筑波大学
University of Tsukuba

**Guidelines for Application**
**Doctoral Program in Library, Information and Media Studies (English Program)**
**Graduate School of Library, Information and Media Studies, University of Tsukuba**

1. Objectives of Education and Admission Policy

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| Objectives of Program | This program aims at providing a comprehensive education at graduate level, in a multi-disciplinary approach, encompassing the fundamental and applied courses in Library and Information Science (LIS).<br><br>Students are trained to develop both conceptual and technical knowledge that is essential for managing diverse information resources in the increasingly globalized environment. |
| Admission Requirements & Policy | Applicants will be selected will be based on the following criteria:<br>1) Demonstrate adequate English proficiency to perform successfully in our Library and Information Science (LIS) academic program;<br>2) Evidence of basic knowledge to perform successfully in our LIS program;<br>3) Genuine interest in studying LIS at graduate level. |

2. Names of Degree Programs

Doctor of Philosophy in Library and Information Studies

Doctor of Philosophy in Informatics

Doctor of Philosophy

3. Application Schedules

(A) Application period: December 1 to December 20, 2016 (JST)

(B) Interview via online video conferencing (e.g., Skype): January 10 to 31, 2017

or face-to-face interview at the University of Tsukuba: February 3, 2017

(C) Announcement of the final selection results: February 17, 2017

(D) Enrollment period: October 1, 2017 (further details will be sent upon selection)

(E) Program start date: October 1, 2017

Note: The enrollment period of the LIS English Program will be changed to October from 2017. (The enrollment period until 2016 used to be September.)

4. Number of Students Accepted: several

5. Eligibility for of Applicants

Applicants must meet at least one of the following criteria, in order to apply:

(A) A Master's Degree holder, or who expects to earn a Master's Degree by September 2017

(B) A university graduate who holds the equivalent of a Master's Degree in a country other than Japan

(C) Individuals who are 24 years of age or older as of September 2017, and whose qualification is recognized as equivalent to a master's degree or a first professional degree as the result of the Eligibility Screening conducted by us.

(Please contact our office no later than November 25, 2016 – via using the contact information stated on page 2, Section 6 to inquire whether you fall into under this category.)

6. Application Procedures

To apply for the program, please send the application documents as described in Section 7 by following the instructions given in Section 8. The application documents must arrive on or before the deadline.

Since each applicant is required to name a prospective academic advisor on the application documents, each applicant needs to contact a faculty member - and confirm in advance whether your chosen/preferred faculty member is willing to serve as your academic advisor once you enroll. Hence, please consult with a faculty member – to finalize your research topic BEFORE submitting y our application.

The Faculty member list is available at: http://www.slis.tsukuba.ac.jp/grad/english/education/faculty_e.html

If you have any questions about the application procedure, please contact us via email at: elis-info@slis.tsukuba.ac.jp

7. Application Documents

The following documents are necessary for completing your application. Please use the specified application forms, which are available for downloading from our Graduate School's website.

**Payment for examination fee is required before submitting your application documents. No exceptions will be made regardless of reasons. NO late payments will be accepted. Please note that examination fee will not be refunded after application has been submitted, regardless of the final results.**

| Document | | Applies to | Notes |
|---|---|---|---|
| 1 | Application Form | All | Please fill out (Form 1) and attach a photo showing your full face, neck and shoulders in frontal view. Photo must be taken within the last 6 months. |
| 2 | Examination Fee | All | 30,000 Japanese yen. Please pay before submitting the application.<br>See Section 7-1 for payment procedure in details. |
| 3 | Certificate of Payment for Examination Fee | All | Please use (Form 2). |

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| 4 | Letter of Recommendation | All | A Letter of Recommendation from your previous academic advisor (i.e., Master's thesis academic supervisor) is required.<br>There is NO specified format.<br>Please use A4/letter size paper. For details, see Section 7-2. |
| 5 | (Expected) Completion Certificate* | All | Please submit a completion certificate (or a document certifying when you will complete the program) issued by a university or other educational institutions that meets the application requirements for the Doctoral programs of this Graduate School.<br>All documents must be in either English or in Japanese. |
| 6 | Degree Certificate* | All | If you have already graduated from a graduate school outside Japan, please submit a degree certificate for your Master's degree.<br>All documents must be in either English or in Japanese. |
| 7 | Academic Transcript* | All | Please submit academic transcript (of your academic results) issued by a university or other educational institutions – showing that you have met the application requirements for the Doctoral programs of this Graduate School.<br>If any credits were transferred from one school to another, please submit an academic transcript from the former school. All documents must be in either English or in Japanese. |
| 8 | Research Plan | All | Describe your reasons for applying and your research plan in English (1,000 words maximum).<br>Please use (Form 3). |

Notes:

Forms 1 and 3 must be written in English. If the documents or qualification certificates issued by your university are not in English or Japanese, you MUST submit an official notarized translation for non-English documents with the original notary seal affixed (please use A4/letter size paper).

*The notary seal: To officially notarize the copied document, affixed by authorized public institutions or home university.

7-1. Payment of Examination Fee

Please pay the examination fee before submitting the application documents. Please pay by (A) international bank transfer or (B) credit card. The specific payment procedures are outlined as below.

Note: For the applicants who live in Japan, we recommend you to pay by (B) a credit card.

