

[Summer Admission]
Guidelines for Applicants to the Oct. 2020
Doctoral Program
Graduate School of Urban Innovation
Yokohama National University

The Department of Urban Innovation has been set up for the Doctoral Program of the Graduate School of Urban Innovation. Through our Doctoral Program, we are committed to developing professionals who are capable of addressing urban and community issues globally. Toward that end, we facilitate the growth of individuals who can wield expertise in the realms of technology, society, culture and history, with practical abilities to conceive, design and build social hardware in terms of space, infrastructure and cultural foundations. At the same time, we aim to give rise to professionals competent at providing ongoing and pragmatic leadership and support in developing social software, in terms of the academic, cultural, artistic and citizenship realms of cities and localities.

[Important] These guidelines target applicants intending to enter the doctoral program in October 2020. Those intending to enter the program in April 2021 are to refer to the Guidelines for Applicants for the April 2021 Doctoral Program.

Note: The methods of conducting the examination may be changed after the announcement of the Guidelines for Applicants, depending on future changes in circumstances related to the COVID-19 infection. For the latest information, please refer to the "Admissions" page on our website (<https://www.urban.ynu.ac.jp/>) .

1. Enrollment Capacity

| Department | Admission Type | Oct. 2020 Enrollment Capacity |
|--------------------------------|--|-------------------------------|
| Department of Urban Innovation | Regular Admission (Special Selection and Written Examination Selection) | A few students |
| | Special Admission for International Students (Special Selection and Written Examination Selection) | A few students |
| | Special Admission for Adult Students | A few students |

2. Application Requirements

Regular Admission and Special Admission for International Students - You are eligible to apply for admission as a doctoral student in the Graduate School of Urban Innovation if any of the following (1) - (8) requirements apply.

Special Admission for Adult Students - You must have at least two years of career experience in duties related to the fields in which you intend to perform research by September 30, 2020. You must also be deemed to have amassed significant achievements in those fields (self-nominated or recommended by others). You are eligible to apply for admission as a doctoral student in the Graduate School of Urban Innovation if any of the following (1) - (7) requirements apply.

(1) You hold a master's degree or professional degree, or expect to have earned such a degree by

September 30, 2020.

- (2) You have earned academic credentials overseas equivalent to a master's degree or professional degree, or expect to earn such credentials by September 30, 2020.
- (3) In Japan, you have earned academic credentials equivalent to a master's degree or a professional degree through a correspondence course operated by an overseas school, or expect to earn such credentials by September 30, 2020.
- (4) In Japan, you have earned academic credentials equivalent to a master's degree or professional degree through a degree program of an overseas university that is an accredited institution in that country's formal education system, and is designated separately by the Minister of Education, Culture, Sports, Science and Technology ("Minister of MEXT"), or you expect to have earned such credentials by September 30, 2020.
- (5) You have earned academic credentials equivalent to a master's degree after completing the curriculum of a program offered by the United Nations University, or you expect to have earned such credentials by September 30, 2020.
- (6) The Graduate School of Urban Innovation has deemed that you possess academic proficiency equivalent to or beyond that of a master's degree holder as a result of research and work otherwise performed during employment of at least two years in a university or research institution involving duties in a relevant field of research, subsequent to graduation from a university and earning a Bachelor's degree as set forth under Article 104 (4) of the School Education Act.
- (7) You have performed duties in a relevant field of research, during employment of at least two years in a university or research institution, subsequent to completing a 16-year curriculum of formal education overseas, or subsequent to completing a 16-year curriculum of overseas formal education while in Japan, whereby you completed a correspondence program operated by an overseas school. Also, the Graduate School of Urban Innovation has deemed that you possess academic proficiency equivalent to or beyond that of a master's degree holder as a result of research and work.
- (8) You will have reached 24 years of age as of September 30, 2020, and have undergone a separate admissions eligibility review by the Graduate School of Urban Innovation which has consequently deemed that you possess academic proficiency equivalent to or beyond that of a master's degree or professional degree holder.

Note 1: If you have been deemed eligible for enrollment by the Graduate School as set forth under Application Requirements (6), (7) or (8), you must also satisfy the following requirement.

- You must have produced works deemed at least equivalent in worth to a master's degree thesis, such as publications, academic papers, academic lectures, academic reports, award-winning works, and other such accomplishments.

Note 2: If you intend to apply for admission on the basis of Application Requirements (6), (7) or (8), you must first gain authorization for eligibility. To do so, you must consult with a faculty member of the relevant department for which you seek admission, and then must submit the documents listed below between the dates May 11, 2020 (Monday) and May 13, 2020 (Wednesday) at 17:00, either by postal mail or hand-delivered directly to the Graduate School of Urban Innovation. Emailed applications will not be accepted. The university will notify applicants of assessment results sent out on May 27, 2020 (Wednesday). If you are deemed eligible to apply for university admission, you must complete the application process sometime between June 5, 2020 (Friday) and June 11, 2020 (Thursday). (When applying for enrollment, you need not re-submit documents you have already provided to the university.)

1. Application to be granted eligibility to seek enrollment (Form 4)
2. Description of academic background to be granted eligibility to seek enrollment (Form 7)

3. Record of research achievements (Form 8)
4. Research Proposal (Form 9)
5. Certificate of graduation (or expected graduation) from last school attended, or certificate attesting to dates of attendance (or expected attendance)
6. Academic transcript from last school attended
7. Self-addressed stamped envelope (384-yen stamp for express delivery) for returning documents (standard-size envelope, 12 x 23.5cm)

Note 3: If you intend to apply for Special Admission for Adult Students, you must first gain authorization for eligibility to make such application. To do so, you must consult with a faculty member of the relevant department for which you seek admission, and then must submit the documents listed below between the dates May 11, 2020 (Monday) and May 13, 2020 (Wednesday) at 17:00, either by postal mail or hand-delivered directly to the Graduate School of Urban Innovation. Emailed applications will not be accepted.

