research institute, and who are recognized by the Graduate School of Engineering as possessing academic ability equivalent to that indicated by a master's degree based on their research achievements
- (6) Individuals who the dean of the school recognizes as possessing academic ability equivalent to that indicated by a master's or professional degree during the individual admissions screening, and who will have reached the age of 24 by the time of entry to the school

Note) Individuals applying for the program under (5) must inquire with the Yoto Branch Office of the Student Affairs Department by June 4 (Tue.), 2019. Individuals applying for the program under (6) should refer to "Acknowledgement of Application Requirements (6) on page10."

3. Application Procedure

(1) Application period

From July 31(Wed.) to August 6 (Tue.), 2019 (excluding Saturday and Sunday). Applications are accepted from 9 am to 4 pm.

(2) Submission

Yoto Branch Office, Student Affairs Department, Utsunomiya University, 7-1-2 Yoto, Utsunomiya-shi, 321-8585

When submitting via post, write "Application for Graduate School of Engineering Doctoral Degree Program Enclosed" on the front of the envelope in red.

(3) Notes

Applicants should contact the research supervisor of their choice before submitting an application.

4. Application Documents

Application documents	Notes
Application form, examination ticket, photograph form	Enter the required information on the form designated by the school. Affix a head photo (no hat, facing forward, 4 × 3 cm) taken within three months of application onto each of the examination ticket and photograph form. Applicants applying for Special Admission for Working Applicants should obtain the consent of their desired research supervisor prior to submitting an application and have the supervisor's seal of approval on their application forms.
Letter of recommendation	This must be prepared by the President, Dean (of the Graduate School) or Department Head of the university from which the applicant graduated and securely sealed. (Only applicants for Special Admission by Recommendation)
Transcript	This must be prepared by the President or Dean (of the Graduate School) from which the applicant graduated and securely sealed. 1) Master's program transcript for applicants applying under application requirements (1), (2), (3), or (4) 2) Transcript from the last school attended for applicants applying under application requirements (5) or (6)
Certificate of (expected) completion of master's program	Must be prepared by the university the applicant graduated from Not required for applicants who have completed or expect to complete a master's program at Utsunomiya University's Graduate School of Engineering

<p>TOEIC or TOEFL score (applicants for general admission and who wish to use the score as a substitute for the English Exam)</p>	<p>Submit an official document showing a score for TOEIC <u>Listening & Reading test</u> (abbreviation: TOEIC L & R) or TOEFL (PBT, iBT) taken within the past two years prior to the day of the entrance examination. Note: Scores for TOEIC (IP), TOEFL (ITP), and so forth taken as a special group examination are not accepted. <u>Scores from the TOEIC Speaking & Writing test and from the TOEIC Bridge test (a simplified version of the regular TOEIC) are also not accepted.</u></p> <ul style="list-style-type: none"> • TOEIC L & R: Submit the Official Score Certificate. • TOEFL (PBT, iBT): Have the Official Score Report sent to Utsunomiya University (Code 7976). Submission of the TOEFL Test Taker Score Report (Examinee Score Report) is also acceptable. <p>If the original report or certificate is brought to the Yoto Branch Office of the Student Affairs Department before submitting an application, a copy of the report or certificate will be accepted. If you cannot submit the original report or certificate to the office at the time of application, inquire with the Yoto Branch Office of the Student Affairs Department.</p> <p>Applicants who do not submit a TOEIC or TOEFL score must take an English written examination on the day of the entrance examination in case of general admission.</p>
<p>Master's thesis summary and research progress report</p>	<ol style="list-style-type: none"> 1) Applicants who have submitted a master's thesis shall submit a summary thereof (use the School-designated form and write no more than 2,000 characters or no more than 1,000 words if in English.) 2) Individuals who do not submit a master's thesis shall submit a Research Progress Report (use the School-designated form and write no more than 2,000 characters or no more than 1,000 words if in English.) <p>If there are publicly disclosed theses or research achievements other than 1) and 2), submit a copy of such theses and/or a research achievement record (School-designated sheet.)</p>
<p>Research plan</p>	<p>Please use the School-designated sheet.</p>
<p>Admission screening fee</p>	<p>30,000 yen: Use the School-designated bank transfer slip and deposit the fee into a School account at one of our banks (Ashikaga Bank, Tochigi Bank, or Mizuho Bank). Do not deposit through an ATM. Affix the certificate of remittance issued by the bank to the designated place on the Application Form.</p> <p>Applicants who are continuing with a graduate school program from Utsunomiya University's master's program are exempted from this payment.</p> <p>Government-financed international students who intend to apply for an extension of the scholarship payment period will be exempted from the screening fee upon designated application. Please inquire with the Yoto Branch Office of the Students Affairs Department before submitting an application.</p> <p>For those applying for fee exemption due to the damage caused by the earthquake, wind, or flood damage, please submit an "Application for exemption of entrance examination fee". (See page 7 below for more details.) In this case, do not pay the entrance examination fee, and circle "Application form for exemption" in the entrance examination fee column of the "Transfer receipt certificate".</p>

