

Requirements for Application to the Doctoral Program

Institute for the Study of Social Sciences

This document provides information for external candidates. Internal candidates i.e. those currently on Masters programs at Hitotsubashi University and those who already hold a Masters degree from Hitotsubashi University, should see the 進学要綱 (in Japanese only).

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: 35 . This number includes both internal and external candidates.

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 2019;
- (2) Completion of the program of a professional graduate school or expected completion by March 2019;
- (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 2019;
- (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 2019;
- (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, 2019 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 to the Administration Office of the Graduate School of Social Sciences regarding their eligibility by email (sent no later than November 30, 2018).

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 to 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 19 to Friday, November 30. The results of the individual qualification review are expected to be sent by around Friday, December 14.

3. Application period

From Thursday, January 10 to 3:00 p.m. Tuesday, January 15, 2019 (JST)

4. Application and examination fees

Documents and materials	Remarks
Photo Form	One copy. Enter the required items on the form and attach a photograph.
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 2. Eligibility for application 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> 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.
Examination fee 30,000 yen	<u>When paying in Japan: bank transfer</u> In principle during the application period , 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, <u>and submit along with your application a copy of a certificate, etc. showing the transfer.</u> <u>When paying from outside Japan: Credit card payment</u> For the payment procedure, see the accompanying document "Applying from Outside Japan". 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 10 to 15, 2019). (They will be accepted no later than 5:00 p.m. (JST) on Tuesday, January 15.)

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. 15, 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. 19, or Wed., Feb. 20 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 27, 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 1 to Thursday, March 7, 2019

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

(2) Admission fee: 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/gs_guide2017.pdf (Japanese only)

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

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.

Note on Student Dormitories Provided by the University

Hitotsubashi University has four dormitories for international students located in Kunitachi and Kodaira. Applicants who wish to live in the dormitory should submit applications following the application guidelines that will be announced in June and December at the following websites. Please note that dormitory selection is by lottery.

Please check this website.

http://international.hit-u.ac.jp/en/curr/accom/application_for_dorm/index.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

2019 Academic Year
 Institute for the Study of Social Sciences
 Graduate School of Social Sciences Hitotsubashi University
 Seminar Instructors

(The ※ mark shows instructors who don't have a graduate seminar and can't act as supervisors in 2019 Academic Year.)

Studies of Social Structure and Socio-Cultural Transformation				Reshaping Society, Advancing Human Development			
MACHIMURA Takashi	Professor	(Sociology • Social Research Methods)		KIMURA Hajime	Professor	(Sociology of Education)	
KIKUTANI Kazuhiro	Professor	(Sociology)	fra	NAKATA Yasuhiko	Professor	(Sociology of Education)	
TADA Osamu	Professor	(Sociology)		YAMADA Tetsuya	Professor	(Sociology of Education)	
※ FUKASAWA Hidetaka	Adjunct Professor	(Sociology of Religion)		OHTA Miyuki	Professor	(Sociology of Education)	
KOBAYASHI Tazuko	Professor	(Social Research Methods • Sociology)		OZAKI Masataka	Professor	(Sport Sociology)	
KOIDO Akihiro	Professor	(Transnational Sociology)		SAKAUE Yasuhiro	Professor	(Sport Sociology)	eng
MORI Chikako	Associate Professor	(Transnational Sociology)		SAKA Natsuko	Professor	(Sport Sociology)	eng, deu
SATO Fumika	Professor	(Gender Studies)		SUZUKI Naofumi	Professor	(Sport Sociology)	eng
				※ YOSHIDA Yutaka	Adjunct Professor	(Politics)	
				NAKAKITA Koji	Professor	(Politics)	eng
Humanities and Philosophy				TANAKA Takuji	Professor	(Politics)	eng, fra
KATO Yasushi	Professor	(Philosophy)	eng, deu				
OKOCHI Taiju	Professor	(Philosophy)	eng, deu				
IGASHIRA Masahiko	Professor	(Philosophy)	eng				
MORIMURA Toshimi	Professor	(History of social Thought)	fra	Policy Management Studies			
IKAWA Chitose	Professor	(English Literature and Critical Theory)	eng	※ KURATA Yoshiki	Adjunct Professor	(Employment Relations • Employment Policy)	
KUBO Tetsuji	Professor	(German Literature and Critical Theory)	deu	NISHINO Fumiko	Associate Professor	(Employment Relations • Employment Policy)	eng
NAKANO Chizu	Professor	(French Literature and Critical Theory)		※ HAYASHI Hiroki	Adjunct Professor	(Community Policy)	
KOU Ikujo	Professor	(Chinese-speaking World, Taiwan Studies)	zho	IKAI Shuhei	Professor	(Social Policy)	
IGARASHI Yosuke	Associate Professor	(Linguistics, Phonetics, Russian linguistics)		DOMEN Takahiro	Professor	(Urban • Local Policy)	eng
				SHIRASE Yumika	Professor	(Social Welfare • Social Policy)	
Human Practice				Studies in Social History			
YASUKAWA Hajime	Professor	(Social Psychology)		WATANABE Takashi	Professor	(Social History - Japan(early modern))	
INABA Tetsuro	Professor	(Social Psychology)		WAKAO Masaki	Professor	(Social History - Japan(early modern))	
OSUGI Takashi	Professor	(Social Anthropology)	eng	ISHII Hitonari	Professor	(Social History - Japan(modern))	
KUBO Akinori	Associate Professor	(Social Anthropology)	eng	SATO Yoshifumi	Professor	(Social History - East Asia(modern))	zho
※ KODAMAYA Shiro	Adjunct Professor	(Social Geography, African Studies)		KATO Keiki	Associate Professor	(Social History - East Asia(modern))	kor
UEDA Gen	Professor	(Social Geography, Regional Environmental Studies)	eng	BANZAI Noriko	Professor	(Social History - Europe(medieval))	
OTSUBO Toshimichi	Professor	(Earth Science)	eng	MORIMURA Toshimi	Professor	(Social History - Europe(modern))	fra
OTAKI Yurina	Professor	(Environmental Science)	eng	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

The language codes indicate faculty members able to offer individual supervision in languages in addition to Japanese.

PhD theses can be written in English or Japanese.

deu ... German, eng ... English, fra ... French, hun ... Hungarian, kor ... Korean, zho ... Chinese