1. Application to be granted eligibility to seek enrollment (Form 5)
2. Description of academic background to be granted eligibility to seek enrollment (Form 7)
3. One of the following according to your status:
 - (On duty when applying) Examination Certificate and Letter of Recommendation
 - (Have experienced duties) Certificate of occupation in research or duty
4. Record of research achievements (Form 8)
5. Research Proposal (Form 9)
6. Self-addressed stamped envelope (372-yen stamp for express delivery) for returning documents (standard-size envelope, 12 x 23.5cm)

If you intend to apply for admission on the basis of Application Requirements (6) and (7), you must submit the following document together with the above during the same period, because you have to take the additional judgment of eligibility to seek enrollment.

7. Application to be granted eligibility to seek enrollment (Form 6)
8. Certificate of graduation (or expected graduation) from last school attended, or certificate attesting to dates of attendance (or expected attendance)
9. Academic transcript from last school attended

Note: Application documents can be downloaded from the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website. Print out all pages of the application form on white A4 paper, one side only. If you make a mistake, put a double line through the incorrect information and write the correct information in the margin.

The Graduate School will notify applicants of assessment results, sent out on May 27, 2020 (Wednesday). If you are deemed eligible to apply for university admission, you must complete the application process sometime between June 5, 2020 (Friday) and June 11, 2020 (Thursday).

3. Selection Process

[1] Regular Admission and Special Admission for International Students

(1) Special Selection (For Doctoral Program recommendation)

The Special Selection is for individuals who are either in a master's program of a graduate school at YNU and expect to earn a master's degree by September 30, 2020 or in an education program equivalent to a master's degree program at an overseas university that has concluded an academic exchange agreement with YNU in relation to research and education, and expect to earn a master's degree by September 30, 2020. Special Selection is also for those who have been granted a recommendation from the Graduate School of Urban Innovation.

1. Approval Process of Application Qualification

Special Selection is only for individuals whose application qualification has been approved for entrance examination after screening based on the documents submitted.

Eligibility to apply for admission by Special Selection (Doctoral Program recommendation) option is determined based on the documents submitted. The Graduate School will notify applicants on June 19, 2020 (Friday) as to whether or not they have been deemed eligible to take an entrance exam.

2. Screening Process of Special Selection (For Doctoral Program recommendation)

Oral examination of foreign language, major subjects and other test areas are given to individuals whose application qualification have been approved.

If you have been deemed eligible to apply for admission, yet ineligible to apply through the Special Selection process, or if you have not been accepted in Special Selection (For Doctoral Program recommendation), you may subsequently take the entrance exam offered through Written Examination Selection without having to resubmit application documents or pay additional exam fees.

***If you wish to take the Special Selection (For Doctoral Program recommendation) in October 2020, then by May 29, 2020 (Friday), you must discuss the matter either with a faculty member you wish to act as your academic advisor or with one of the faculty members who handles inquiries.**

(2) Written Examination Selection

Screening in this category is based on the content of application documents, results of foreign language*, academic and oral exams, and other such factors. You will be notified separately about the details on the procedures for the oral examination.

***Before submitting application documents, individuals applying for the Department of Urban Innovation must consult with a faculty member who they would like as an academic advisor or an academic advisor who handles respective inquiries. If you wish to select an academic advisor marked with (*) in the faculty members list on pp.16-18, be sure to contact them beforehand.**

Applicants of Architectural Field or Urban Culture Field

| | | |
|------------------------------|------------|--|
| Foreign language proficiency | 100 points | Screening on the basis of scores of TOEIC, TOEFL or IELTS The submission of the English proficiency test score (TOEFL, TOEIC, or IELTS) is NOT required only for this summer entrance examination. |
| Academic Exam | 200 points | You must select the test subject matter in your field of study: Architectural Field, Urban Culture Field, Urban Infrastructure Field, and Global Studies Field |
| Oral Exam | 200 points | The oral exam component will center on topics such as your plans for future research. Other areas touched on may include, for instance, questions on master's thesis content for master's degree holders, and questions about published papers for those who submitted a separate thesis in lieu of a master's thesis. A short English proficiency test is given in Oral Exam as an alternative measure for English proficiency qualifications (TOEFL, TOEIC, or IELTS). |

Applicants of Urban Infrastructure Field

| | | |
|------------------------------|------------|--|
| Foreign language proficiency | 100 points | Screening on the basis of scores of TOEIC, TOEFL or IELTS Examination will be carried out mainly on reading, speaking, and listening skills using English text on general science and technology and the summary of research proposal written in English. The test will be carried out with Oral Exam. |
| Academic Exam | 200 points | You must select the test subject matter in your field of study: Architectural Field, Urban Culture Field, Urban Infrastructure Field, and Global Studies Field |
| Oral Exam | 200 points | The oral exam component will center on topics such as your plans for future research. Other areas touched on may include, for instance, questions on master's thesis content for master's degree holders, and questions about published papers for those who submitted a separate thesis in lieu of a master's thesis. |

Applicants of Global Studies Field

| | | |
|------------------------------|-----------------------|---|
| Foreign language proficiency | 100 points | Screening on the basis of scores of TOEIC, TOEFL or IELTS The submission of the English proficiency test score (TOEFL, TOEIC, or IELTS) is NOT required only for this summer entrance examination. |
| Academic Exam | 200 points | You must select the test subject matter in your field of study: Architectural Field, Urban Culture Field, Urban Infrastructure Field, and Global Studies Field |
| Oral Exam | 200 points | The oral exam component will center on topics such as your plans for future research. Other areas touched on may include, for instance, questions on master's thesis content for master's degree holders, and questions about published papers for those who submitted a separate thesis in lieu of a master's thesis. Further, for this summer application only, it may be expected to provide applicants with questions for the foreign language proficiency. |

*[Foreign Language Proficiency Exams]

Because most of the external foreign language proficiency exams such as TOEIC, TOEFL and IELTS have been cancelled due to the spread of the COVID-19 infection, the special measure is taken only for this summer examination. For more information, please refer to the course description on "3. Selection Process (2) Written Examination Selection" on p.4 onwards or "6. Examination dates and locations" on p. 12 onwards.