Other matters	<p>1) Permission to apply to the program (designated form) Applicants enrolled in a doctoral degree program of another graduate school shall submit a form issued by their current school. Applicants under Special Admission for Working Applicants shall submit a form issued by a superior at their place of employment.</p> <p>2) Applicants who do not have Japanese citizenship shall submit a resident's card (listing the period of stay in Japan and status of residence, but not showing the government-issued "My Number").</p> <p>3) Envelope for the examination ticket (N-3 (120 × 235 mm)) Write your name and address on the envelope and affix a 392-yen stamp (recorded delivery fee). This is not required if the application forms are brought to our office.</p>
---------------	--

5. Screening Method and Schedule

Applicants shall be comprehensively screened by an academic achievement test (written and oral), interview, and submitted documents.

However, no written examination will be given in cases of special admission by recommendation or special admission for working applicants.

General Admission

(1) Academic achievement test

1) Written exam: Specialized field

English (50 points. Your TOEIC or TOEFL score is available.)

Conversion of TOEIC and TOEFL scores

Exam type	Score range	Equivalent score on the University's English exam
TOEIC	200 points or below	0 points
	200 < Score < 730	$0.078 \times (\text{Score} - 100)$
	730 or more	50 points
TOEFL (iBT)	23 points or below	0 points
	23 < Score < 80	$0.7 \times \text{Score} - 6$
	80 or more	50 points

TOEFL (PBT) score is converted into TOEFL (iBT) score with the TOEFL conversion table.

(Reference: TOEFL® Score Comparison / Total, <http://www.cieej.or.jp/toefl/itp/correlation.html>)

2) Oral examination: Applicants are questioned about their research thesis presentations and specializations as well as research plans.

3) Interview

(2) Date and time of the entrance examination

August 29 (Thu.), 2019 Written exam: Specialized field and English from 9:00 am

Oral exam and interview: From 1:00 pm

(3) Venue

Utsunomiya University, Faculty of Engineering, Graduate School of Engineering

(4) Announcement of successful applicants

An announcement will be posted on the Faculty of Engineering and Graduate School of Engineering bulletin board at 10 am (scheduled time) on September 6 (Fri.), 2019. Individual notices will also be sent out.

The examination numbers of successful applicants will also be posted on the following website for announcing successful applicants. URL: <http://nyushi.utsunomiya-u.ac.jp/>

This announcement is made as part of information provision services; applicants should confirm their statuses by the notification sent to each student or on the School's bulletin board. (The announcement will be posted to the website 30 minutes after posting on the School's bulletin board, provided there is no system failure.) Inquiries regarding entrance examination results will not be accepted via telephone or other means.

Special Admission by Recommendation

This admission procedure is for individuals applying under application requirement (1) who fulfill the following conditions.

Requirements for admission by recommendation

1. An individual with an outstanding academic record who is able to obtain a letter of recommendation from the department head or equivalent
2. An individual who can promise to enter the program

(1) Academic achievement test

- 1) Oral examination: Applicants are questioned about their research thesis presentations and specializations as well as research plans.
- 2) Interview

(2) Date and time of the entrance examination

August 29 (Thu), 2018 Oral exam and interview: From 9:00 am

(3) Venue

Utsunomiya University, Faculty of Engineering, Graduate School of Engineering

(4) Announcement of successful applicants

An announcement will be posted on the Faculty of Engineering and Graduate School of Engineering bulletin board at 10 am (scheduled time) on September 6 (Fri.), 2019. Individual notices will also be sent out.

