

ADMISSIONS GUIDE FOR FOREIGN STUDENTS
GRADUATE SCHOOL OF ENGINEERING
(DOCTORAL COURSE)
MURORAN INSTITUTE OF TECHNOLOGY

OVERSEAS APPLICATION

OCTOBER 2022



室蘭工業大学

MURORAN INSTITUTE OF TECHNOLOGY

Admissions Department
Muroran Institute of Technology
27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585
E-mail nyushi@mmm.muroran-it.ac.jp

< To Applicants >

- You must discuss your research theme thoroughly with a faculty member whom you want to be your supervisor before submitting your application.
- Muroran Institute of Technology has established the “Muroran Institute of Technology Security Export Control Regulations” in accordance with the “Foreign Exchange and Foreign Trade Act”, and rigorously screens Foreign students. Foreign applicants who fall under any of the conditions set out in said regulations maybe unable to enter their desired course or program.
- All dates and times stated in this guideline are based on Japan Standard Time

On the Handling of Personal Information

Muroran Institute of Technology (MuroranIT) complies with Personal Information Protection Act and other applicable ones and attempts to protect your personal information in accordance with MuroranIT's Personal Information Management.

Personal information submitted to MuroranIT in the form of application documents will be used for selecting applicants for admission and as resources for reviewing the method for selecting applicants for admission. For admitted students, personal information will be used for registrar work (student registry, learning assistance, etc.) and student support (tuition exemption, scholarship, etc.).

Admissions Policy

<Students we seek>

1. A student who has a wide-ranging education and international perspective.
2. A student who has high ethical standards.
3. A student who has practical research competency and applied skills regarding science and technology.

<Basic policy of screening>

1. A variety of screening methods will be conducted in order to accept students with great individuality.
2. Emphasis will be placed on the applicant's knowledge and adequate command of a specialized area.
3. The ability to collect and send information in English will be valued.

Foreign Student Entrance Examination (Overseas Application)

1 Number of Admissions

Division	Course	Number of Admissions
		DATE OF ENTRANCE: OCT, 2022
Division of Engineering	Course of Advanced Sustainable and Environmental Engineering	a few
	Course of Advanced Production Systems Engineering	
	Course of Advanced Information and Electronic Engineering	

Note: The second call for applications depends on whether the positions have been filled or not. Information about the second call for applications, as well as the number of positions still available will be posted on the official Muroran IT website in November 2021.

2 Eligibility for Application

For those applying for entrance in October 2022 and who have a nationality other than Japanese, and lives in a country other than Japan, and satisfy one of the following conditions.

- 1) The applicant must have a master's or professional degree in Japan or be a candidate for graduation with a master's or professional degree in Japan by September 2022.
- 2) The applicant must have a master's or professional degree other than Japan or be a candidate for graduation with a master's or professional degree other than Japan by September 2022.
- 3) The applicant must have a master's or professional degree with earned credits from a foreign correspondence course or be a candidate for graduation with a master's or professional degree in the same manner by September 2022.
- 4) The applicant must have a master's or professional degree from a foreign educational institution with a graduate degree specified by the Minister of Education, Culture, Sports, Science and Technology – Japan, and be a candidate for graduation with a master's or professional degree from the same institution by September 2022.
- 5) The applicant who completed the course at the United Nations University, which was established in accordance with the United Nations General Assembly resolution of December 11, 1972, as set forth in Paragraph 2, Article 1 of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan (Act No. 72 of 1976) regarding the Headquarters of the United Nations University, and were awarded or are expected to be awarded a degree equivalent to a master's degree by September 2022.
- 6) The applicant who completed a course at a school in a foreign country; a designated education institution satisfying the eligibility for application 4) above or the United Nations University; passed equivalents of a test and screening as set forth in Item 2, Article 16 of the graduate School Establishment Standards by September 2022; and have achievements equal to or higher than a master's degree recognized by the graduate school of Muroran Institute of Technology.
- 7) The applicant is recommended by the Minister of Education, Culture, Sports, Science and Technology - Japan.

(Notification No.118 of the Ministry of Education, Culture, Sports, Science and Technology - Japan)

(i) The applicant must be a university or college graduate, and have over two years experience in a university or research institute by September 2022, and have achievements equal to or higher than a master's degree recognized by the graduate school of Muroran Institute of Technology.

(ii) The applicant must have completed at least 16 years of formal education outside Japan, or a foreign correspondence course in Japan, and have over two years experience in a university or research institute by September 2022, and have achievements equal to or higher than a master's degree recognized by the graduate school of Muroran Institute of Technology.

8) The applicant has been recognized by the graduate school of Muroran Institute of Technology as being of equivalent status to a master's or professional degree and who will have reached the age of 24 by September 30, 2022.