The foreign language testing component of the admissions score is calculated on the basis of the TOEIC, TOEFL or IELTS English language proficiency exam. However, if you opt to focus on Global Studies Field through the Specialization in Infrastructure and Urban Society of the Department of Infrastructure and Urban Society and depending on your choice of research subject, you may choose an alternate foreign language in lieu of English as detailed in section (2) which follows.

(1) English language proficiency tests (TOEIC, TOEFL and IELTS scores)

| Test | Certificate of Proficiency to be submitted |
|-------------|---|
| TOEIC | Official Score Certificate |
| TOEFL (iBT) | Examinee Score Report or "Test Taker Score Report" for reports issued after August 1, 2019 |
| IELTS | Test Report Form |

1. You must submit a Certificate of Proficiency showing test score results from one of the foreign language proficiency tests listed above (original only with your photograph attached,

photocopies not accepted) with application documents or before the start of Academic Exam as required by the exam supervisor, etc. Certificate of Proficiency must have been issued within two years of the date you are to take the academic exam. You will be deemed ineligible for admission if you fail to submit a qualified foreign language Certificate of Proficiency. The Graduate School will return the submitted Certificate of Proficiency on your interview.

2. The Graduate School does not recognize scores of institutional program tests such as the TOEIC-IP or TOEFL-ITP, nor does the university recognize the TOEIC Bridge or TOEIC-S&W tests.
3. Means of converting respective foreign language assessment test scores into the equivalent foreign language test score for admission are detailed as follows. The decimal score is rounded off.

TOEIC score

The foreign language (English) component of the graduate school admissions score is worth 100 points. TOEIC scores are accordingly converted to fit the 100-point scale for the admissions score as shown below.

| | |
|---|------------------|
| Less than 350 | 0 points |
| 350 to 500: $(\text{TOEIC} - 350)/3$ | 0 to 50 points |
| 500 to 800: $(\text{TOEIC} - 500)/6 + 50$ | 50 to 100 points |
| More than 800 | 100 points |

TOEFL score

The foreign language proficiency score is calculated by converting the TOEFL iBT to fit the 100-point scale using the score conversion table below.

| TOEFL iBT | Foreign- Language- Proficiency | TOEFL iBT | Foreign- Language- Proficiency | TOEFL iBT | Foreign- Language- Proficiency | TOEFL iBT | Foreign- Language- Proficiency | TOEFL iBT | Foreign- Language- Proficiency |
|--------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|--------------|--------------------------------------|
| 90~120 | 100 | 76 | 85 | 64 | 69 | 53 | 53 | 43 | 24 |
| 88~89 | 99 | 74~75 | 82 | 62~63 | 66 | 52 | 52 | 41~42 | 21 |
| 86~87 | 97 | 72~73 | 80 | 61 | 64 | 51 | 47 | 40 | 15 |
| 84~85 | 95 | 71 | 79 | 59~60 | 63 | 49~50 | 43 | 39 | 12 |
| 83 | 93 | 69~70 | 75 | 58 | 61 | 48 | 40 | 38 | 9 |
| 81~82 | 90 | 68 | 74 | 57 | 60 | 47 | 38 | 36~37 | 2 |
| 79~80 | 88 | 66~67 | 73 | 56 | 56 | 45~46 | 34 | 0~35 | 0 |
| 77~78 | 87 | 65 | 71 | 54~55 | 55 | 44 | 28 | | |

Note: The score is rounded to the nearest whole number.

- For Winter Admission, Graduate School of Urban Innovation does not recognize “MyBest scores” written on “Test Taker Score Report” which will be issued after August 1, 2019.

IELTS score

IELTS scores are converted accordingly to fit the 100-point scale for the admissions score as shown below:

| | |
|-------------|---|
| 7 or higher | 100 points |
| 4 to 7 | $(\text{IELTS} - 1) \times 50/3$ points |
| 3 to 4 | $(\text{IELTS} - 3) \times 50$ points |
| 3 or lower | 0 points |

(2) Other languages — Chinese, Spanish, Russian and German

If you elect to focus on Global Studies Field, you may select one of the foreign languages listed above in lieu of English for admissions scoring. If you intend to do so, you need to first contact a

faculty member whom you wish to act as your academic advisor, and then select one of the foreign languages listed below for admissions scoring when application documents are submitted. (You must write the respective foreign language on the application documents.) However, if your native language is stated above, you may not choose your native language as a foreign language.