The examination numbers of successful applicants will also be posted on the following website for announcing successful applicants. URL: <http://nyushi.utsunomiya-u.ac.jp/>

This announcement is made as part of information provision services; applicants should confirm their statuses by the notification sent to each student or on the School's bulletin board. (The announcement will be posted to the website 30 minutes after posting on the School's bulletin board, provided there is no system failure.) Inquiries regarding entrance examination results will not be accepted via telephone or other means.

Special Admission for Working Applicants

Prior to submitting an application, the acceptance of the desired research supervisor must be obtained. Individuals employed at the time of application must also obtain permission from their supervisor at work.

In accordance with special programs for teaching as stipulated in Article 14 of the Graduate School Establishment Standards, the doctoral degree program of the Graduate School of Engineering offers special measures for working individuals, including classes at night. (Refer to page 11.)

(1) Academic achievement test

- 1) Oral examination: Applicants are questioned about their research thesis presentations and specializations as well as research plans.
- 2) Interview

(2) Date and time of the entrance examination

August 29 (Thu.), 2019 Oral exam and interview: From 9:00 am

(3) Venue

Utsunomiya University, Faculty of Engineering, Graduate School of Engineering

(4) Announcement of successful applicants

An announcement will be posted on the Faculty of Engineering and Graduate School of Engineering bulletin board at 10 am (scheduled time) on September 6 (Fri.), 2019. Individual notices will also be sent out.

The examination numbers of successful applicants will also be posted on the following website for announcing successful applicants. URL: <http://nyushi.utsunomiya-u.ac.jp/>

This announcement is made as part of information provision services; applicants should confirm their statuses by the notification sent to each student or on the School's bulletin board. (The announcement will be posted to the website 30 minutes after posting on the School's bulletin board, provided there is no system failure.) Inquiries regarding entrance examination results will not be accepted via telephone or other means.

Special Admission for International Students

This admission procedure is for international students applying under application requirement (1), (2), or (4). Individuals graduating from a university in Japan and who have completed a master's degree program at a graduate school in Japan are not eligible under this requirement and should instead apply under general admission.

(1) Academic achievement test

- 1) Oral examination: Applicants are questioned about their research thesis presentations and specializations as well as research plans.
- 2) Interview

(2) Date and time of the entrance examination

August 29 (Thu.), 2019 Oral exam and interview: From 9:00 am

(3) Venue

Utsunomiya University, Faculty of Engineering, Graduate School of Engineering

(4) Announcement of successful applicants

An announcement will be posted on the Faculty of Engineering and Graduate School of Engineering bulletin board at 10 am (scheduled time) on September 6 (Fri.), 2019. Individual notices will also be sent out.

The examination numbers of successful applicants will also be posted on the following website for announcing successful applicants. URL: <http://nyushi.utsunomiya-u.ac.jp/>

This announcement is made as part of information provision services; applicants should confirm their statuses by the notification sent to each student or on the School's bulletin board. (The announcement will be posted to the website 30 minutes after posting on the School's bulletin board, provided there is no system failure.) Inquiries regarding entrance examination results will not be accepted via telephone or other means.

6. Entrance examination fee exemption

In order to alleviate the economic burden of those who were affected by disasters etc. and to secure opportunities for students to enter the university, the university will take special measures to exempt the entrance examination fee as follows below.

(1) Exemption requirements

The exemption applies for candidates whose primary household resides in an area to which the Great East Japan Earthquake Disaster or the Relief Act (Act No. 118 of 1947) after March 2011 is applied, and who falls under any of the following categories:

- (1.1) A person who has been issued a municipal certificate whose primary residence has been destroyed or suffered severe damage.
- (1.2) A person whose primary household resides in one of the areas prescribed under the Special Measures Law for Nuclear Emergency Preparedness Act (Act No. 156 of 1999) or those who reside or resided in a (A) Warning area, (B) Planned evacuation area, or (C) Emergency evacuation preparation area.
- (1.3) A person whose primary household has a member that died or became missing due to a disaster.

