

October 2023 Admission

**Graduate School of Informatics
Kyoto University**

**Guidelines for Admission to the Doctoral Program
in Social Informatics for International Students**

International Program

Admission procedure through application assessment and interview

Translation Disclaimer

Kyoto University strives to achieve the highest possible accuracy in translating its documents from their official language of Japanese. However, due to the nature of translated documents, accuracy is not guaranteed. The translated documents are produced for reference only, and are not legally binding. The original documents in the Japanese language shall always take precedence over their translated versions.

The information in the guidelines is subject to change without notice.

Refer to the latest information available at <http://www.i.kyoto-u.ac.jp/>

Admissions Policy of the Graduate School of Informatics

The field of study referred to as Informatics at the Graduate School of Informatics at Kyoto University consists of areas related to information in natural, artificial, social and life-related systems. It can be characterized by three pillars: the interface between humans/society and information, mathematical modeling, and information systems. The aim of the Graduate School of Informatics is not confined to the creation of new fields of study related to the three pillars. More broadly, we explore an understanding of the essence of 'information' and the immense impact of information technology on society, and we pursue advancement of information-related science and technology in the appropriate directions. According to the goal of Kyoto University, we will contribute, from the perspective of Informatics, to establishing harmonious coexistence within the global community.

We welcome a wide range of talented students who will understand the concepts of Informatics and will study science and technologies of Informatics with passion, and will aspire to develop this new academic area for the future. As long as they are proficient in their field of study or research, we hope to accept students from diverse backgrounds related to Informatics-unfettered by the conventional framework of sciences versus humanities—from Japan and from other countries. We also welcome working professionals who have a passion for studying Informatics.

Specifically, we welcome students having outstanding skills in diverse backgrounds, strong desire to study, strong interest in particular fields that comprise Informatics, and having excellent communication skills. We also hope to attract post-graduate fellows who have cutting-edge knowledge of Informatics and conduct research on science and technologies of Informatics, to advance to our Doctoral program.

The International Programs are established in the Intelligence Science and Technology Course; Social Informatics Course; and Communications and Computer Engineering Course of the Graduate School of Informatics (hereinafter referred to as “the School”), which provide both lectures and research courses in English sufficient for completing the Doctoral Program.

All times stated in the guidelines are in Japan Standard Time.

The Japanese version of the guidelines shall be the authoritative version, with the English translation provided only as a reference.

Applicants who have already been accepted in the selection for the 2023 Doctoral Program in the School are not eligible to apply for admission via this process.

I. Number of Students to be Accepted for Admission

Social Informatics Course (International Program): a small number of students

II. Eligibility

Applicants who hold the residence status of “college student” (this includes students who are expected to acquire this status at the time of admission), and who fall into one of the following categories, or who anticipate doing so at the end of September 2023, will be eligible to apply.

1. Applicants who have a master's degree, a master's-level professional degree, or a juris doctor (JD) degree awarded by a Japanese graduate school.
2. Applicants who have completed a program equivalent to the Master's Program or Professional Degree Program of the Graduate Schools of Kyoto University in foreign countries (see note 1 below).
3. Applicants who, while residing in Japan, have completed a foreign school education through distance learning equivalent to the Master's Program or Professional Degree Program of the Graduate Schools of Kyoto University (see note 1 below).
4. Applicants who have completed a foreign graduate school curriculum that is equivalent to the Master's Program or Professional Degree Program of the Graduate Schools of Kyoto University at an educational facility in Japan that has been accredited as having an approved curriculum under the educational system of the respective foreign country and is so designated by the Minister of Education, Culture, Sports, Science and Technology of Japan (hereinafter referred to as "the Minister of MEXT") (see note 1 below).
5. Applicants who have completed 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, the same shall apply in category 6 below), and awarded a degree equivalent to a master's degree (see note 1 below).
6. Applicants who have completed a curriculum and have passed an examination or an assessment equivalent to those prescribed in Paragraph 2 of Article 16 of the Standards for Establishing Graduate Schools (Ordinance No. 28 of the Ministry of Education, Science and Culture, 1974) at an educational institution in another country, an educational facility designated in category 4 above, or the United Nations University; and have been recognized by Kyoto University as having an academic ability on par with or higher than that of a person with a master's degree (see note 2 below).
7. Applicants designated by the Minister of MEXT (see notes 3 and 4 below).
8. Applicants who are recognized by the School as having a scholastic ability on par with or higher than that

of a person with a master's degree as a result of an individual screening of their Application Eligibility, and who are at least 24 years old (see note 4 below).