1) ~~CEFR equivalents of foreign language proficiency test scores~~

~~If you select Spanish, Russian or German for the foreign language admission component, you may substitute the written exam with your respective foreign language proficiency test score in any of the following written examinations converted to its CEFR equivalent. You must submit a Certificate of Proficiency showing test score results from one of the foreign language proficiency tests listed below (original only, photocopies not accepted) during application or before the start of the Academic Exam as required by the exam supervisor, etc. The examination date on the certificate should be within two years prior to the day of the Academic Exam. You will be deemed **ineligible for admission** if you fail to submit a foreign language Certificate of Proficiency with a passing score. Submitted Certificates of Proficiency will be returned at the time of your interview.~~

- ~~• Spanish: DELE, Evaluación del Conocimiento de La Lengua Española (Seiken), etc.~~
- ~~• Russian: TRKI, etc~~
- ~~• German: Zertifikat Deutsch, Goethe-Zertifikat, TestDaf, TELC, etc.~~

2) ~~If you select Chinese for the foreign language admissions component, you may substitute the written exam with your respective foreign language proficiency test score converted to its CEFR equivalent listed below. You must submit the exam results (certificates of proficiency showing test scores of one of the exams listed below) subject to admissions scoring (original Certificates of Proficiency only, no photocopies accepted) during your application period or the day of your first departmental exam (You must pass it before the exam starts as required by the exam supervisor, etc.). You will be deemed ineligible for admission if you fail to submit a qualified foreign language Certificate of Proficiency eligible for submission, issued within two years of the date you are to take your academic exam. The submitted Certificates of Proficiency will be returned at the time of your interview.~~

- ~~• Chinese: Chinese Proficiency Test (HSK)~~

3) Scores of foreign language proficiency tests with CEFR score equivalents are converted to a score for the foreign language component of graduate school admissions based on the table below.

| | |
|--------|------------|
| A1 | 10 points |
| A2 | 40 points |
| B1 | 70 points |
| B2 | 90 points |
| C1, C2 | 100 points |

~~4) Chinese proficiency exam (Chinese Proficiency Test (HSK)) score conversion~~

~~As above 3), the level will be converted to a score for the foreign language component of graduate school admissions:~~

| | |
|-------------------|-------------------------|
| A1 | Level 1 |
| A2 | Level 2 |
| B1 | Level 3 |
| B2 | Level 4 |
| C1, C2 | Level 5 or 6 |

[2] Special Admission for Adult Students

Screening in this category will involve review of application documents and an oral exam pertaining to master's thesis content or works in lieu of a master's thesis, and regarding the Research Proposal. The oral exam may also entail a foreign language component if deemed

necessary based on Research Proposal content.

Note: If you wish to apply for these programs, consult with a faculty member you wish to act as your academic advisor before submitting the application. (Refer to pp.16-18.) **If you wish to select an academic advisor marked with (*) in the faculty members list on pp.16-18, be sure to contact them beforehand.**

4. Application Procedures

- (1) Application documents must be sent by registered mail and must arrive at the Graduate School during the period specified. Hand-delivered applications and those sent by email will not be accepted.
- (2) The period during which application documents may be submitted runs from June 5, 2020 (Friday) to June 11, 2020 (Thursday). However, applications sent by registered express mail and postmarked on or before June 10, 2020 (Wednesday) will be accepted if they arrive after the final deadline.
- (3) Send applications to: Graduate School of Urban Innovation, Yokohama National University, 79-5 Tokiwadai, Hodogaya-ku, Yokohama 240-8501, JAPAN
(Applications should be mailed in a standard-sized 24cm × 33.2cm envelope with the university-designated label affixed.)

Note: If you reside overseas, you will need to enlist an individual based in Japan to send the application documents to the Graduate School by postal mail on your behalf. However, if you absolutely must send the application documents from an overseas location, send them by international express mail or some other service that allows mail to be tracked, so that they arrive not later than June 11(Thursday), 2020. If you provide a self-addressed return envelope with a foreign address, you must also include an IRC (international reply coupon) sufficient to cover the cost of EMS delivery.

- (4) The Graduate School will send out the exam admission slip by special delivery mail to applicants early in July.

5. Documents to Submit

Submit the following documents at application procedure. Your application documents will not be accepted if required information has been omitted from them or if they contain other deficiencies. Application documents can be downloaded from the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website. Print out all pages of the application form on white A4 paper, one side only. If you make a mistake, put a double line through the incorrect information and write the correct information in the margin.

| Application documents and other items | Submitted by | Details | Form no. |
|---------------------------------------|--|---|-------------------------------|
| Application label | All applicants | <u>The label is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> Print out the label and affix to a standard-sized 24cm × 33.2cm envelope, then mail the documents listed below by registered mail. | 12 |
| Documents to Submit Check List | All applicants | <u>The checklist is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> Application documents should be arranged in the order as specified in this checklist. | 0 |
| Entrance examination fee | All applicants The following applicants are not required to pay this fee: <ul style="list-style-type: none"> • International students on Japanese government scholarship (Include a Certificate of Japanese Government (Monbukagakusho) scholarship student with application documents) • Graduates of the master's program or professional degree program of YNU who go on to the doctoral program directly | <u>The form is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> (1) Entrance exam fee: ¥30,000 (All fees associated with payments are to be paid by the individual seeking admission to the university.) (2) Pay the Entrance exam fee by a deadline for the application. (3) Pay the Entrance exam fee by either method of next 1~2 [Applicants who are Japanese nationals and international students residing in Japan] 1. Payment via convenience store <ul style="list-style-type: none"> • Payment can be made at 7-Eleven, Lawson, Ministop and FamilyMart convenience stores. • Refer to the guidelines on payment of entrance examination fees. [Applicants residing overseas and international students residing in Japan] 2. The university accepts payment by credit card (VISA, MasterCard, JCB, American Express, MUFG, DC, UFJ, NICOS) and by China UnionPay (CUP). Further details are available on the entrance examinations and school admissions page of the YNU website. (https://www.ynu.ac.jp/exam/graduate/payment/index.html). (4) Attach to the space provided on Form 11 a certificate showing a certificate of payment or a hard copy of e-mail notification of full payment received, and send Form 11 along with the rest of the application documents. | 11 |
| Application Form | All applicants | <u>The form is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> Provide two ID photographs of your face and upper body with no hat on, height 4 cm x width 3 cm, taken within three months of application submission. Attach the photograph to the Enrollment Application. Do not use the erasable marking pen. | 1-1 or 2-1 or 3-1 |

