

**Application Guideline for**  
**Doctor's Program**  
**Academic Year 2022 (Fall)**

**Graduate School of Engineering and Science**  
**Shibaura Institute of Technology**

## **HANDLING OF PERSONAL INFORMATION**

Your personal information, including your name, address, and other data provided to us when you submit your application form, will be used for correspondence relating to exam results and admission procedures.

If you are admitted to Shibaura Institute of Technology (SIT), such personal information, together with the information in the student registration card that must be submitted upon admission, will be further used as required for SIT to support your student life, including purposes such as study guidance and correspondence in case of emergency.

## **MANAGEMENT AND STORAGE OF PERSONAL INFORMATION**

SIT promises that your personal information will be managed and stored in highly secure data management systems, in accordance with the SIT Code for Personal Information Protection, to ensure that your personal information will never be leaked to third parties.

### **Contact**

Graduate School Section,

Shibaura Institute of Technology

3-7-5 Toyosu, Koto-Ku, Tokyo 135-8548 Japan

Email: [daigakuin@ow.shibaura-it.ac.jp](mailto:daigakuin@ow.shibaura-it.ac.jp)

# Errata

The following errors were made in the Application Documents. We apologize for the errors and correct them as follows.

Shibaura Institute of Technology Graduate School Section May, 2022

## Correction Points Application Documents

### Not Correct P.9

<p>① Letter of Recommendation</p> <p>&lt; Other than current Shibaura Institute of Technology students &gt; &gt;&lt; All Applicant &gt;</p>	<p>-</p>	<p>○</p>	<p>Direct Input into TAO</p>	<p>Complete the “Letter of Recommendation” form on TAO. Enter the recommender's e-mail address and send a request to create/write a letter of recommendation. The recommender should be a person who is familiar with the applicant, such as a supervisor at the university where he / she is from, or a supervisor at work. Those who apply to the program for working adults, request a current supervisor to make a recommendation.</p>
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### Correct P.10

<p>① Letter of Recommendation</p> <p>&lt; All Applicant &gt;</p>	<p>○</p>	<p>○</p>	<p>Direct Input into TAO</p>	<p>Complete the “Letter of Recommendation” form on TAO. Enter the recommender's e-mail address and send a request to create/write a letter of recommendation. The recommender should be a person who is familiar with the applicant, such as a supervisor at the university where he / she is from, or a supervisor at work. Those who apply to the program for working adults, request a current supervisor to make a recommendation.</p>
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# I. Introduction to Doctor's Program

## **1. Admission Policy**

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In the Doctor's Program, we aim to promote research and train researchers, and to foster specialist technicians and researchers who have a wealth of academic knowledge.

- Therefore we welcome the sort of students shown below.
- Those who share the principles and goals of the Graduate School of Engineering and Science.
- Those who have graduated from the Master's Program, or are at the forefront of society, and have high research capabilities.
- Those who can actively and creatively open up new fields.
- Those who can respect the ethics of engineering.

## **<Regional Environment Systems Course>**

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In limited areas such as urban cities, the social and cultural activities of human beings are likely to negatively affect the living environment in the area. For sustainable community development, harmony between the activation of community activities and conservation of the living environment is inevitable.

In addition, to realize this, there is a necessity to work on the issues spreading across a range of fields including electrical engineering and computer science, materials science, chemistry, mechanical engineering, architecture and civil engineering.

Doctoral candidates in the Regional Environment System Course will deepen research in their own specialized field. At the same time, it is also aimed that they will contribute to forming the foundation of a better society, culture and life in the regional environment to realize sustainable society by having an insight into the influence and effect of technology on society and nature, and through exchanging information among researchers from different specialized fields. The educational goal of this course is to nurture talents who have a broad view regarding the regional environment and can achieve this aim, by making use of their highly specialized knowledge.