Notes:

- 1) After announcement, successful applicants will be confirmed their eligibility prior to admission procedures. Applicants found to have falsified their submitted documents/materials will be deemed ineligible and will have their acceptance revoked, even after enrollment procedure has been completed.
- 2) Applicants falling into category 6 must contact the Student Affairs Division of the School prior to submitting their application by the end of February 2023, and undergo a screening for eligibility in advance. The School will not accept any application from any said applicant unless the applicant has undergone this screening in advance.
- 3) This refers to applicants who have graduated from a university or who have completed 16 years of school education in a foreign country and subsequently spent at least two years conducting research in a university, research institute, research organization, company, or other such facility; and who are recognized through their publications (academic papers, books, research reports), patents, and similar achievements, as having a scholastic ability on par with or higher than that of a person who has completed the Master's Program of the Graduate Schools of Kyoto University.
- 4) Applicants falling into category 7 or 8 must undergo a screening for Application Eligibility in advance (refer to III." Screening for Application Eligibility"). The School will not accept the application materials stated in section IV. Application Form and Supporting Materials otherwise.

III. Screening for Application Eligibility

(Applicants falling into eligibility category 7 or 8 only. For applicants falling into eligibility category 6 must contact the Student Affairs Division of the School directly in advance)

Prior to application for the entrance examinations, applicants should submit the documents below in person to the Student Affairs Division of the School (1st floor, Research Bldg. No. 8) no later than 5:00 p.m. on Friday, March 3, 2023, or send the documents by registered express mail, or another reliable carrier such as the Letter Pack Plus, with "Application for Eligibility Screening; Admission to the Doctoral Program for International Students (AO)" written in red on the envelope (in a "品名" box for the Letter Pack Plus).

1. Documents required for application eligibility screening

(Use the appended documents for the items with an asterisk *.)

All documents must be in English. Documents or certificates in any other language must be accompanied with translations into English.

*	1. Application Form for Eligibility Screening	
	2. Certificate of Graduation (or Prospective Graduation)	(For applicants falling into application eligibility category 7 or 8.) Originally issued by the educational institution last attended and indicate the dates of enrollment and graduation (or prospective graduation).
	3. Transcript	(For applicants falling into application eligibility category 7 or 8.) The transcript must be originally issued by the educational institution last attended.

	4. Statement of Research Progress	(For applicants falling into application eligibility category 7 or 8.) Concisely state in an objective manner the achievements that the applicant has obtained thus far from his/her study and research work undertaken. (on A4 paper; free format)
*	5. Certificate of Research Work	(For applicants falling into application eligibility category 7.) The certificate must be issued in a sealed envelope by the institution or other organization which applicant belongs to. A certificate which is not in an envelope sealed by the institution or other organization will not be accepted.
	6. Documents for Reference (licenses, etc.)	(For applicants falling into application eligibility category 7.) Copies of reference documents, such as licenses, related to the applicant's research field. (on A4 paper; with brief explanations)

2. Screening and the results

- 1) The School examines the above documents. However, applicants who have undergone an eligibility screening by the School previously and were certified as eligible only need to submit the application form (*1) indicated above.
- 2) The School will send the results of the screening by post to applicants on Tuesday, March 14, 2023.

IV. Application Form and Supporting Materials

(Use the appended documents for the items with an asterisk *.)

Applicants need to apply for admission through the website (refer to VI. "Application Procedures and Notices"). Print out an address label from the completed application page and paste the label on an envelope (240mm × 332mm) in order to send all application documents.

All documents must be in English. Documents or certificates in any other language must be accompanied with translations into English.