(2) Exemption application procedure

Those who intend to receive an exemption from the entrance examination fee must submit an "Application form for exemption of entrance examination fee" with one of the following certificates (possible copies) at the time of application:

- (2.1) For persons under categories (1.1) and (1.2) above, applicants must submit a certificate of damage or injury suffered from natural disaster.
- (2.1) For persons under category (1.3) above, applicants must submit a certificate confirming the loss of a primary household member due to a natural disaster.

Applicants having any questions about the documents to be submitted should contact the Academic Affairs Yoto branch.

Any applicants who are determined not to fulfill the requirements for exemption will be contacted by telephone by the Yoto branch Academic Affairs Division.

7. Enrollment Formalities

(1) Enrollment period

Students enrolling in October 2019 shall perform enrollment formalities in September, 2019. Students enrolling in April 2020 shall do so in March; date and other details shall be announced later.

Individuals who do not complete the enrollment formalities during this period will be deemed to have declined entry to the program.

- (2) The details of enrollment formalities will be included in the letter of acceptance.

8. Entrance Fee, Tuition, and Other Financial Matters

(1) Entrance fee, tuition, and other financial matters

Entrance fee: 282,000 yen

Tuition: 535,800 yen (annual fee)

* The entrance fee and tuition are tentative amounts; they may be revised.

* If tuition is revised during the program period, the new tuition will apply from the time of revision.

* Half of the tuition (267,900 yen) shall be paid by each of the designated deadline.

- (2) Personal accident insurance for students pursuing education and research as well as liability insurance (for 3 years) [as of April 2018]

3,620 yen

9. Exemption from the Entrance Fee and/or Tuition and Collection Postponement

- (1) If payment of fees is recognized to be difficult due to special circumstances, the applicant may be fully or partially exempted from payment of the entrance fee and/or tuition.
- (2) If payment of the entrance fee and/or tuition is recognized to be difficult by the designated date, payment may be postponed temporarily.

In such cases, inquire with the Yoto Branch Office of the Student Affairs Department for details.

10. Advance Consultations on Special Accommodations for Examinations and Studies Due to an Illness, Injury, or Physical Handicap

Individuals requiring special accommodations for the entrance examination or their studies due to an illness, injury, or physical handicap should consult with the Yoto Branch Office of the Student Affairs Department by June 27 (Thu.), 2019.

11. Matters Requiring Attention

- (1) Inquiries regarding enrollment are accepted at the Yoto Branch Office of Utsunomiya University's Student Affairs Department.

Please include a self-addressed return envelope (with an 82-yen stamp affixed) when making an inquiry by post.

- (2) If you wish to receive the Application Procedure by post, write "Request for the Application Procedure of the Graduate School of Engineering Doctoral Degree Program" on the front of the envelope in red and include a self-addressed return envelope (K-2 (240 × 332 mm)) with a 250-yen stamp affixed.
- (3) Changes to submitted documents will not be accepted and the admissions screening fee will not be returned after the admissions procedure has been completed.
- (4) The School does not arrange for applicants' lodging.
- (5) On the examination day, applicants who enter the examination room up to 30 minutes after the starting time will be permitted to take the exam; however, the examination time will not be extended.
- (6) Applicants who have submitted an application for admission under requirement (1), (2), (3), or (4) who anticipate completion of another educational program by the time of entry to the school shall submit a copy of a diploma or Certificate of Degree Conferred by the time of entry to the school.
- (7) Applicants who have submitted an application for admission under requirement (1), (2), (3), or (4) who anticipated completion of another educational program by the time of entry to the school but who were not awarded a master's, professional degree, or the equivalent by the time of entry to the school will have their acceptance to the doctoral degree program revoked.

12. Scholarships from the Japan Student Services Organization

Students who wish to apply for this scholarship should refer to the following website.