| Application documents and other items | Submitted by | Details | Form no. |
|--|----------------|--|-------------------------------|
| Exam Admission Slip | All applicants | <p><u>The slip is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u></p> <p>Provide two ID photographs of your face and upper body with no hat on, height 4 cm x width 3 cm, taken within three months of application submission. Attach the photograph to the Exam Admission Slip. Do not use the erasable marking pen.</p> | 1-2 or 2-2 or 3-2 |
| Self-addressed envelope label (2 sheets) | All applicants | <p><u>The label is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u></p> <p>Write down your name, address and zip code on the envelope with the university-designated label affixed. (This will be used by the Graduate School for communications other than the Exam Admission Slip.) All applicants needs to prepare and submit two labels.</p> | 13 |
| Self-addressed envelope (2 sheets) | All applicants | <p>Standard-sized 12cm × 23.5cm envelope with your name, address, zip code and an attached 384-yen stamp to cover express postage — two envelopes should be included for Special Selection applicants, and one envelope for Written Examination Selection applicants. (This will be used to mail out the Exam Admission Slip.) All applicants needs to prepare and submit two envelopes with a 384-yen stamp each.</p> | |
| Certificate of graduation (or expected graduation) of last school attended | All applicants | <p>(1) The certificate must be an original prepared by your university of origin (home institution), no photocopies accepted. However, international students applying for admission may furnish a photocopy of the original certificate out of necessity, but must then show the original to the admissions office prior to sending application documents.</p> <p>(2) If you have graduated from an overseas university, your application documents must include degree certificates or other documents noting your academic credentials. (Such documentation is not needed if certificates submitted enable verification of academic credentials. Include an English or Japanese translation of documents rendered in other languages. Photocopies of certificate originals will not be accepted.)</p> | |
| Academic transcript | All applicants | <p>(1) Document must be prepared by the president or an academic dean of the university of origin (home institution). Photocopies of originals will not be accepted.</p> <p>(2) Provide a Japanese or English translation if documentation is in another language.</p> | |
| Master's thesis and summary | All applicants | <p>(1) You must submit either your master's thesis or another thesis (1 copy), and two copies of a summary of the thesis, either 4,000 Japanese characters or 500 English words in length.</p> <p>(2) If you expect to complete a master's program, you need to provide a summary of around 4,000 Japanese characters or 500 English words regarding the subject of your master's thesis and progress made with your research.</p> | |

| Application documents and other items | Submitted by | Details | Form no. |
|--|---|--|----------|
| Record of Research Achievements | All applicants | <u>The form is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> List of publications and other achievements (provide attachments of items where possible) | 8 |
| Research Proposal | All applicants | <u>The form is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> Contact a faculty member who you would like to act as your academic advisor for the preparation of your Research Proposal. | 9 |
| Summary of research proposal written in English | Those who apply for Urban Infrastructure Field | <u>The form is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> <u>Summary of the research proposal must be written in English, no longer than 200 words, and no longer than one A-4 page. The summary must be in Times New Roman 11 point. In case the summary is written by hand, it must be written in block letters instead of cursive.</u> | 15 |
| Curriculum vitae for international students | Non-Japanese applicants only Not required of those applying on the basis of Application Requirement (1). | <u>The form is available for download on the How to Apply (“Admissions”) page of the Graduate School of Urban Innovation website.</u> Use the CV template furnished by YNU. It must be completed in Japanese or English. | 10 |
| Certificate about residence status | Non-Japanese applicants only | (1) Applicants who are non-Japanese citizens currently residing in Japan must submit a photocopy of the front and back of their residence card. (2) Non-Japanese citizens not currently residing in Japan must submit a photocopy of their passport. | |
| Permission from workplace supervisor to take the entrance exam | Special Selection for Adult Students | No prescribed format. | |
| Certificate of eligibility to apply for admission (copy) | • Applicant on the basis of Application Requirement(6)~(8) • Special Selection for Adult Students | Enclose “Certificate of eligibility to apply for admission (copy)” certified by Dean of Graduate School of Urban Innovation. | |

You must submit the following documents with application documents or before the start of Academic Exam as required by the exam supervisor, etc.

Foreign language proficiency test scores will not be accepted.

| | | | |
|--|---------------------|---|--|
| Foreign language proficiency test scores — Certificates of Proficiency | Required applicants | Please refer to p.4 for details. You do not need to submit a Certificate of Proficiency if you are going to take a foreign language proficiency test for a language other than English as a written examination under p.6 (2).1). On the “Documents to Submit Check List”, indicate whether you are including the Certificate of Proficiency in your mailed documents or whether you will bring it on the day and submit it before the start of Academic Exam. | |
|--|---------------------|---|--|

Privately financed international students (via Regular Admission or the Special Admission for International Students process) and who wish to seek exemption from first year tuition fees should enclose the documents stipulated below.

| Documents | Submitted by | Details | Form no. |
|--|---------------------|---|----------|
| YNU Tuition Waiver Program for Privately Financed International Students Application Form/ Expense Plan Form | Required applicants | For more information, refer to page 15 and the University website. Application forms are available for download on the University website (https://www.ynu.ac.jp/english/student/tuition/waiver/) . | |

6. Exam Dates and Venues

Exams will be held as follows. Schedules and classroom venues for written exams and interviews will be posted on the Graduate School of Urban Innovation bulletin board between July 28, 2020 (Tuesday) at 15:00 and the date of the exam.

[1] Regular Admission and Special Admission for International Students

(1) Special Selection (For Doctoral Program recommendation)

Exams will be held from July 1, 2020 (Wednesday) to July 2, 2020 (Thursday). Notification of specific dates, times and venues will be sent out on June 19, 2020 (Friday).