*	1. Application Groups and Curriculum Vitae	Complete accurately.
	2. Application Form and Photograph card	Print out a card from the completed application page. Paste a photo of the applicant's upper body with no hat (4cm × 3cm) taken within three months prior to application submission. Prepare and keep an identical photo for the examination voucher which the School will send to applicants later.
	3. Transcript	The transcript must be originally issued by the educational institution last attended. (See note 3)
	4. Statement of Research Progress	Describe your research and courses taken thus far that are directly related to your expected field of study upon enrollment. There is no prescribed format, but it should be ten A4 size sheets or less. Additional supplemental materials are allowed beyond the ten pages. This statement can be substituted by a master's thesis or its draft, in either English or Japanese, if available. This statement is not necessary for applicants who fall into application eligibility category 7 or 8 and have already submitted

		this statement for eligibility screening.
*	5. Letters of Recommendation	Submit recommendation letters in a sealed envelope , written in English using the appended letter form, by both: - the department chair or the dean of the graduate school; <u>AND</u> - the applicant's supervisor of the educational institution last attended.
	6. Research Plan	Describe the research activities that the applicant would attempt to pursue in the Doctoral Program after enrollment, as well as a brief summary of the progress of the research work to date, on two sheets of A4 paper (free format); clearly indicate the applicant's preferred group (refer to VIII, "Application Groups and Supplementary Information on Interviews"), and his/her name at the top. Also, outline the reasons for making this application; and the communication the applicant has established with their prospective supervisor(s).
	7. Photocopy of Passport	The page with a photograph of the applicant. (Foreign nationals only)
	8. Application Fee	Application fee: 10,000 yen Payment procedures: Refer to VI. "Application Procedures and Notices". Exemption and note: - Even prospective international students of a Japanese Government (MEXT*1) Scholarship are required to pay the entrance examination fee. After the admission as Japanese Government Scholarship recipient, the examination fee will be refunded upon completing the required procedure. *1 Ministry of Education, Culture, Sports, Science and Technology of Japan - Students of the Graduate Schools of Kyoto University completing their Master's Program in September 2023 are exempt from paying the application fee.
*	9. Address Label A	Write the applicant's full name, address, and postal code on the appended form for the delivery of the examination voucher in early May 2023. (Promptly notify the School if the address is changed.)
*	10. Address Label B	Write the applicant's full name, address, and postal code on the appended form for the delivery of the outcome of application in early June 2023. (Promptly notify the School if the address is changed.)
*	11. Address Label C	Write the applicant's full name, address, and postal code on the appended form for the delivery of the enrollment materials for the successful applicants in early September 2023. (Promptly notify the School if the address is changed.)
	12. Evidence of English Proficiency	Submit a copy of one of the following original test score records. - TOEFL Test Taker Score Report - TOEIC Official Score Certificate - IELTS Test Report Form (TRF) For details, refer to V, "English Test Scores (TOEFL, TOEIC, and IELTS)".

Notes:

- 1) Accepted applicants who are currently enrolled in another Graduate School of Kyoto University must submit a certificate of withdrawal (or a certificate of completion) from their Graduate School at the time of enrollment into the School. Those who falsify their status when filing applications may have their acceptance revoked even after enrollment procedure has been completed.
- 2) For successful students, at the time of enrollment procedure, they must submit a “Residence Certificate” which indicates both their visa status as a college student and the period of stay.
- 3) Due to the outbreak of COVID-19, applicants may find it difficult to submit the official transcript issued by the university or other institutes. In that case, we allow the applicants to submit a copy of transcript which was issued in the past, with attaching a document (A4 sized, free format) explaining why they are unable to submit the official transcript.