<http://www.utsunomiya-u.ac.jp/convenient/campuslife/exemption.php>

Acknowledgement of Application Requirements (6)

1. Individuals subject to requirements screening

Individuals to whom the following (1) or (2) applies

- (1) Individuals with a bachelor's degree to whom both of the following apply.
 - 1) Individuals who have completed their undergraduate studies and who have participated in research at a university or research institute for two or more years, or who have two or more years of work experience in science- or engineering-related fields
 - 2) Individuals who have achievements in writing, academic theses, academic lectures, academic reports, or patents that are evaluated to be equivalent to or greater than a master's thesis
- (2) Individuals who have graduated from a junior college, specialized vocational high school, technical school, advanced vocational school, or other educational facility and to whom one of the following 1) to 3) apply as well as the condition in 4).
 - 1) Individuals who have completed a diploma course at a junior college or specialized vocational high school and who have participated in research at a university or research institute for two or more years, or who have two or more years of work experience in science- or engineering-related fields
 - 2) Individuals who have graduated from a junior college, specialized vocational high school, or technical school and who are qualified to transfer to a university and who have participated in research at a university or research institute for four or more years, or who have four or more years of work experience in science- or engineering-related fields
 - 3) Individuals who have graduated from an advanced vocational school or other school, or who have completed a program at another type of educational facility but who are not qualified to transfer to a university, and who have participated in research at a university or research institute for six or more years, or who have six or more years of work experience in science- or engineering-related fields
 - 4) Individuals who have achievements in writing, academic theses, academic lectures, academic reports, or patents that are evaluated to be equivalent to or greater than a master's thesis

2. Application procedure and other matters

A requirements screening will be conducted for individuals to whom one of the above applies. Applicants should submit the documents required to undergo screening by the deadline.

(1) Required documents

Documents to be submitted	Applicant subject to requirements screening (1)	Applicant subject to requirements screening (2)	Note
Request for application requirements screening	✓	✓	Designated format
Written statement of the reason for application		✓	Designated format
Resume	✓	✓	Designated format
Journal paper summaries, research progress report	✓	✓	Designated format
Research achievement record	✓	✓	Designated format
Copy of thesis, journal paper, etc.	✓	✓	
Transcript from the last school attended		✓	
Diploma or certificate of completion from the last school attended	✓	✓	
Return envelope (N-3 (240 × 332 mm))	✓	✓	Self-addressed envelope, 362-yen stamp affixed

(2) Application period

Submit the application to the Yoto Branch Office of the Student Affairs Department between June 4 (Tue.) and June 27 (Thu.), 2019 (excluding weekends). Consult with the Yoto Branch Office of the Student Affairs Department if you cannot submit the application within the designated period. Individuals who are recognized as

qualified to apply for the program prior to the start of the application period should notify the Yoto Branch Office of the Student Affairs Department by June 4 (Tue.), 2019.

3. Screening results

- (1) Screenings will be conducted at Utsunomiya University's Graduate School of Engineering and individuals will be notified of the results by July 23 (Tue.), 2019.
- (2) Individuals who have been recognized as qualified to apply for the program should carry out the application procedure between July 31 (Wed.) and August 6 (Tue.), 2019.

Special Cases of Education Methods as Stipulated in Article 14 of the Graduate School Establishment Standards

In recent years, there have been demands that graduate schools provide education for researchers and engineers who are already in the workforce so that they may acquire higher levels of engineering knowledge and skills that will enable them to play leadership roles in their fields. Providing education to working individuals under the conventional master's and doctoral program format will force such people to take a leave of absence from work, which restricts their opportunities to participate in graduate school education.

Article 14 of the Graduate School Establishment Standards states as follows: "Regarding the establishment of graduate school programs, when special treatment is recognized to be necessary, classes and research guidance can be provided at night or at other specific times and periods that do not interfere with daytime work if done in an appropriate manner." Therefore, the Graduate School of Engineering offers special measures for researchers and engineers who have already joined the workforce.

In view of the above, the Graduate School of Engineering offers special educational programs to researchers and engineers in the workforce who wish to study in a graduate school program as stipulated in Article 14 of the Graduate School Establishment Standards.

* The Special Programs for Teaching are summarized as follows.

1. The period of the Special Programs for Teaching is, as a rule, three years.
2. The class schedule subject to Article 14 includes the 11th and 12th periods (5:50–7:20 pm) on weekdays, and from the 1st and 2nd periods (8:50–10:20 am) up to the 9th and 10th periods (4:10–5:40 pm) on Saturdays.
3. Courses and research plans are prepared based on a consultation with the applicant's supervisor of choice.
4. Doctoral program research activities may be conducted at the student's place of employment provided that the research supervisor acknowledges that the student's thesis writing is progressing well, and that the student's company has outstanding facilities and equipment for research available that will bring good results.