(2) Written Examination Selection

1. Applicants of Architectural Field

| Dates | Subjects/Tests | Time |
|------------------|---|-----------------|
| August 20 (Thu.) | Foreign Language Proficiency (English) | |
| | Academic Exam | 9:00 to 11:00 |
| August 21 (Fri.) | Oral Exam | To be announced |

2. Applicants of Urban Culture Field

| Dates | Subjects/Tests | Time |
|------------------|---|-----------------|
| August 20 (Thu.) | Foreign Language Proficiency (English) | |
| | Academic Exam | 9:00 to 11:00 |
| | Oral Exam | To be announced |

3. Applicants of Urban Infrastructure Field

| Dates | Subjects/Tests | Time |
|------------------|---|-----------------|
| August 20 (Thu.) | Foreign Language Proficiency (English) | |
| | Academic Exam | 9:00 to 11:00 |
| August 21 (Fri.) | Foreign Language Proficiency (English) and Oral Exam | To be announced |

4. Applicants of Global Studies Field

| Dates | Subjects/Tests | Time |
|------------------|---|-----------------|
| August 20 (Thu.) | Foreign Language Proficiency | |
| | Academic Exam | 9:00 to 11:00 |
| | Foreign language* | 11:30 to 12:30 |
| | Oral Exam | To be announced |

* Only those who opt for a language other than English will take the exam.

[Notes]

- Examinees must enter the testing room at least 20 minutes prior to the start of the exam.
- ~~Certificates of Proficiency showing TOEIC, TOEFL and IELTS scores will be collected before the start of Academic Exam I (For applicants who submitted it with application documents, it is necessary). Certificates of foreign language proficiency will be returned at the interviews.~~
- Applicants of the Special Admission for International Students can use English to answer the entrance examinations.
- International Students may use language dictionaries for tests other than language proficiency exams. However, examinees may not use electronic dictionaries.
- Examinees may bring non-programmable scientific calculators for use in the Academic Exam (written exam).

[2] Special Selection for Adult Students

1. Applicants of Architectural Field or Urban Infrastructure Field

| Dates | Subjects/Tests | Time |
|------------------|----------------|-----------------|
| August 21 (Fri.) | Oral Exam | To be announced |

2. Applicants of Urban Culture Field

| Dates | Subjects/Tests | Time |
|------------------|----------------|-----------------|
| August 20 (Thu.) | Oral Exam | To be announced |

3. Applicants of Global Studies Field

| Dates | Subjects/Tests | Time |
|------------------|----------------|-----------------|
| August 20 (Thu.) | Oral Exam | To be announced |

[Notes]

- Examinees must enter the testing room at least 20 minutes prior to the start of the exam.

7. Notes

- (1) You are required to be in possession of the Exam Admission Slip on the day of the entrance exam.
- (2) The Graduate School does not allow changes to submitted documents after completion of the application process, nor does it return such documents.
- (3) The Graduate School will provide immediate notification regarding updates and other changes to the entrance exams.
- (4) You will be deemed ineligible for admission if you fail to take even a single component of the entrance exam (foreign language exam, academic exam, interview, etc.) required by the respective Specializations. ~~(If you fail to submit a qualified foreign language Certificate of Proficiency (TOEIC, TOEFL, IELTS, CEFR equivalents of foreign language proficiency test~~

scores), you will be deemed ineligible for admission.)

- (5) When there was false mentioning on an application form, even after entering a school, the entrance is canceled.
- (6) In addition to being used for the admissions selection process, entrance examination results and personal information such as that provided in application documents may be used in student applications for enrollment fee waivers and other such benefits. They may also be used in surveys and research conducted by the school. However, the university takes steps to ensure that individuals cannot be identified in cases where such survey and research results are released. Personal information will not be used or provided for any other purpose.

8. Announcement of Examination Results

- (1) The Graduate School will send the Special Selection (For Doctoral Program recommendation) results by postal mail on July 10, 2020 (Friday). If you fail to gain admission through Special Selection, you have the option of subsequently taking the Written Examination Selection.
- (2) The Graduate School will announce the Examination results by posting exam registration numbers of successful examinees to the Graduate School of Urban Innovation website (<https://www.urban.ynu.ac.jp/>) on September 3, 2020 (Thursday) at around 15:00, and also via postal mail sent out on September 3.
- (3) When a vacancy occurs in the Enrollment Capacity, the Graduate School may supplement it with additional successful examinees. The Graduate School will notify applicants on the waiting list who are later accepted for enrollment by postal mail and telephone, via the addresses and telephone numbers specified on their respective Enrollment Applications. The Graduate School will not accommodate inquiries regarding the admissions waiting list.
- (4) The Graduate School will not accommodate inquiries regarding entrance exam pass-fail results by telephone, fax, e-mail or other means of contact.

9. Enrollment Procedures

- (1) If you receive notification of acceptance for enrollment, you must complete the required enrollment procedures during the following period. Applicants who fail to complete the required procedures by the deadlines set will be refused admission.
From September 10, 2020 (Thursday) to September 14, 2020 (Monday).
However, applications sent by registered express mail and postmarked on or before September 13, 2020 (Sunday) will be accepted even if they arrive after the deadline.
- (2) Payment required at time of enrollment
 1. Enrollment fee: 282,000 yen (currently)
(International students on Japanese government [MEXT] scholarship or graduates of the master's program or professional degree program of YNU who go on to the doctoral program directly will not be assessed the fee.)
 2. Annual tuition: 535,800 yen (currently)
(International students on Japanese government [MEXT] scholarship will not be assessed these fees.)Please note that enrollment and tuition fees are subject to revision. If the tuition is revised while you are attending the university, the new tuition will apply to you.
- (3) Enrollment fees will not be refunded after completion of the enrollment process under any circumstances.
- (4) To obtain "Student" residence status, self-sponsored international students taking the entrance exam must be able to demonstrate that they possess sufficient economic resources to support themselves as a foreign student in Japan.
- (5) If you are currently employed by the government, a company or other such entity, you must

submit a document indicating that you have approval of a manager or other representative of the employer to enroll in the university (format optional) during the enrollment process.