V. English Test Scores (TOEFL, TOEIC, and IELTS)

1. The applicant is responsible for taking all the necessary steps and paying any related costs for taking the TOEFL, TOEIC, or IELTS test.
2. Submit a copy of one of the following original score records:
 - Internet TOEFL (TOEFL iBT: Test Taker Score Report)
 - TOEIC Listening & Reading Test
 - IELTS
3. The School accepts only the score records of TOEFL, TOEIC or IELTS test taken within two years prior to the School’s application deadline. Note that the TOEFL iBT® (Special) Home Edition score is acceptable, but score records of institutional testing programs (e.g., TOEFL® Essentials™ Test, TOEFL ITP and College TOEIC) are not acceptable.
4. Applicants who have taken the TOEFL, TOEIC, and/or IELTS multiple times must submit the single result of their choice for application.
5. For English scores, TOEFL/TOEIC/IELTS scores are converted to a common score according to the English proficiency tests and assessment Comparison Table by MEXT(「各資格・検定試験とCEFRとの対照表(平成30年3月)」), dated March 2018.
6. Applicants who have completed their education in English at a university but would find it difficult to take the above English tests where they are located must submit a letter of explanation. There is no prescribed format, but the letter must explain the reason a test cannot be taken, the course matter and period of education in English, and any pertinent details.
7. Failure to submit a score record by the application deadline will result in the English test scores being recorded as zero unless a letter of explanation has been submitted.
8. Applicants found to have falsified their TOEFL, TOEIC, or IELTS score record will be deemed ineligible and will have their acceptance revoked, even after enrollment procedure has been completed.
9. Once the score document has been submitted, it will not be returned to applicants.

VI. Application Procedures and Notices

Admission procedures will be completed by (1) applying for admission through the website, (2) paying the application fee, and (3) submitting the application materials within the application period.

1. Access the following website (available from Monday, April 3, 2023):

<https://www.webshutsugan.com/kyoto-u-daigakuin/> (Japanese)

<https://www.webshutsugan.com/kyoto-u-daigakuin-en/> (English)

Follow the instructions on the website for payment of the application fee (10,000 yen). The payment can be made by/at:

- Credit card (It is acceptable to use a credit card which has a different name from that of the applicant (e.g., applicant's parents).)
- Convenience store (Only for applicants residing in Japan)
- Financial institution's ATM (Only for applicants residing in Japan)
- Online banking (Only for applicants residing in Japan)

Payment period: Monday, April 3, 2023 – Wednesday, April 12, 2023

- * A commission fee (650 yen) is charged to the remitter for the application fee.
 - * Once the application materials have been accepted, the School will not refund the application fee. However, an applicant may request a reimbursement from the Student Affairs Division of the School if: the applicant did not apply for admission after the application fee was paid (materials were not submitted or were not accepted), or the applicant made a duplicate payment.
2. Applicants must send all the required application materials by post to the address shown below. Write **in red** "Application materials: Admission to the Doctoral Program for AO enclosed" on the envelope and be sure to send **by registered express mail or other carrier which provides a tracking service**. The School may contact applicants if their application materials are not in order.
 3. Applications will be considered to be completed with dispatch of examination vouchers by the School.
 4. In principle, once the materials have been accepted, no subsequent revision to the application details will be allowed, and they will not be returned to applicants; the School will not refund application fees after acceptance.

Submission deadline for application materials

Application form and supporting materials must arrive by 5:00 p.m. on Wednesday, April 12, 2023.

Mailing address:

Student Affairs Division

Graduate School of Informatics, Kyoto University

Yoshida-Honmachi, Sakyo-ku, Kyoto 606-8501 JAPAN

Tel: +81-(0)75-753-4894, or 5500

5. Applicants with disabilities needing accommodations for the examination should request such accommodations in advance. Because advanced preparation is required, send a request letter to the above address stating the following information and attach a copy of a disability certificate or medical certificate, or bring the required information to the school office in person before Thursday, March 30, 2023.

Required information:

- Applicant's name, date of birth, address, phone number, and e-mail address
- Desired course and degree (Master's/Doctoral)
- Type and level of disabilities
- Accommodations requested

VII. Screening Procedure and Interviews

The course will assess the application materials (Transcripts; we will calculate GPA based on the table and

formula below, Letter of Recommendation, Research Plan, etc.) for screening. Applicants may be asked to undergo interviews by electronic means (e-mail, online conferencing system, etc.) after the above application deadline. The examination voucher will be sent by post in early May to the address indicated on Address Label A (refer to IV, “Application Form and Supporting Materials”).