* Procedure to apply for the Special Programs for Teaching

Consult with your research supervisor in advance, prepare a course plan, and submit it to the office.

Extended Registration Period System

This system caters to students for whom it is difficult to complete the program within the standard three-year period because of employment or other reasons by permitting them to extend their period of study (up to a maximum of six years) in order to facilitate systematic course planning and effective learning. Course planning and the total number of credits are the same as under the standard three-program, which offers a significant reduction in time load per year.

When approval to extend the registration period has been granted, the three-year doctoral program can be completed, for example, in four years. In such case, the three-year tuition will be paid over a four-year period, which means the

financial burden per year is also reduced by distributing the three-year tuition (six terms) over four years (eight terms). (If tuition is revised, recalculation will be made based on the revised fee.)

In order to be accepted into this system for extending the registration period, applicants must submit the required documents to the Dean of Utsunomiya University and obtain permission.

If, due to changing circumstances, an individual is unable to complete the program within the extended period, a further extension may be requested up to a maximum of nine years in total. The further extended period in excess of the standard extended period will be considered to be setback years and standard tuition shall apply. Students may newly apply for this extended registration period during the school year or revise the extension period (from four years to five years or from five years to four years) only once.

The application period for this program is as follows.

1. New application
 - 1) Upon entry into the program: October admission: during the September enrollment procedure prior to the relevant admission year; April admission: during the March enrollment procedure prior to the relevant admission year
 - 2) During the school year: October admission: by the last day of August of the beginning of the relevant term; April admission: by the last day of February of the preceding academic year of the beginning of the relevant term
2. Extension or shortening of the extended period

If you wish to extend the registration period, submit a change in the registration period by the last day of the month prior to the final month of the extended period. If you wish to shorten the extended period, submit a change in the registration period by the last day of the month prior to the intended month of completion.

Make inquiries regarding this system to the Yoto Branch Office of the Student Affairs Department. Details will be provided to successful applicants at a later date.

Reference

Graduate School of Utsunomiya University Registration Period Extension (excerpt)

Article 5 Extending the Registration Period

A fixed period approved as an extension of the registration period for systematic course planning exceeding the standard period (hereinafter referred to as an "extended registration period") shall be, as a rule, denominated in one-year increments and as stated in the clauses below.

- (1) The extended registration period for new students acknowledged as students whose registration has been extended in the master's degree program shall be a maximum of four years, and for students in the doctoral degree program shall be a maximum of six years.
- (2) The extended registration period for students acknowledged as students whose registration has been extended during the course of their study shall be double the number of incomplete years.

Article 7 Extension and reduction

Only one change to the extended registration period is permitted. An extension or reduction may be made in six-month increments only when recognized to be necessary by the Graduate School Committee. The deadline for submitting an application for a change to the extended registration period shall be stipulated separately.

