

**Academic Year 2018 Graduate School of Social Sciences, Hitotsubashi University**  
**Requirements for Application to the Doctoral Program**  
**Institute for the Study of Social Sciences**

The objective of the Graduate School of Social Sciences is to produce researchers with both broad and specialized knowledge, and professionals with a high level of expertise, in social sciences fields. The Institute for the Study of Social Sciences seeks to develop human resources equipped with the desire and creativity for pursuing academic knowledge in individual fields and applying that knowledge to more general areas.

The doctoral program aims to foster independently capable researchers with advanced expertise, a wealth of learning, and outstanding research skills. Applications are welcome from those who, upon completion of the doctoral program, seek either (1) to be active in a university or other research or educational institute, or (2) to make use of the research skills obtained in the program as professionals at the forefront of their field of specialization.

**1. Number to be admitted:** a small number

**2. Eligibility to apply**

Applicants to the program must satisfy one of the following criteria.

- (1) Completion of a master's program in the graduate school of another university or expected completion by March 2018
- (2) Completion of the program of a professional graduate school or expected completion by March 2018
- (3) Have a master's degree or professional degree or equivalent in a country outside Japan or expect to be awarded such a degree by March 2018
- (4) Have a master's degree or professional degree or equivalent by taking subjects in Japan in a correspondence course of a school outside Japan, or expect to be awarded such a degree by March 2018
- (5) Have a master's degree or professional degree or equivalent by completing a program, designated separately by the Minister of Education, Culture, Sports, Science and Technology, at an educational facility in Japan offering programs of a graduate school of another country accredited by that country's educational system
- (6) Have a master's degree or equivalent by completing a program at the United Nations University, established based on a resolution of the United Nations General Assembly of December 11, 1972 and pursuant to Article 1 Paragraph 2 of the Act on Special Measures Incidental to Enforcement of the Agreement between the United Nations and Japan Regarding the Headquarters of the United Nations University (Act No. 72 of 1976)
- (7) Be designated by the Minister of Education, Culture, Sports, Science and Technology
- (8) Be at least 24 years old by April 1, 2018 and be recognized by this Graduate School through an individual qualification review as having academic ability at least equivalent to a master's degree or a professional degree
- (9) Be recognized by this Graduate School through established procedures as having academic ability at least equivalent to a master's degree or a professional degree

Note 1: Persons applying under criteria (3) or (9) must make an inquiry in advance with the Administration Office of the Graduate School of Social Sciences regarding their eligibility by email (sent no later than November 24, 2017).

Note 2: Persons applying under criterion (8) will undergo an individual qualification review prior to the application period. The documents necessary for the individual qualification review will be sent during the time from the date of distribution of these Requirements to the end of November. Please inquire with the Administration Office of the Graduate School of Social Sciences by email. The period for submission of documents necessary for the individual qualification review is from Monday, November 20 to Friday, November 24. The results of the individual qualification review are expected to be sent by around Friday, December 8.

**3. Application period**

**From Friday, January 12 to 5:00 p.m. Tuesday, January 16, 2018 (JST)**

**4. Application and examination fees**

Documents and materials	Remarks
Photo Form	One copy. Enter the required items on the form and attach a photo.
Application Form	One copy. Enter the required items on the form.