- (6) A post-enrollment financial aid program has been established, and provides enrollment and tuition fee waivers, scholarships and other such forms of assistance. For further details, check the scholarship and tuition/enrollment fee waiver section of the Student Affairs Department, Student Support Division website. (<https://www.gakuseisupport.ynu.ac.jp/>)

Note that privately financed international students seeking exemption from first year tuition fees must submit the appropriate document together with their application. For more information refer to the University website (<https://www.ynu.ac.jp/english/student/tuition/waiver/>).

- (7) If you wish to live in a student dormitory, you may need to apply for a residence before the dates set for the enrollment process. As such, be sure to check the campus residency application guidelines section of the Student Affairs Department, Student Support Division website, and accordingly complete the dormitory application process by the deadline. (<https://www.ynu.ac.jp/english/campus/support/dormitory.html>)

10. Contact Information for Administrative Inquiries

Please make an inquiry below if you have any questions regarding the application requirements or application documents:

Graduate School of Urban Innovation Section, Yokohama National University,
79-5 Tokiwadai, Hodogaya-ku, Yokohama 240-8501, JAPAN

Tel. +81-45-339-3826

E-mail ses.daigakuin-urb@ynu.ac.jp

11. Faculty member

Before submitting your application documents, please be sure to discuss the research content with the faculty member whom you would like as your academic advisor or a faculty member who handles inquiries about your desired course. For details of research fields, please see the YNU Researchers database (<https://er-web.ynu.ac.jp>) or the “Faculty” page of the Institute of Urban Innovation website.

(advisor)

- Architectural Field: Keiko Inagaki, Associate Professor (inagaki-keiko-yc@ynu.ac.jp)
- Urban Culture Field: Fabien Carpentras, Assistant Professor (carpentras-fabien-vf@ynu.ac.jp)
- Urban Infrastructure Field: Mamoru Kikumoto, Associate Professor (kikumoto-mamoru-fc@ynu.ac.jp)
- Global Studies Field: Park Sang Mi, Associate Professor (park-sangmi-tz@ynu.ac.jp)

Department of Urban Innovation

| Name | Title | Research Field |
|-----------------------------------|---------------------|---|
| Kumiko Inui | Professor | Architectural Design, Urban Theory. Reassessment of the value of architecture in a range of cities and regions worldwide to find new ways to revitalize cities. Architectural design to create sustainable social environments |
| Satoshi Ono | Professor | History of Japanese architecture. Research on the architectural style of Buddhist architecture, Shinto shrines and traditional fork houses. Theoretical research on preservation of historical architecture. Research on preservation succession of traditional construction technique. |
| Kazuoki Ohara | Professor | Planning Theory of Architecture and Built Environment. Planning and Environment-Behaviour studies of the living environment including housings, facilities for culture, wellbeing, healthcare and education in super-aged society. Environmental gerontology, human ecology, ecomuseology and participative design. |
| Satoru Sadohara(*) | Professor | Design and Management of Urban Environment, District Heating and Cooling, District Energy Systems, Urban Risk Management and Disaster Prevention, Safe and Environmental Friendly City Planning, Cities and Ecosystem Services, Geographic Information System |
| Minoru Takamizawa | Professor | Urban Planning, Urban Planning System, District Planning and Town Management, Community Planning |
| Seigen Cho(*) (Zhang Qingyuan) | Professor | Sustainable buildings, Energy consumption and living environment of Asia, Development of weather data for built environment analysis in Asia, Eco housing around Lake Biwa. |
| Yuka Matsumoto | Professor | Stability and seismic resistance of steel-framed buildings, Strength and ductility of structural components or structural frames, Demanded performance of structural components, Study on seismic damage of buildings |
| Keiko Inagaki | Associate Professor | Urban/Regional Disaster Management, Self-sufficient Buildings and Districts against Disaster, Safe and Secure Community Planning, Urban Spatial Analysis using GIS. |
| Masaya Kawabata | Associate Professor | Structural design of spatial and membrane structures, Structural safety against wind and snow load, Rational design using tensile members, Form finding and structural analysis |
| Kuniyoshi Sugimoto | Associate Professor | Study on Earthquake Resistant Performance of RC Structures Study on Construction Method of High Rise RC Buildings Study on Retrofitting Method of Existing RC Structures Damage Investigation and Analysis of RC Structures by Earthquakes |
| Ineko Tanaka | Associate Professor | Thermal environment for building, Passive system, Energy saving methodology for architecture, Architectural environmental planning for children, Education for built environment |