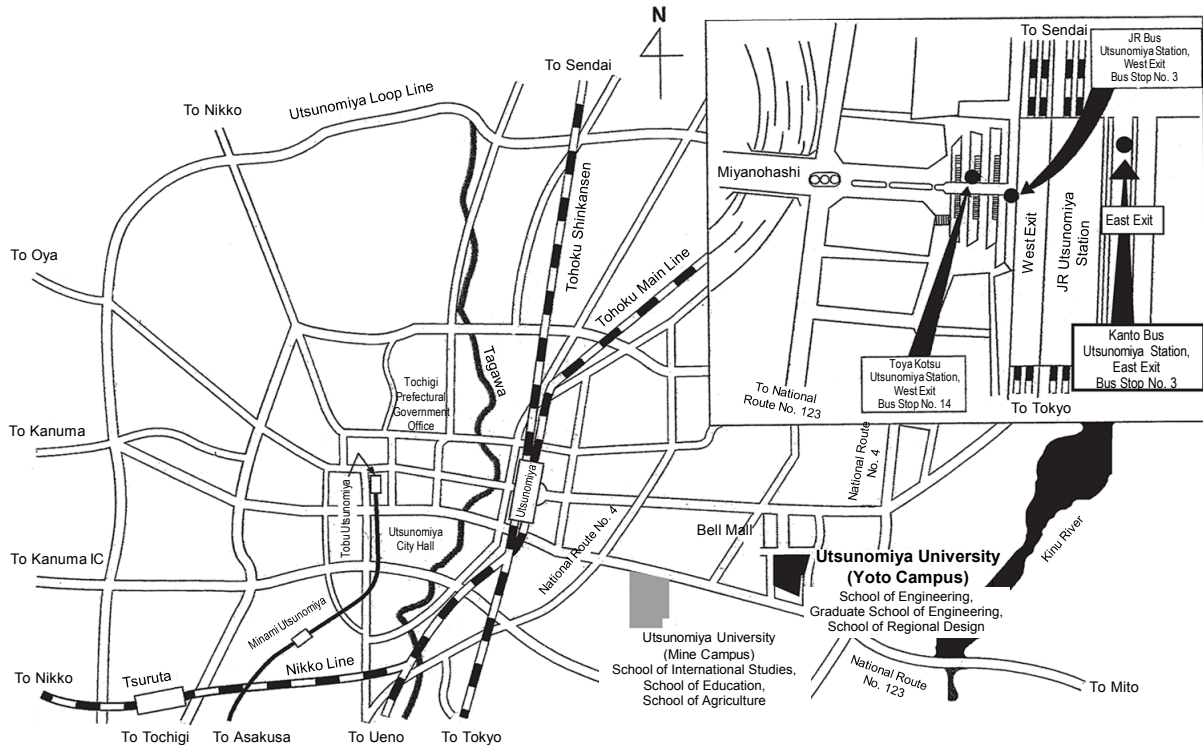
How to Access the Examination Venue

- Time from Tokyo

- JR Tokyo Station: Tohoku Shinkansen / approx. 50 min.
Ueno Tokyo Line, Utsunomiya Line / approx. 1 hr. 50 min.
- JR Shinjuku Station: Shonan Shinjuku Line, Tohoku Shinkansen / approx. 1 hr. (Transfer at JR Omiya Station)
Shonan Shinjuku Line, Utsunomiya Line / approx. 1 hr. 50 min.
- Tobu Railway: From Asakusa Station to Tobu Utsunomiya Station / approx. 2 hr. 30 min.
- Haneda Airport: Airport Limousine, Kanto Transportation / approx. 2 hr. 30 min.

- Time from Sendai

- JR Sendai Station: Tohoku Shinkansen / approx. 1 hr. 30 min.



- Access from JR Utsunomiya Station and Tobu Utsunomiya Station

- ◎ Utsunomiya University, Faculty of Engineering (approx. 4.2 km from JR Utsunomiya Station)

- JR Bus (Bound for Haga Machiyakuba, Haga Bus Terminal, Motegi, etc.)
Board at JR Utsunomiya Station West Exit Bus Stop No. 3 and disembark at the Kogakubu-mae Bus Stop (approx. 20 min.)
- Kanto Bus (Bound for Mooka, Mashiko, Kaisei Gakuin, Bell Mall, etc.)
Board at JR Utsunomiya Station West Exit Bus Stop No. 14 and disembark at the Kogakubu-mae Bus Stop (approx. 20 min.)
Board at Tobu Utsunomiya Station Bus Stop and disembark at the Kogakubu-mae Bus Stop (approx. 30 min.)
Note: Buses bound for other destinations will not stop at Kogakubu-mae.
- Kanto Bus (Udai Junkan Line, clockwise and counterclockwise routes)
Board at JR Utsunomiya Station East Exit Bus Stop No. 3 and disembark at the Udai Kogakubu Seimon Bus Stop (approx. 15 min.)
Note: Buses come about every 30 minutes.

Reference

Bus Timetable "Utsunomiya.guide"	https://utsunomiya.guide/
JR Bus Kanto, Utsunomiya Branch	Tel: 028-687-0671
Kanto Transportation, Toya hiraide Business Office	Tel: 028-662-1080
Kanto Transportation, Yanaze Business Office	Tel: 028-633-3482