Master's thesis, etc.	Three copies of thesis. Applicants who have earned or expect to earn a master's degree or equivalent without submitting a master's thesis should provide three copies of a paper in place of the thesis. Note that in case of a significant divergence between the contents of the thesis or other paper submitted and the research theme to be studied in the doctoral program, the submission of a supplementary paper besides the thesis, written in Japanese or English, is permitted. Provide three copies of this paper as well.
Abstract of master's thesis, etc.	Four copies of an abstract, in Japanese (around 4,000 characters) or in English (around 1,600 words), of the master's thesis or paper submitted in place of a master's thesis. If a supplementary paper is submitted, provide four copies of an abstract of this paper as well (4,000 characters if in Japanese or 1,600 words if in English). Use A4-size paper, and include a cover sheet labelled "Abstract" followed by the title of the paper and your name.
Research Plan	Four copies. Prepare in Japanese (2000 characters maximum), or in English (800 words maximum). One copy should be prepared using the prescribed paper as a cover sheet; the other three should be duplicates of this, including the cover sheet. On the cover sheet, include the name of the faculty member desired as your advisor after acceptance into the program.
Master's program certificate of completion/prospective completion	One copy. This must be provided by the head of your university or graduate school dean. Persons applying under criteria (3) or (4) of <b>2. Eligibility for application</b> should also provide one copy of a certificate indicating the earned degree (M.A., M.S., etc.). The Master's program certificate of completion/prospective completion itself is sufficient, however, if it includes indication of the degree (M.A. or M.S.) obtained or to be obtained.
Transcript	One copy. This must be provided by the head of your university or graduate school dean.
Copy of Residence Card, etc.	Foreign national applicants only. Provide one copy of your Residence Card (or Alien Registration Card) indicating the status and period of residence). If you have not yet been issued a Residence Card (or Alien Registration Card), please provide a copy of your passport.
Envelope for sending Exam Admission Card	<u>When applying from Japan</u> One copy. On a 23.5 cm × 12 cm envelope, affix 392 yen in stamps (to cover registered mail), and write the name and address to which the card will be sent. This is not necessary if you are applying in person. <u>When applying from outside Japan</u> <b>Enclose an addressed envelope and an International Reply-Paid Coupon in an amount sufficient for mailing from Japan to the destination by EMS (Express Mail Service). For details, see the attachment Applying from Outside Japan.</b>
Examination fee 30,000 yen	<u>When paying in Japan: bank transfer</u> In principle <b>during the application period</b> , make payment to the Kunitachi Branch of Sumitomo Mitsui Bank as follows. Account type: "Futsu" Account no.: 7761819 Account name: Hitotsubashi University Transfer the amount of 30,000 yen, <b><u>and submit along with your application a copy of a certificate, etc. showing the transfer.</u></b>  <u>When paying from outside Japan: Credit card payment</u> <b>For the payment procedure, see the accompanying document "Applying from Outside Japan".</b>  Note that no examination fee is required of students receiving a scholarship from the Japanese Government (Ministry of Education, Culture, Sports, Science and Technology), in which case submit a certificate to that effect issued by your university.

Note 1: Graduates or prospective graduates from two or more graduate schools should submit a certificate of completion/prospective completion and transcripts from each of the graduate schools.

Note 2: Attach a Japanese translation of all submitted documents written in a language other than English or Japanese.

Note 3: If only a copy of a foreign-issued certificate can be submitted, have it certified by an embassy or other public agency as a copy of the original document, and submit this certificate. Be aware that the People's Republic of China embassy and consulates in Japan do not issue documents certifying the authenticity of copies of diplomas or transcripts issued in China, or certifying the authenticity of translations of the original. Notarization or authentication of diplomas and transcripts issued in China must be performed in China, either at the China Higher-education Student Information (CHSI) in Beijing, or at notarization offices in other parts of China (those recognized by the judicial agency in each region). The CHSI also accepts applications from outside China by mail for certification procedures. Applicants requiring a certificate of (prospective) graduation or (prospective) completion from an educational institution in China are urged to begin the procedures at an early date.

## 5. Application procedures

Enclose the full set of application documents in an envelope marked in red on the lower left with APPLICATION DOCUMENTS and send **by registered mail** to the following address.

**Administration Office, Graduate School of Social Sciences, Hitotsubashi University, Naka 2-1, Kunitachi, Tokyo 186-8601, JAPAN.**

**Applications must arrive within the application period (January 12 to 16, 2018). (They will be accepted no later than 5:00 p.m. (JST) on Tuesday, January 16.)**

**Persons wishing to apply from outside Japan should follow the procedures given in the attachment Applying from Outside Japan rather than those given in this section.**

## 6. Selection process and criteria

In the first-stage examination, based on the submitted thesis and application documents, the applicant's research level, academic importance of the research project, match to the fields of this Graduate School, and feasibility of the research plan are assessed. Another factor considered is whether the school has a faculty member able to provide guidance in the area of the research project. Those who pass the first stage go on to the second-stage examination.

The second stage is an interview. The interview assesses the applicant's understanding of, ability to explain, and capacity to carry out the research described in the application. The interview is also used to assess whether the applicant has the foreign or Japanese language ability necessary for the research. Depending on the nature of the research project, the language ability assessment may be done orally or using written materials. If, however, conducting a language competency test is considered inappropriate to the nature of the research project, a comprehension test may be conducted instead, based on Japanese historical materials. Final acceptance is decided as the sum result of the first-stage and second-stage exams.