| Name | Title | Research Field |
|-----------------------|---------------------|--|
| Taku Nohara | Associate Professor | Urban design, Urban design management, Urban planning, Townscape management, Community development focus on how to use local and historical resources |
| Yasuhiro Fujioka | Associate Professor | CoHousing for a sustainable society. Planning studies of the adequate housing in super-aged society. Research and practice on ways to involve children in architectural and urban planning. |
| Satoshi Yoshida | Associate Professor | Energy saving and low-carbon system for buildings and districts. Planning technology, evaluation and management method, for the reduction of energy load, high efficient energy use, energy use with small environmental impact. |
| Norihisa Kurenuma | Professor | Philosophy of Modern and Contemporary Art and Technology. Ecological Thoughts. The Human Condition since the 20th Century. |
| Akiko Sugawa | Professor | Anime and Manga Studies, Audience Studies (Cosplay, 2.5D Musicals, Contents Tourism) |
| Tomohiro Hikoe | Professor | French literature (20th century); contemporary literature, literary theory. My research and teaching interests focus on how literature can bring heterogeneous viewpoints on society and history. |
| Katsushi Nakagawa | Associate Professor | Audible Culture Studies: Experimental Music, Sound Art, Sound Technology History |
| Kei Hirakura | Associate Professor | Modern and Contemporary Art and Theory, Theory of Moving Images. Especially interested in the technological aspects of art and perception-action coupling in art making. |
| Hiroshi Katsuchi | Professor | Structural dynamics, bridge aerodynamics, wind-tunnel testing, computational fluid dynamics, wind engineering, reliability-based analysis |
| Fumihiko Nakamura | Professor | Infrastructure Planning, especially urban transportation planning. Involved in many practical research projects regarding public transportation and transportation management in conjunction with city planning, environment policy, social welfare policy and developing strategies. |
| Yoshiyuki Nakamura(*) | Professor | Environmental Hydraulics, Analysis of material circulation processes in coastal and inland waters, Development of conservation / restoration technologies of water environment, Water and sediment quality, Evaluation of function and structure of ecosystems |
| Kimitoshi Hayano | Professor | Geotechnical engineering (Transportation geotechnics, Ground improvement, Geowaste technology, Soil investigation) |
| Akira Hosoda | Professor | Concrete engineering, durability and maintenance of concrete structures, construction management, design of infrastructure against earthquake and tsunami |
| Koichi Maekawa | Professor | Concrete engineering, durability and poromechanics, performance based design of reinforced concrete, maintenance and life cycle management, Productivity improvement of construction works |
| Mihoko Matsuyuki | Professor | Urban Planning, Community Development, Urban Studies in Developing Countries. Especially public participation into planning process, consensus making, environmental consideration in planning, housing and urban/community planning in Asian developing countries. |
| Hitoshi Yamada(*) | Professor | Practical structural investigation, behavior monitoring/identification and risk management of long span bridge, low frequency structure systems and infrastructures in civil engineering, bridge engineering, wind engineering, steel structure engineering, structure dynamics and bridge aerodynamic |
| Mamoru Kikumoto | Associate Professor | Geomechanics, Geoenvironmental engineering, Constitutive modeling of soils and rocks, Multiphase coupled phenomena, Computational geomechanics, Tunnel engineering, Foundation engineering |
| Ying Cui | Associate Professor | Geotechnical engineering, Geomechanics, Tunnel engineering, River structure (e.g. conduit, river embankment), Geo-disaster |

| Name | Title | Research Field |
|---------------------|---------------------|--|
| Takayuki Suzuki | Associate Professor | Coastal engineering, Hydraulic engineering, Sediment transport, Beach topography change, Coastal disaster, Coastal environment |
| Shinji Tanaka | Associate Professor | Researches on traffic engineering; traffic control, operation and management; traffic simulation; utilization of existing transportation infrastructure; ITS (Intelligent Transport Systems) |
| Hiroshi Tamura | Associate Professor | Fracture mechanics, Seismic engineering, Structural inspection and Bridge engineering |
| Chikako Fujiyama | Associate Professor | Mechanics for reinforced concrete structure, pre-stressed concrete structure and steel-concrete composite structure, design and evaluation method of structural performance, i.e. bridge and wind turbine. |
| Yumiko Ehara (*) | Professor | Social Theory, Gender Studies. Research Topic ,body/sexuality, face-to-face interaction, knowledge/science. |
| Fumikazu Osuka | Professor | Philosophy (especially philosophy of language and ontology), Ethics (especially bioethics and social ethics) |
| Masayasu Komiya | Professor | Cultural and Social History of Middle Europe |
| Asato Saito | Professor | Political Economy of Urban Policy and Urban Planning Research Topic: Urban Regeneration, Gentrification, State Theory Area specialization: Europe, North America, and East Asia. |
| Yoko Fujikake | Professor | Anthropology of Development, Gender and Development, Paraguay Studies, Qualitative Analysis |
| Hisashi Matsumoto | Professor | Cultural Anthropology, My recent research topics are “culture and politics in contemporary African states” and “social network among African migrants in Japan” |
| Hisashi Matsumoto | Professor | Cultural Anthropology, My recent research topics are “culture and politics in contemporary African states” and “social network among African migrants in Japan” |
| Chie Yomota(Tarumi) | Professor | Focusing on Taiwanese literature during the colonial period. Cultural exchange of East Asia. Colonial representation in film and modern Japanese literature, and the representation of Japan in modern Taiwanese literature and film |
| Mine Sato | Associate Professor | Development Studies, Social Anthropology, Community Design. Conducting researches/practices regarding conditions for realising people-oriented and sustainable societies under resource constraints, especially in developing countries and Japan. |

If you wish to select an academic advisor marked with (*) in the faculty members list, be sure to contact them beforehand.

12. National Security-Related Export Controls

Yokohama National University has instituted its own rules for national security-related export controls based on the Foreign Exchange and Foreign Trade Act and rigorously screens the admission of international students to control the transfer of goods obtained in Japan to other countries, provision of technology, and exchange of personnel. Any international students subject to export control regulations may have restrictions placed on their chosen research activities, or may be ineligible to receive education at the University. Prospective students should therefore consult their proposed academic advisor before submitting their application, or take other precautionary measures when applying to study at the University.

Foreign students are required to sign a pledge to comply with the "Foreign Exchange and Foreign Trade Law" at the time of admission. For details, please refer to the Research Promotion Organization website. http://www.ripo.ynu.ac.jp/index/adscreening_jp.