Grade Point Average (GPA) calculation

Type	Grade				
Raw score	100-96	95-85	84-75	74-65	64-60
6-point grade scale	A+	A	B	C	D
5-point grade scale (Japanese system)	/	秀・優	良	可	/
5-point grade scale	/	A	B	C	D
4-point grade scale (Japanese system)	/	優	良	可	/
4-point grade scale	/	A	B	C	/
GP	4.3	4.0	3.0	2.0	1.0

GPA Calculating formula:

Summation of (GP value with each registration course × Number of credits with respective courses)

Total credits earned of registration courses

- One credit will be awarded to courses with no credits.
- Only grades of master’s programs are recognized in the above calculation of GPA. Grades earned by an applicant as a research student or at a Japanese language school will not be included in the calculation. For applicants who have not completed master’s programs (applicants falling into application eligibility category 7 or 8), grades will be calculated based upon the academic transcript of the educational institution last attended.
- Only earned credits will be counted/calculated to GPA
- If an applicant has transferred from one program to another, the credits earned after the transfer will be used for the calculations. However, GPA will also be calculated using the credits earned in the institution prior to the transfer, which will appear on the transcript indicating the period of study and the name of the institution(s).
- Other grading methods (e.g., “passed” etc.) are not recognized for the above GPA calculation.
- Fractional GPA scores will be rounded to two decimal places.

VIII. Application Groups and Supplementary Information on Interviews

Application Groups:

Applicants should choose and enter only one preferred Application Group of the relevant course for which they are applying in the prescribed field of the appended Application Form and at the top of the “Research Plan”.

Prior to application submission, make sure to check the “Application Group Guide” on our website at:
<http://www.i.kyoto-u.ac.jp/en/admission/application.html>

and contact the faculty members of the group in which they are interested and seek advice on issues such as whether their research interests match those of the group.

In principle, once the Application Form for Admission has been accepted, no subsequent revision and/or change to the application details will be allowed. Therefore, applicants must carefully enter the form.

Note: Application Groups of the course marked with an asterisk are not included in this registration; then may not be selected as preferred groups.

Prior to application submission, make sure to check the “Application Group Guide” on our website at: <https://www.i.kyoto-u.ac.jp/en/admission/application.html>.

Social Informatics Course

a. Interviews

In case interviews are given, they will be held between Monday, April 17 and Monday, May 15, 2023. The concerned applicants will be informed of the dates, times and formats separately. Each examinee will be asked to explain in English the content of his/her Statement of Research Plan and respond to questions.

b. Application Groups and research fields

Application Groups	Research Fields
SI-1	Data Science and Multimedia Information Systems, Data Mining, Web Engineering, Multimedia Information Systems, Information Retrieval and Recommendation, Databases, Sightseeing Informatics, Investment Informatics, Informational Nutrition
SI-2	Human Robot Interaction, Intelligent Robotics, Sensor Networks, Interaction, Communication Robots, Artificial Intelligence, Cyber Physical System
SI-3	Environment for Sharing All Useful Information in the World, Web Information Analysis, Social Network Analysis, Information Retrieval, Crowdsourcing, Information Access Interface
SI-4	Communication Design for Future Society, Inclusive Design, Interaction, Well-being, Social Computing, Understanding Human Behavior
SI-5	Multiagent Systems, Computational Mechanism Design, Social Computing, Decision Making and Consensus, Collective Intelligence, Artificial Intelligence, Services Computing, Global Expansion of Collaboration Infrastructure, Design of Multi-Language Communication
SI-6	Establishing Secure and Reliable Information Society, Encryption, Authentication, Crypto Currency, Cloud Security, Privacy
SI-8 · 9	Utilization and Conservation of Bioresources, Conservation and Utilization of Ecosystems, Bio-logging, Conservation of Endangered Species, Assessment of Ecosystem Service, Monitoring of Hydrological and Biogeochemical Cycles, Collection/Archive/Utilization of Environmental Information, Data analysis of Biospheres and Bioresources, Environmental Change and Biological Response, Environmental DNA Technique
SI-10	Design of Integrated Disaster Management Strategies, Disaster Economic Analysis, Disaster Risk Management Planning, Disaster Risk Governance, Disaster Risk Communication, Disaster Risk Control, Disaster Risk Finance
SI-11	Disaster Culture, Disaster Prevention Education, Social Psychology, Disaster Information, Disaster Recovery, Risk Communication, Supporting Decision-makings of Emergency Evacuation, Finance for Disaster Risk Reduction and Reconstruction
SI-12	Crisis Management, Disaster Response, Rescue Activity, Evacuation Behavior, Risk Communication, Data Collection in Disaster, GIS, Spatio-temporal DB, Micro Geo Data, Data Science for Disaster Risk Management

