

# Graduate School of Technology Management

## Ritsumeikan University 2015 Fall

### ADMISSIONS Guideline for International Doctoral Program

#### I . Applicable Major, Course, Degree and Enrollment Capacity

Major	Degree	Enrollment Capacity	Number of Recruits
Doctoral Program in Technology Management	Doctoral Degree	5	A few

The number of Enrollment Capacity includes all application methods. Actual number recruited may be lower, based on number of application and entrance examination results.

#### II . Application requirements

Applicants must satisfy one of the following criteria;

- (1) Persons who have been awarded a master's degree or professional degree or who are expected to be awarded such a degree before being enrolled in the graduate school
- (2) Persons who have been awarded a degree equivalent to a master's degree or professional degree abroad or who are expected to be awarded such a degree before being enrolled in the graduate school
- (3) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing a correspondence course offered by an overseas school in Japan or who are expected to be awarded such a degree before being enrolled in the graduate school
- (4) Persons who have been awarded a degree equivalent to a master's degree or professional degree by completing the program of an overseas school in Japan that is designated by the Minister of Education, Culture, Sports, Science, and Technology as corresponding to an overseas graduate school or who are expected to be awarded such a degree before being enrolled in the graduate school
- (5) Persons who have been awarded a degree equivalent to a master's degree by completing a program at United Nations University or who are expected to be awarded such a degree before being enrolled in the graduate school
- (6) Persons who have been engaged in research activities at a university or research institute for at least two years after graduating from a university or its equivalent and who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to holders of a master's degree (the 1989 Notification of the Ministry of Education, Science, Sports and Culture No.118) (\* 1)
- (7) Persons who have been recognized by Ritsumeikan University's graduate schools as having an academic ability equal to or higher than holders of a master's degree or professional degree as a result of individual preliminary screening and who is over 24 years of age, or is to be 24 years of age before being enrolled in the graduate school (\* 2)

\* 1. Persons who believe they meet criteria (6), above, must take the necessary procedures by the appointed time in reference to page 251, in order to undergo an individual screening to determine whether their academic ability is equal to holders of a master's degree.

\* 2. Persons who believe they meet criteria (7), above, must take the necessary procedures by the appointed time in reference to page 251, in order to undergo an individual screening to determine whether their academic ability is equal to or higher than holders of a master's degree or professional degree.

※ All applicants currently in school, who have not completed their degree or studies, must meet the requirements above by September 25, 2015, or they will not be granted admission to Ritsumeikan University

※ Applicants must contact the faculty members whom they would like to be their supervisors at Ritsumeikan University and discuss the research plans before the application. If the contact information of the faculty members is unknown, the applicants should contact the Administrative Office at Graduate School of Technology Management : moten@st.ritsumeikan.ac.jp

### III. Selection Procedure

Applicants are evaluated on the documents provided in their application and interviews (by telephone etc) in English. The interview schedule will be informed accordingly.

### IV. Application Procedures

#### 1. Entrance Examination Fee

5,000yen

\* Payment can be made through bank transfer or at a convenience store if you are in Japan. For those who are abroad, you can pay through international bank transfer or with credit card. For more details, please refer to page 248.

Please note that you need to send an email to the office of your relevant graduate school before you send out your application forms if you would like to make a payment through domestic bank transfer. Your email must contain the following information; name, home address, and telephone number.

Email address: moten@st.ritsumeikan.ac.jp

\* The entrance examination fee will be exempted for those who are to have completed a Master's Degree program or Professional Degree program in March 2015 or September 2015 at Graduate Schools of Ritsumeikan University and will continue their study to the Doctoral program.

#### 2. Required Documents

Please submit all the documents noted below after the payment of the entrance examination fee (5,000 yen).

- (1) APPLICATION FOR GRADUATE ADMISSION AT RITSUMEIKAN UNIVERSITY (Use the Form “GS A”)
- (2) Study Plan (Use the Form “MOT 5”, must be written in English. Please use word-processing software to fill in “Study Plan” as far as possible.)
- (3) List of Research Achievements (Use the Form “MOT 6”, must be written in English)
- (4) Three Letters of Recommendation  
The applicants must obtain letters from at least three people at their home institution or at other institutions. The letters should be addressed to the dean of Graduate School of Technology Management.
- (5) Certified Transcript of Grades and Certificate of Graduation or Expected Graduation issued by the last institution attended  
\* Only Original Copies are acceptable.  
\* For details, please refer to page 246.  
\* For persons who have graduated a university in China or completed a graduate school in China, PDF copy of 教育部學歷證書電子注冊備案表 (graduates of universities in China, only) or PDF copy of 教育部學籍在線驗證報告 (students currently enrolled in university in China, only) is required.
- (6) Master's thesis or research accomplishment / publication equivalent to a Master's thesis or its abstract (Free Format)
- (7) Copy of passport page containing the applicant's name and date of birth  
(Required only for those who own valid passport at the time of application)
- (8) One of the following official certificates of English proficiency  
· TOEFL® (iBT, CBT or PBT. ITP is not acceptable)

· TOEIC®

· IELTS

※ Certificates must be issued within 2 years of application deadline and must be within its validated date.

※ The applicants whose mother tongue is English are exempt from submitting these score report.

### 3. Important Points for Application

- (1) In case documents are written in other languages than English, English translation is necessary.
- (2) The name and date of birth written on all of your application forms should be exactly same as those on your certificate of residence or passport.
- (3) When the application documents will be sent out from a post office, please request a registered/recorded mail service and send them to the office address noted in IV 5.
- (4) For applicants overseas, please send the following details by email after posting the application package. (E-mail: moten@st.ritsumei.ac.jp)

① Name of the Applicant

② Current Address

③ Contact Telephone Number (Include country code)

④ Desired Enrollment Year and Month

⑤ Tracking Number (If sending by courier)

※ Please note that sending email will not mean that the application is accepted. (Applicants will not be considered for admission unless the original documents of the application are received)

- (5) The university will not return any of the documents or the entrance examination fee once they have been received. Even if it is found that applicants do not have the required qualification for admission, neither the documents nor the examination fee shall be returned.

### 4. Application Period:

From Friday, May 8, 2015 to Friday, May 22, 2015

※ Applications can either be sent by post or submitted in person to the Administrative Office, Graduate School of Technology Management mentioned in IV- 5. If submitted in person, application must be submitted no later than 17:00 on May 22, 2015 for accepting applications. Application postmarked May 22, 2015 will be accepted.

※ The office hours of the administrative office are Monday to Friday (except school holidays), 10:00 am to 17:00 pm (except lunch break period).

### 5. Mailing Address for Application

Administrative Office

Graduate School of Technology Management

Ritsumeikan University (Osaka Ibaraki Campus)

2-150 Iwakura-cho, Ibaraki

Osaka 567-8570, Japan

TEL: +81-72-665-2100 (Direct) ※ As of April 2015

E-mail: moten@st.ritsumei.ac.jp

### V. Notification of Result:

Friday, June 26, 2015 at 14 : 00

Bulletin Board of the Graduate School of Technology Management (First floor, A building, Osaka Ibaraki Campus)

- ※The notification of results will be posted on the website and be sent to the address written as No.7. Mailing address on the APPLICATION FOR GRADUATE ADMISSION AT RITSUMEIKAN UNIVERSITY.
- ※Please refer to page 257 for posting of successful examinee numbers on the website.

## **VI . Admission Procedures**

Please refer to page 259.