### (1) First-stage examination (document screening)

Announcement of applicants passing first-stage exam and announcement of rooms/schedule for second-stage exam (interview)

Time	Announcement method
Fri., Feb. 16, 1:00 p.m.	Posted on bulletin board on campus (south side of Administration Building) and on website (URL will be sent to applicants)

### (2) Second-stage examination (interview) **\*Be sure to have your Exam Admission Card with you.**

Location: Hitotsubashi University (10 min. walk straight south from Kunitachi Station on JR Chuo Line)

Time	Exam contents
Tue., Feb. 20, or Wed., Feb. 21 9:30 a.m. to around 6:00 p.m.	Applicants will be examined regarding the submitted papers and research plans, etc. The interview is also used to assess whether the applicant has the foreign or Japanese language ability necessary for the research. Depending on the nature of the research project, the language ability assessment may be done orally or using written materials. If, however, conducting a language competency test is considered inappropriate to the nature of the research project, a comprehension test may be conducted instead, based on Japanese historical materials, etc. (approximately 70 minutes per applicant)

## 7. Announcement of acceptance

Time	Announcement method
Wed., Feb 28, 1:00 p.m.	Posted on campus bulletin boards and on website (Applicants will also be notified of their acceptance by mail.)

## 8. Enrolment procedures

### (1) Admission fee payment period

Friday, March 2 to Thursday, March 8, 2018

Failure to pay during this period will be treated as forfeiture of acceptance to the school.

### (2) Admission fee amount: 282,000 yen

Note: The University has assistance programs enabling the admission fee to be waived or deferred. Those desiring to apply for such assistance should not deposit the fee but should instead obtain the application forms from the Student Services Division (Gakusei Shien-ka) and apply within the required time period. (Application for waiver or deferral cannot be made after depositing payment. Note also that since applications are denied in some cases, sufficient readiness for payment should be made in advance.)

### (3) Other

Other necessary matters concerning enrolment procedures, including documents to be submitted and timing, will be notified separately by mail to those who are admitted. Tuition (535,800 yen annually) is to be paid after enrolment. Those enrolling in the school will be notified separately of the timing and method of payment.

The amounts indicated above are provisional. In case the schedule of fees to be paid by students is revised during residence in the school, the revised amounts become effective from the time of revision.

## 9. Matters to note

### Inquiries

(1) All matters concerning entrance examinations are administered by the Administration Office of the Graduate School of Social Sciences.

(2) If you have questions concerning entrance examinations, send your inquiry in writing, indicating your name and address, by email. Inquiries by telephone will not be accepted.

### Choice of institute and research unit

(1) You cannot switch your application to the Institute for the Study of Global Issues after applying to the Institute for the Study of Social Sciences. It is also not possible to change your affiliation between the two institutes after admission.

(2) Choose one research unit you wish to be affiliated with after admission, and indicate this on the application form and on the research plan. (See the list of seminar instructors below.) As a general rule, it is not possible to choose as your principle academic supervisor a faculty member outside this research unit, so it is important to choose the research unit carefully. See the Graduate School of Social Sciences website below for detailed descriptions of the research units.

<http://www.soc.hit-u.ac.jp/guide/guide2017.pdf> (Japanese only)

<http://www.soc.hit-u.ac.jp/en/academics/guide/>

### Documents

(1) On application documents to be filled out by the applicant, type or use a black ink ballpoint pen.

(2) Application and examination fees cannot be returned. Also, be sure to submit the originals of all certificates. Copies will not be accepted, other than in the cases indicated under **4. Application and examination fees**.

### Advance consultation by applicants with physical disability

Applicants requiring special considerations in taking examinations or in conducting studies after admission due to physical disability are asked to consult with the Administration Office of the Graduate School of Social Sciences prior to the application period. The necessary measures will be taken as requested.

Be assured that the applicant will suffer no disadvantage as a result of making such a request.

### Privacy Policy

The information of applicants including the grades/scores at the entrance examinations will not be used except for educational or learning support purposes.

### International Student Houses and International Dormitories

About the Keimeikan Residence Hall for International Students and the International Dormitories International students desiring accommodations in the Keimeikan Residence Hall for International Students or in international dormitories should refer to details on the following websites, announced during December 2017, and make application accordingly.