The examination fees are exempted for those who are the Japanese Government (Monbukagakusho) scholarship students. Examination fees are also exempted for students who wish to continue to undertaking the Doctoral program after completing our Master's program in September 2017.

(A) International bank transfer

1) Transfer the 30,000 Japanese yen (JPY) examination fee into the following bank account before submitting the application documents. This is an exclusive account for receiving transfers from overseas.

2) All charges and fees for the money transfer must be paid by the applicant. Please note that Japanese banks charge a Japanese yen currency exchange fee (about 2,500 JPY). Also, if the transfer is routed through another bank, an additional transfer fee will occur through the routing bank. These fees must also be paid by the applicant. When sending the bank transfer, please inform the transferring bank that "the payer will pay any and all transfer charges and fees involved in this transaction."

3) Be sure to secure a receipt of the transfer and attach it to Form 2.

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| Bank Name: | The Bank of Tokyo-Mitsubishi UFJ, Ltd. |
| Branch Name: | HEAD OFFICE |
| Type of Account: | Ordinary account |
| Account Number: | 7862425 |
| Account Name: | University of Tsukuba GAKUNOUKINGUCHI |
| Currency: | JPY |
| SWIFT Code: | BOTKJPJT |

(B) Credit card (Visa/MasterCard/JCB/AMERICAN EXPRESS) payments

Please make the payment via the following website between the payment period December 1, 2016 and December 20, 2016 (JST).

https://e-shiharai.net/english/index.html

The following instruction is valid only during the payment period.

When you access "Category Selection", please pay attention to the following points.

1) Choose "Graduate School of Library, Information and Media Studies" in the First Selection.

2) Then, choose "Doctor, Program Jan. 2017" in the Second Selection.

3) Finally, choose "Dr PG in Library and Information Science" in the Fourth Selection.

After the payment process is complete, a "Receipt Number" will be displayed. Please make sure to take a record of the receipt number, along with the copy of the payment receipt. Then attach the printed copy of the payment receipt in Form 2.

7-2. Letter of Recommendation

A Letter of Recommendation from your previous academic advisor (or the Head of the Department, Dean of the Faculty, etc.) is required for the application. This Letter of Recommendation should be written in either English or Japanese and sealed by the person who prepared this Letter of Recommendation. There is no specified format for this letter of recommendation. Please use A4/letter size paper.

8. Submission of Application Documents

(A) Mailing method

1) All application documents must arrive on or before the deadline (See Section 3).

2) Send all application documents described in Section 7 by mail or courier to the following address:

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| Graduate Affairs Section,<br>Graduate School of Library, Information and Media Studies<br>University of Tsukuba<br>1-2 Kasuga, Tsukuba, Ibaraki, Japan<br>Postal Code: 305-8550 |

3) Please also send an email to the following address with attachment of your application documents (PDF files) except the Letter of Recommendation in a sealed envelope. Please use the Subject "Ph.D. ELIS Application Documents" in the email.

elis-info@slis.tsukuba.ac.jp

4) Please take the transit time into account when mailing your documents.

5) You will be notified by email by January 6, 2017 about the receipt of your application.

Please register the email address including "xxx@un.tsukuba.ac.jp" not to end up in spams or any others.

(B) Notes

1) If any document is missing or is not filled in correctly, your application will not be accepted. Please check the documentation thoroughly before sending.

2) Application documents will not be returned.

3) Those who require special considerations for study due to disabilities or other issues should consult with the University by sending an email to the address given in Section 8 (A) prior to application.

4) If any factual discrepancies are found in the application documents during the application process or after admission to the University, admission may be revoked.

9. Selection Method

During the interviews (via video conference or in person), a comprehensive evaluation will be made for English proficiency, basic knowledge, and interest in studying Library and Information Science.

・Oral Examination (500 points)

The selection will be carried out based on the research plan which you submitted upon application.

You will be giving a presentation about the outline of your previous research and the future research plan (for the initial 15 minutes), and you will be asked questions about the content of the presentation for the remaining 40 minutes. And, you may be asked about basic academic skills for related fields.

10. Announcement of Examination's Result

All applicants will be notified via postal mail regarding the result by EMS -- on the announcement day of the examination's result, and also by email as a matter of convenience. For successful applicants, "Documents Required for Enrollment" will be also enclosed. See Section 3 for the date of the announcement of the final selection results.

11. Enrollment Procedures

(A) Enrollment Period

1) Students must accept the offer of enrollment by August 2017 (further details will be sent upon selection).

2) Send all documents required for enrollment by mail or courier before the deadline.

(B) Documents Required for Enrollment

Documents that are indicated in "Documents Required for Enrollment" to be enclosed in the admission package.

(C) Fees and Tuition Waiver

1) The enrollment fee is 282,000 JPY (First year only).

2) The tuition fee is 535,800 JPY / Year.

3) If the tuition fee is revised at the time of admission or while students are enrolled, the updated tuition fee will be applied only to the subsequent payments after the time of revision.

4) The University offers full or partial tuition waivers to students who, for reasons of financial difficulty, are deemed eligible.

5) Application documents for the enrollment fee waiver will be enclosed in the admission package.

6) Students can apply for the tuition waiver only after they have enrolled in the program.

12. Handling of Personal Information

(A) Personal information provided to the University of Tsukuba through the application documents will be used exclusively for selection purposes.

(B) Personal information from tuition waiver application documents will be used during the selection process.

(November 7, 2016)