9) The applicant must be a junior college, technical college, or a vocational school graduate, and who will have reached the age of 24 by September 30, 2022, and have experience in research or business in the science and technology field, and have achievements such as published books, technical papers, academic lectures, business results and patents equal to or higher than a master's degree recognized by the graduate school of Muroran Institute of Technology.

Notes: A preliminary examination to determine eligibility for application is necessary for those who want to make an application under the above 6) ,7),8) or 9), so they will need to complete the qualifying examination record (form specified by the graduate school of Muroran Institute of Technology). Attach a copy of any thesis and papers, as well as a copy of their graduation certificate and academic transcripts. These documents must be sent to the Admission Office by February 22, 2022.

3 Preliminary consultation

If you are physically challenging and need special assistance for entrance examinations and/or school attendance, you must make a request to the Admission Office for extra care in advance. Please inform us of those above as soon as possible so that Muroran IT can consider for your request.

In addition, the Admission Office provides consultations for entrance examinations and school attendance throughout the year. You must also notify in advance if you use an acoustic aid, a wheelchair or other daily support tools in the same way.

4 Application Procedures

(1) Registration period:

Monday, April 11, 2022 - Friday, April 22, 2022 (Weekdays only)

(2) Documents to be submitted

Documents to be Submitted	Remarks
(A) Application form	All items should be completed in full.
(B) Photograph	The photograph of applicant with upper body facing front should be taken within 3 months of the date of application (size 4 cm X 3 cm). Paste it in the designated space.
(C) Certificate of graduation or certificate of expected graduation (Original or Certified Copy)	It must be on signature or seal by the president (or dean) of graduate school. Only applicants who have completed (or those who are expected to complete) a doctoral course (or master's course) or professional graduate school may submit a certificate of graduation or certificate of expected graduation. However, applicants who are submitting a certificate of expected graduation must submit a certificate of graduation prior to entrance to the Graduate School. (A certificate issued by a public agency with the same contents as the original is also acceptable.)
(D) Academic Transcripts (Original or Certified Copy)	Each one of official academic transcripts with seal or signature from the graduate school and the undergraduate school. (A certificate issued by a public agency with the same contents as the original is also acceptable.)
(E) Letter of recommendation (Optional form)	A letter from the supervisor the applicant seeks at Muroran Institute of Technology and another letter from either his/her superior at work or the president of the graduate school last attended.
(F) Statement of reason for application	A paper stating the applicant's reason for applying to the doctoral course in Japanese (400 characters) or English (100 words).
(G) Research Plan	A paper stating the applicant's Research Plan in our doctoral course in Japanese or English.
(H) Photocopy of Master's thesis and its Summary	One copy of each of the following must be provided. A summary stating an outline of the applicant's master's thesis in Japanese (2000 characters) or English (500 words). In the case of an applicant who will graduate from a master's course by September 2022, a paper stating the subject of the applicant's master's thesis and its progress in Japanese (2000 characters) or English (500 words) must be provided. In the case of an applicant who received or will receive a professional degree by September 2022, a paper stating the outline of research progress in Japanese (2000 characters) or English (500 words) must be provided.
(I) A Certificate of residence or a copy of a passport	Submit a certificate of residence or a copy of your passport.

(J) Screening fee (30,000 Japanese yen)	The fee should be paid by telegraphic transfer; a copy of the application for remittance should be enclosed in the application documents to be submitted. The details can be confirmed in (4) How to Pay for the Screening Fee below. [Japanese Government (Monbukagakusho) MEXT -sponsored foreign students] The screening fee is unnecessary. Instead of the transfer payment certificate, a certificate of government-sponsored foreign student (free format) should be submitted (prepared by the school you are enrolled in.)
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Notes:

(i) The documents for above items (A), (F), and (G) should be written on the designated form of our institute. The formats of specified forms can be downloaded from the website:

https://muroran-it.ac.jp/entrance/isee/guidelines_is/

(ii) All documents must be written in Japanese or English. If the original document is written in another language, a Japanese or English translation must be attached.

(iii) For those applying according to 6), 7), 8) or 9) on page 4 or 5, the documents from above items (C), (D) concerning their master's course, and (H) are not necessary.

(iv) Incomplete application documents will not be accepted.

(v) Supervisors you desire may not be available due to retirement, etc., so confirm available supervisors in our official website: https://muroran-it.ac.jp/entrance/gsee/guidelines_gs/

(vi) Before going through application procedures, the applicant should seek the advice of his or her desired Supervisor for the contents of education/study, etc.