<http://hit-u.ac.jp/shien/campuslife/apartment.html> (Japanese only)

<http://international.hit-u.ac.jp/en/curr/accom/apply.html>

**Website of the Graduate School of Social Sciences: <http://www.soc.hit-u.ac.jp/en/>**  
**Email address of the Graduate School of Social Sciences: [info@soc.hit-u.ac.jp](mailto:info@soc.hit-u.ac.jp)**

2018 Academic Year

Institute for the Study of Social Sciences

Graduate School of Social Sciences Hitotsubashi University

(The ※ mark shows instructors who don't have a graduate seminar and can't act as supervisors in 2018 Academic Year.)

**Studies of Social Structure and Socio-Cultural Transformation**

MACHIMURA Takashi Professor (Sociology • Social Research Methods )  
 KIKUTANI Kazuhiro Professor (Sociology ) fra  
 TADA Osamu Professor (Sociology )  
 FUKASAWA Hidetaka Professor (Sociology of Religion )  
 KOBAYASHI Tazuko Professor (Social Research Methods • Sociology )  
 KOIDO Akihiro Professor (Transnational Sociology )  
 SATO Fumika Professor (Gender Studies )

**Reshaping Society, Advancing Human Development**

KIMURA Hajime Professor (Sociology of Education )  
 NAKATA Yasuhiko Professor (Sociology of Education )  
 YAMADA Tetsuya Professor (Sociology of Education )  
 OHTA Miyuki Professor (Sociology of Education )  
 OZAKI Masataka Professor (Sport Sociology )  
 SAKAUE Yasuhiro Professor (Sport Sociology ) eng  
 SAKA Natsuko Professor (Sport Sociology )  
 SUZUKI Naofumi Associate Professor (Sport Sociology ) eng  
 ※ YOSHIDA Yutaka Adjunct Professor (Politics )

**Humanities and Philosophy**

KATO Yasushi Professor (Philosophy ) eng, deu  
 OKOCHI Taiju Professor (Philosophy ) eng, deu  
 IGASHIRA Masahiko Associate Professor (Philosophy )  
 MORIMURA Toshimi Professor (History of social Thought )  
 IKAWA Chitose Professor (English Literature and Critical Theory ) eng  
 KUBO Tetsuji Professor (German Literature and Critical Theory ) deu  
 NAKANO Chizu Professor (French Literature and Critical Theory )  
 KOU Ikujo Professor (Chinese-speaking World, Taiwan Studies ) zho  
 IGARASHI Yosuke Associate Professor (Linguistics, Phonetics, Russian linguistics )

**Policy Management Studies**

※ KURATA Yoshiki Adjunct Professor (Employment Relations • Employment Policy )  
 NISHINO Fumiko Associate Professor (Employment Relations • Employment Policy ) eng  
 ※ HAYASHI Hiroki Adjunct Professor (Community Policy )  
 IKAI Shuhei Professor (Social Policy )  
 DOMEN Takahiro Professor (Urban • Local Policy )  
 SHIRASE Yumika Professor (Social Welfare • Social Policy )

**Human Practice**

**Studies in Social History**

YASUKAWA Hajime Professor (Social Psychology )  
 INABA Tetsuro Professor (Social Psychology )  
 ※ KASUGA Naoki Adjunct Professor (Social Anthropology )  
 OSUGI Takashi Professor (Social Anthropology ) eng  
 KUBO Akinori Associate Professor (Social Anthropology )  
 ※ KODAMAYA Shiro Adjunct Professor (Social Geography, African Studies )  
 UEDA Gen Professor (Social Geography, Regional Environmental Studies ) eng  
 OTSUBO Toshimichi Professor (Earth Science )  
 OTAKI Yurina Professor (Environmental Science )

WATANABE Takashi Professor (Social History - Japan(early modern) )  
 WAKAO Masaki Professor (Social History - Japan(early modern) )  
 ISHII Hitonari Professor (Social History - Japan(modern) )  
 SATO Yoshifumi Professor (Social History - East Asia(modern) ) zho  
 KATO Keiki Lecturer (Social History - East Asia(modern) ) kor  
 BANZAI Noriko Professor (Social History - Europe(medieval) )  
 MORIMURA Toshimi Professor (Social History - Europe(modern) )  
 AKIYAMA Shingo Professor (Social History - Europe(early modern) ) fra, hun  
 NAKANO Satoshi Professor (Social History - United States(contemporary) ) eng  
 KIDO Yoshiyuki Professor (Social History - United States(modern) ) eng