

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

Objectives of Program	<p>This program aims at providing a comprehensive education at graduate level, in a multi-disciplinary approach, encompassing fundamental and applied courses in Library and Information Science (LIS).</p> <p>Students are trained to develop both conceptual and technical knowledge that is essential for managing diverse information resources in the increasingly globalized environment.</p>
Admission Requirements & Policy	<p>Applicants will be selected will be based on the following criteria:</p> <ol style="list-style-type: none"> 1) Demonstrate adequate English proficiency to perform successfully in our Library and Information Science (LIS) program; 2) Evidence of basic knowledge to perform successfully in our LIS program; 3) Genuine interest in studying LIS at graduate level.

2. Names of Degrees

Doctor of Philosophy in Library and Information Studies

Doctor of Philosophy in Informatics

Doctor of Philosophy

3. Application Schedules

(A) Application period via e-mail: November 21 to December 12, 2018

(Deadline for submission of printed and original documents: December 19, 2018) (See Section 8)

(B) Interview via online video conference (e.g., Skype): January 7 to February 1, 2019

or face-to-face interview at the University of Tsukuba: February 4 or 5, 2019

(C) Announcement of the final selection results: February 19, 2019

(D) Program Commencement: October 1, 2019 (further details will be sent upon selection)

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 the end of September 2019
 - (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 by the end of September 2019, and whose qualification is recognized as equivalent to a master's degree, or a first professional degree (subject to our screening process)
- Please contact our office no later than November 12, 2018 via contact information stated in Section 6 to inquire about your eligibility.

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.

In advance, each applicant needs to contact a faculty member and get confirmation as your prospective academic advisor. Please consult with a faculty member – to finalize your research topic BEFORE submitting your 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 distributed together with this guideline.

Payment for examination fee is required before sending your application documents. 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	Certificate of Payment for Examination Fee	All	Please use Form 3. 30,000 Japanese yen. Please pay before submitting the application except the Japanese Government (Monbukagakusho:MEXT) Scholarship students and students who wish to continue undertaking the Doctoral program after completing our Master's program. See section 7-1 for payment procedure in details.
3	Letter of Recommendation	All	A Letter of Recommendation from your previous academic advisor (i.e., Master's thesis academic supervisor) is required. There is NO specified format. Please use A4/letter size paper. For details, see Section 7-2.
4	(Expected) Completion Certificate*	All	Please submit a completion certificate (or an attested document certifying that you will graduate) issued by a university or other educational institutions that meets the application requirements for the Doctoral programs of this Graduate School.
5	Degree Certificate*	All	If you have already graduated from a graduate school outside Japan, please submit a degree certificate of your Master's degree.
6	Academic Transcript*	All	Submit an academic transcript (the official transcript of programs record) issued by a university or another educational institution that meets the application requirements for the Doctoral programs of this Graduate School. If any credits were transferred from another school, please submit an academic transcript from the former school.
7	Research Plan	All	Describe your reasons for applying and your research plan in English (1,000 words maximum). Please use Form 2.

Notes:

All documents must be written in English or (in Japanese). If the 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).

*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) credit card or (B) international bank transfer. The specific payment procedures are outlined as below:

Note: We recommend you to pay by (A) credit card.

The examination fees are exempted for those who are the Japanese Government (Monbukagakusho : MEXT) Scholarship students and students who wish to continue undertaking the Doctoral program after completing our Master's program in September 2019.

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

Please make the payment via the following website between November 21, 2018 and December 12, 2018.

<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. 2019" 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 3.

(B) International bank transfer

- 1) Transfer the 30,000 Japanese yen (JPY) examination fee into the following bank account before submitting the application documents.
- 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 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 kind of transfer charges and fees involved in this transaction."

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

Bank Name:	MUFG Bank, LTD.
Branch Name:	HEAD OFFICE
Type of Account:	Ordinary account
Account Number:	7862425
Account Name:	University of Tsukuba GAKUNOUKINGUCHI
Currency:	JPY
SWIFT Code:	BOTKJPJT

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. It must be signed by your previous academic advisor. There is no specified format for this letter of recommendation. Please use A4/letter size .

8. Submission of Application Documents

(A) Submission method

- 1) Send an e-mail to the address: tosyoss-daigakuin@un.tsukuba.ac.jp, with an attachment file which includes all scanned application documents (PDF files) except Letter of Recommendation and Certificate of Payment for Examination Fee. Please use the subject “ELIS Application” in the e-mail. We will review your application and may request some modification on it. Please send the original copies of application documents only when we complete our review.
- 2) Please send all printed application documents and original certificates by registered mail or package with tracking number to the following address by December 19, 2018 after the completion of our review.

Graduate Affairs Section, Graduate School of Library, Information and Media Studies University of Tsukuba 1-2 Kasuga, Tsukuba, Ibaraki, Japan Postal Code: 305-8550 Phone:81-(0)29-859-1120
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Failure to do so will result in disqualification of the application.

- 3) You will be notified by e-mail about the receipt of your application.

Please register the e-mail address including “xxx@un.tsukuba.ac.jp” not to end up in spams or any others.

(B) Notes

- 1) Please register the e-mail address including “xxx@un.tsukuba.ac.jp” and “xxx@slis.tsukuba.ac.jp” not to end up in spams or any others.
- 2) If any document are missing or not filled out correctly, your application will not be accepted. Please check carefully the documentation thoroughly before submission.
- 3) Application documents will not be returned.
- 4) Those who require special considerations for study due to disabilities or other issues should consult with the University via e-mail to the address: elis-info@slis.tsukuba.ac.jp
- 5) 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 face-to-face), 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 process 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 questioned about the content of your presentation for the remaining 40 minutes. Additionally, you may be asked about basic academic skills in the related subject fields.

10. Announcement of Examination Result

All applicants will be notified via EMS regarding the result -- on the announcement day of the examination results, and also by e-mail as a matter of convenience. “Documents Required for Enrollment” will be sent to all the successful applicants. See Section 3 for the date of the announcement of the final selection results.

11. Enrollment Procedures

(A) Documents Required for Enrollment

An admission package includes documents required for enrollment would be sent until the end of June, 2019.

(B) Enrollment Period

- 1) Students must accept the offer of enrollment by the end of August 2019 (further details will be sent upon selection).
- 2) Send all documents required for enrollment by mail or courier before the deadline.

(C) Fees and Waiver

- 1) The admission fee is 282,000 JPY.
- 2) The tuition is 535,800 JPY / Year.
- 3) If the tuition 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) Application documents for the admission fee waiver will be enclosed in the admission package.
- 5) The University offers full or partial tuition waivers to students who, for reasons of financial difficulty, are deemed eligible.
- 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.

13. Security Export Control

University of Tsukuba has established the University of Tsukuba Rules on Security Export Control in accordance with the Foreign Exchange and Foreign Trade Act, and conducts strict examinations for acceptance of international students, etc. International applicants who fall under any of the conditions set out in said regulations may be unable to enter their desired course or program.

(October 10, 2018)

(Revised October 30, 2018)