## **<Functional Control Systems Course>**

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Japan in the 20th century placed an emphasis on efficiency and convenience, and strived towards manufacturing things, seeking to increase profitability. As a result, this approach put Japan in a situation where it faced contradictions such as the destruction of environment. Currently, Japan possesses technologies, which lead the world in such fields as automobiles, robotics, electronics and telecommunications, whilst resolving such contradictions. These technologies are becoming increasingly more complex. In order to contribute to the world as a leader of science and technology in the global society going forward, Japan will be required to exercise high-level design capabilities and technology management skills, which will enable Japan to grasp the overall picture of increasingly complex technologies and promote harmony within the overall system, in

addition to the ability to deeply analyze and comprehend objects.

For example, at the nuclear accident, which occurred immediately after the Great East Japan Earthquake, the importance of systemized technology regarding the use of technology in a society including its implementation and operation was reaffirmed. Moreover, the 17 Sustainable Development Goals (SDGs) were adopted by the all UN members in 2015. This suggests that it is time for us to reconsider practical education. At the same time, this also means that nurturing researchers and engineers who will acquire the global values and capabilities required to work internationally for the realization of sustainable society.

Based on such a background, the Functional Control Systems Course aims to provide education and to conduct research to nurture outstanding researchers and engineers who have global values and the ability to fully grasp the truth of science and make use of it in practical education. This course consists of a number of different education and research fields, such as communication function control, functional device control, system control, and biosystems and biomolecule control, and operates interdisciplinary education and research. Taking this approach ensures that the course is not specialized in education and research being exclusively relevant to the areas of its academic staff's expertise. The course also aims to nurture researchers and engineers with basic skills for technology management and proficiency in English for engineers as well as shared values and ethics, while the course as a whole is aware of the relevance based on the diversity in the course and actively promotes collaboration with each other.

## **2. Degree for the Doctor's Program**

Students who completed doctor's Program will be awarded a Doctor of Philosophy degree.

# II. Application Guideline for Doctor's Program

~2022 Fall Enrollment~

## 1. Course and Number of students accepted

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Program	Course	Intake per year
Doctor's Program	Regional Environment Systems	12
	Functional Control Systems	15

\*The number of students to be accepted is not for each exam unit but for the entire year of 2022.

## 2. Type of Examination

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You can apply for the either of following exam types.

### (1) General Program

You can apply for this course if you meet one of the requirements of “3. Qualification for Applicants”.

### (2) Program for Working Adults

You can apply for this course if you meet all of the following requirements.

- You meet one of the requirements of “3. Qualification for Applicants”.
- You are working in the public office, company or organization and your superior or boss has authorized your application for this doctoral program.

\* As a general rule, applicant is supposed to enroll in the doctoral program while continuing to work full-time.

## 3. Qualification for Applicants

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Applicants must meet either or the application requirements (1) to (7) listed below.

- (1) Those who have completed or expect to receive a master's degree or professional degree by the end of September 2022.
- (2) Those who have received or expect to receive a degree by the end of September 2022 from a university abroad that is equivalent to a master's degree or professional degree.
- (3) Those who have received or expect to receive a degree by the end of September 2022 from a university abroad that is equivalent to a master's degree or professional degree by taking courses of such university in Japan by correspondence.
- (4) Those who have received or expect to receive a degree by the end of September 2022 from a university abroad that is equivalent to a master's degree or professional degree by taking the courses, specified separately by the Minister of Education, Culture, Sports, Science and

Technology, of educational facilities positioned as those with a graduate program abroad.

(5) Those who have received or expect to receive a Master's degree through course completion at the United Nations by the end of September 2022.

(6) For those specified by the Minister of Education, Culture, Sports, Science and Technology (the announcement no. 118 of the Ministry for 1989) (Note1).

(7) For those who will become 24 years old by the end of September 2022 and who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree by the review of the Committee of the Graduate School of Engineering and Science (Note2).