(3) Submission of application documents

Admissions Department, Muroran Institute of Technology

27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585

(4) How to Pay for the Screening Fee

a. Remit the screening fee, 30,000 Japanese yen, so that we can receive it by the deadline of application, following the instructions below.

b. Transfer the amount of the screening fee plus additional fees for remittance and yen exchange transaction, which are charged in your own country. (All additional fees shall be borne by applicants.)

c. Enclose the copy of the application for remittance in the application documents.

- Telegraphic Transfer

- Advise and Pay

- Bank Transfer Fee : Payer's Responsibility

Bank account to be sent	
Bank	NORTH PACIFIC BANK, LTD
Branch	NAKAJIMACHO BRANCH
SWIFT code	NORPJPJP
Account No.	3968548
Account name	NATIONAL UNIVERSITY CORPORATION MURORAN INSTITUTE OF TECHNOLOGY
Screening fee	30,000 Japanese yen
Payment Periods	Monday, April 4, 2022 - Friday, April 22, 2022

Notes: The applicant needs to transfer the total amount of the screening fee, remittance charge, and yen currency exchange transaction fee incurred in the applicant's country. (All bank charges shall be borne by the remitter including transaction charges of paying banks.)

(5) Points to keep in mind regarding the application procedures

(A) Except for the following reasons, the screening fee will not be returned:

In the case that the screening fee was paid, but no application documents were submitted nor received by the institute, or in the case that the screening fee was paid in duplicate. In either of these cases, request for the return of the screening fee as soon as possible.

For questions regarding the return of the screening fee contact:

Admissions Department, Muroran Institute of Technology

27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585

E-mail nyushi@mmm.muroran-it.ac.jp

(B) The application will not be accepted if the screening fee has not been paid.

(C) Notify the Admission Office by email as soon as possible, if there are any changes to the contact information of the applicant.

5. Screening Procedures

The screening will be done on the basis of the application documents submitted.

6. Announcement of the Screening Result

10:00 a.m. on Friday, May 27, 2022.

The examination numbers of successful applicants will be posted on the first floor of Building N of Education and Research Building No. 3, as well as on the official Muroran IT website regarding screening results. In addition, a notice will be sent to all successful applicants by mail. Unsuccessful applicants will not be notified.

7. Enrollment Procedures

Enrollment period:

DATE OF ENTRANCE: OCT. 2021

Monday, July 19, 2022 – Monday, July 29, 2022 (Weekdays only)

Applicants who have successfully passed the screening should prepare the necessary documents, and enrollment procedures during the dates listed above. Detailed information about the necessary documents, as well as the amount and payment method of the entrance fee and tuition fees, will be included in the enrollment information to be sent after the announcement of the successful candidates.

Entrance fee: 282,000 Japanese yen [Expected amount]

Tuition fee (Reference)

1st Term 267,900 Japanese yen [Expected amount]

2nd Term 267,900 Japanese yen [Expected amount]

(Yearly total 535,800 Japanese yen [Expected amount] to be paid in two installments in May and November.)

8. Date of Entrance

October 1, 2022

9. Information about the Institute

(1) Muroran Institute of Technology is a national institute.

(2) The Doctor's course is a three-year course after finishing a Master's Course. The degree will be awarded to those who have earned the required credits, submitted a research thesis and passed the oral defense of the thesis.

(3) Dormitory for Foreign Students: A limited number of students are permitted upon selection by the Institute to live there for one year only, if space is available.

10. The Exemption and Postponement of the Entrance Fee and Tuition Fee

(1) The exemption of the entrance fee will be approved for:

Those who are admitted to our Graduate School, and for whom it is difficult to pay the entrance fee, and those whose academic performance is judged excellent.

(2) Postponement of the entrance fee will be approved for:

Those who are admitted to our Graduate School, and for whom it is difficult to pay the entrance fee within the admission period, and whose academic performance is judged excellent.

(3) Those whose application form for the exemption and postponement has been accepted do not need to pay, until its approval or non-approval has been decided. If the applicant pays the fee before the decision, their application for the exemption or postponement is nullified.

(4) The exemption and postponement of the tuition fee

Students will be informed and advised in detail regarding exemption and postponement of the tuition fee in documents related to admissions.

(5) If applying for the program of entrance fee waiver or postponement, and then declining admission after completing the admission procedures, the application for the program shall not be approved, and the entrance fee shall be paid.

Request for Documents and Queries Concerning the Exemption and Postponement of the Entrance Fee and Tuition Fee should be addressed to:

Student Support Section, Academic Affairs Department, Muroran Institute of Technology

27-1 Mizumoto-cho, Muroran, Hokkaido, Japan 050-8585

E-mail kousei@mmm.muroran-it.ac.jp

Office Hour: 8:30 – 17:15 (except 12:00 – 13:00) (Weekdays only)