SI-13	Create Clinical Medicine of the Information Age, DX of Health Care, Electronic Medical Record, Telemedicine, EHR, Data Health, Health Tourism, Medical Virtual Reality, Image Diagnosis Support, Medical and Hospital Management
SI-14	Educational/Learning Technologies, e-Learning Systems, Learning Analytics, Educational Data Science, Mobile/Ubiquitous Learning Environments, Collaborative Learning Environments, Adaptive and Personalized Learning Environments
SI-15	Distributed Systems, Peer-to-peer, Blockchain, Internet, Networks, Distributed Machine Learning, Data Engineering, Social Graph Analyzing, Middleware, Computing System

c. **Course website** (Refer to the available webpage for the Department of Social Informatics)

<https://www.soc.i.kyoto-u.ac.jp/>

IX. Announcement of Successful Applicants

A list of the examinee's numbers of successful applicants will be posted on the bulletin board as shown below and published on the School website.

Time and date: From 3:00 p.m. on Friday, June 2 to 3:00 p.m. on Friday, June 9, 2023

Place: Bulletin board of the School office (1st floor, Research Bldg. No. 8)

<https://www.i.kyoto-u.ac.jp/admission/pass.html> (Japanese)

<https://www.i.kyoto-u.ac.jp/en/admission/pass.html> (English)

Results will also be sent by post to the successful applicants. Inquiries by telephone or other means will not be accepted.

The School will send the documents for the enrollment procedure to successful applicants by post in early September 2023.

X. Process for Extending the Period of Study

Students are allowed to extend their period of study for up to six years due to circumstances such as employment, childcare, and nursing care. Applicants who wish to apply for an extended the period of study should contact the Student Affairs Division prior to applying for the entrance examinations and no later than 5:00 p.m. on Friday, March 24, 2023.

XI. Admission Fee and Tuition

Admission Fee: 282,000 yen (tentative)

(This fee will be waived for applicants completing their Master's Program at Kyoto University at the end of September 2023.)

Annual Tuition: 535,800 yen (tentative)

(Tuition will be determined depending on the number of enrollment years for students who apply for an Extended the Period of Study.)

Notes:

- 1) Japanese Government (MEXT*¹) Scholarship Students are exempt from paying the admission fee and tuition.

*¹ Ministry of Education, Culture, Sports, Science and Technology of Japan

- 2) If the admission fee and tuition are revised after enrollment, the revised amount will be applied from the time at which the revision comes into effect.

XII. Handling of Personal Information

Personal information, such as name, gender, date of birth, address, and performance evaluation, shall be handled according to the Act on the Protection of Personal Information Held by Private Institutions and the Regulations on the Protection of Personal Information of Kyoto University. Such information acquired through the application process will be used only for administrative purposes including:

- 1) entrance examinations

- 2) enrollment procedures, scholarship, etc.
- 3) administrative preparation for accepting students

Inquiries:

Student Affairs Division (1st floor, Research Bldg. No. 8)
Graduate School of Informatics, Kyoto University
Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501 Japan
E-mail: jyoho-kyomu@mail2.adm.kyoto-u.ac.jp
Tel: +81-(0)75-753-4894, or 5500
Monday - Friday, 9:00 a.m. - 5:00 p.m. (except noon to 1:00 p.m.)

January 2023