

October 2023 Admission

**Graduate School of Informatics
Kyoto University**

**Guidelines for Admission to the Master's 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 Master's Program in the Graduate School of Informatics (hereinafter referred to as "the School") constitutes the first two years of the Doctoral Program, as indicated in paragraph 4, article 4 of the Standards for the Establishment of Graduate Schools. The International Programs are established in the Intelligence Science and Technology Course; Social Informatics Course; and Communications and Computer Engineering of the School Course, which provide both lectures and research courses in English sufficient for completing the Master's 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 Master's 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 graduated from a Japanese university.
2. Applicants who have been awarded a bachelor's degree in accordance with the stipulation in paragraph 7, article 104 of the School Education Law of Japan.
3. Applicants who have completed 16 years of school education in a foreign country (see note 1 below).
4. Applicants who have completed an equivalent of 16 years of foreign school education through distance learning while residing in Japan (see note 1 below).
5. Applicants who have completed a foreign university curriculum, through which the applicant is certified as having completed 16 years of school education in the respective foreign country, 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).
6. Applicants who have been awarded a degree equivalent to a bachelor's degree by completing a three-year or longer program at a foreign university or other foreign educational facility. The university or educational facility must have been accredited by the respective foreign government or a person certified by the appropriate foreign governmental agency, or have been so designated by the Minister of MEXT. (This includes applicants who have completed an appropriate program offered by the respective foreign educational facility through distance learning while residing in Japan, and applicants who have completed an appropriate foreign educational program at an educational facility in Japan as specified in the previous category.)
7. Applicants who have completed an advanced professional course at a higher vocational school designated by the Minister of MEXT, on or after the date designated by the Minister of MEXT.
8. Applicants designated by the Minister of MEXT.
9. Applicants who have completed 15 years of school education in a foreign country and who are

recognized by the School as having acquired sufficient credits with an excellent academic record (see note 1 and 2 below).

10. Applicants who are recognized by the School as having a scholastic ability on par with or higher than that of a university graduate as a result of an individual screening of their Application Eligibility, and are at least 22 years old (see note 3 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 9 above, the admission decision will be made based on the application materials (refer to IV. “Application Form and Supporting Materials”) and the results of an interview.
- 3) Applicants falling into category 10 above 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 10)

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 Master's 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 document for the item 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)	Originally issued by the educational institution last attended and indicate the dates of enrollment and graduation (or prospective graduation).
	3. Transcript	The transcript must be issued in a sealed envelope by the educational institution last attended. A transcript which is not in an envelope sealed by the applicant’s institution will not be accepted.

2. Screening procedure and schedule

- 1) The School examines the above documents. Applicants who have undergone an eligibility screening by the School in the past 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 in which applicants are/were enrolled. (See note 4)
*	4. 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; AND - the applicant’s supervisor of the educational institution last attended.
	5. Statement of Personal Objectives	Describe the progress of study and research to date, motivations, and aspirations for study after entrance. If applicants have completed (or are completing) courses for their bachelor thesis, they should describe the themes and content of those courses. There is no prescribed format for the statement, but it should be typed, two A4-sized pages or less, with the applicant’s name on top of each page.
	6. Photocopy of Passport	Submit the page with a photograph of the applicant. (Foreign nationals only)
	7. Application Fee	Application fee: 10,000 yen Payment instructions: Refer to VI. “Application Procedures and Notices.” Note for Japanese Government (MEXT*) Scholarship Students: 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. (Details are given at the time of the enrollment to Kyoto University.) *1 Ministry of Education, Culture, Sports, Science and Technology of Japan
*	8. 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.)
*	9. 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.)
*	10. 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.)
*	11. Application Form for Eligibility Screening	Submit only if the applicants fall into category 9 of section II, "Eligibility" above.
	12. Evidence of English Proficiency	Submit a copy of one of the following original test score records. <ul style="list-style-type: none"> - 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) Applicants expected to fall into eligibility category 2 of II, "Eligibility" above, must submit a certificate (free format) to the effect that "the applicant is expected to be awarded a bachelor's degree; in the event that a bachelor's degree is not awarded, this fact will be promptly notified to the School".
- 2) Accepted applicants who are currently enrolled in another Graduate School of Kyoto University must submit a certificate of withdrawal (or completion of studies) 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 the enrollment procedure has been completed.
- 3) 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.
- 4) 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:
 - 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 we accept the TOEFL iBT® (Special) Home Edition, but records of institutional testing programs (e.g., TOEFL® Essentials™, 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 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 procedures have 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 Master's Program for AO enclosed" on the envelope and be sure to send by **registered express mail or another reliable 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 of 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 by 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, Statement of Personal Objectives, 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 registered course × Number of credits with respective courses)

Total credits earned for registered courses

- One credit will be awarded to courses with no credits.
- Only grades of undergraduate degree 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.
- 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:

Because there is a capacity limit in each Application Group, applicants may not be able to enter the group that is their first choice. Applicants must enter the groups in the order of their preference in the prescribed fields on the appended Application Form for October 2023 Admission to the Master’s Program for International Students (AO)”. Applicants will be regarded as having no desire to be attached to any groups for which they do not enter a preference.

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 marked with an asterisk is not included in this registration; they 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 Personal Objectives and respond to questions.

b. Application Groups and research fields

Choose the groups to which you would like to belong in the order of the preference. There is no need to fill those to which you do not wish to belong.

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	Inclusive Design, Well-being, Social Computing, Understanding Human Behavior, Communication Design for Future Society
SI-5	Multiagent Systems, Computational Mechanism Design, Social Computing, Decision Making and Consensus, Collective Intelligence, Artificial Intelligence, Services Computing
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 Risk Management, Disaster Economic Analysis, Disaster Recovery, Disaster Risk Management Planning, Disaster Risk Governance, Disaster Risk Communication, Disaster Risk Control, Disaster Risk Finance
SI-11	Design of Disaster Risk Communication: Disaster Prevention Psychology, Disaster Information, Disaster Culture, Disaster Prevention Education, Disaster Recovery, Disaster Prevention System Theory, Disaster Risk Management Governance

SI-12	Design of Disaster Information Systems, Crisis Management, Disaster Response, Data Collection in Disaster, Rescue Activity, Evacuation Behavior, Disaster Risk Communication, 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, Health Tourism, Medical Virtual Reality, Image Diagnosis Support, Hospital Management
SI-14	Educational/Learning Technologies, e-Learning Systems, Learning Analytics, Educational Data Science, Educational Big Data, Mobile/Ubiquitous Learning Environments, Collaborative Learning Environments, Intelligent Education/Learning Support Systems
SI-15	Large-scale Distributed Systems, Peer-to-peer, Blockchain, Internet, Network, Distributed Machine Learning, Data Engineering, Social Graph Analysis, Distributed Database, Middleware, Computing System

c. **Course website** (Refer to 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. Inquiries by telephone or other means will not be accepted.

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 or other means to the successful applicants.

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

X. Admission Fee and Tuition

Admission Fee: 282,000 yen (tentative)

Annual Tuition: 535,800 yen (tentative)

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.

XI. 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