Note1) Those who are applicable to the qualification for applicants, (6) mean "those who graduated from university and engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science" or "those who, after completing the 16-year course of study of school education abroad or taking courses provided by foreign school in Japan by correspondence, engaged in research for two years or more at a university or research institute and are certified to have an academic skill equivalent to that of a student with a master's degree for their research achievement by the Graduate School of Engineering and Science".

Note2) Those who are applicable to the qualification for applicants, (7), "those who are certified to have an academic skill equivalent to that of a student with a master's degree or professional degree" must satisfy either of the following requirements.

- ① University graduates who have more than three years of practical experience in the relevant field and engaged in research and development activities for two years or more.
- ② For those other than above, **those who have an academic skill equivalent to that of a student with a master's degree or professional degree for their achievement including publication of books, scientific papers, academic lecture, scientific reports and patents, etc.**

- ※ **If you apply in terms of qualification (6) and (7), you are subject to Prequalification. Please contact the Graduate School Section via e-mail well before May 6, 2022: [daigakuin@ow.shibaura-it.ac.jp](mailto:daigakuin@ow.shibaura-it.ac.jp)**
- ※ **Please make sure to receive preliminary guidance from a prospective supervisor before submitting your application.**

## 4. Application Procedures

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- (1) Contact the preferred supervisor you would like to pursue the degree and discuss on the examination requirements and research project. Also, obtain the supervisor's consent in accepting you to be part of the supervisor's research laboratory after admission.
  - (2) Download the application guidelines and read them carefully.
  - (3) Prepare the necessary documents and convert them into data as instructed in the application guidelines.
  - (4) Enter the required information and upload the required documents on TAO by the application deadline.
  - (5) Send a request to the preferred supervisor to issue a letter of acceptance by the deadline.
  - (6) (Beside the current students) send a request for recommender to make a letter of recommendation by the deadline.
- ※Be sure to complete all procedures for (5) and (6) by specified application deadline
- (7) Pay the examination fee by the deadline and complete submission after checking your application thoroughly on any defects or incomplete information.

< Note >

Before proceeding with the application, the applicant must first contact supervisor whom he/she wish to pursue their research study. You should discuss about the research plan, interview session and obtain the acceptance to enter the research laboratory. If you have no means to contact him/her, email documents specified below to Graduate School Section.

(Make an introduction statement email so that the email can be directly forwarded to the supervisor)

1. Reason of choosing the supervisor and the research laboratory to pursue degree (Statement in the email contents if possible)
2. Resume (Educational background and summary of previous research etc.)
3. Research Plan (Any format is acceptable.)
4. Transcript Certificate (Scan Data)
5. Certificate (or Prospect) of Graduation (Scan Data)

As it will take time in contacting and getting the feedback from the supervisor, we will not accept any emails requesting to contact preferred supervisor after **12:00 (JST) on May 24, 2022.**

※Application is not accepted if there is no acceptance from the supervisor.

Contacts for any inquiries :

Shibaura Institute of Technology

Graduate School Section

<daigakuin@ow.shibaura-it.ac.jp>



## 5. Application's Document List

Application for this entrance examination is done by online application system of "The Admissions Office (TAO)". For details on how to use and etc., Please refer to "The Admissions Office (TAO) Usage Manual" uploaded in the webpage of the Application Guidelines.

Online Application System Period:

**from May 2nd (Mon.), 2022 12:00 (JST) to May 31st (Tue.), 2022 16:00 (JST)**

\*We do not accept application after the application period.

\*You must read the user manual of TAO carefully, fill out all the information and complete the submission before the deadline. In the case the application deadline is over before pressing Click to Submit Application button, the application will not be accepted. (The online system will be automatically closed after the deadline.)

\*Be noted that if you miss press Click to Submit Application button, the application will not be accepted even though all the necessary information is filled out.

\* Any inquiries might not be replied from May 3rd (Tue.) to May 5th (Thu.), 2022 due to the public holiday.

### ■ Application Documents

Application Documents <Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
① <b>Application Form</b> <All Applicant>	○	○	Direct input into TAO	Fill-in directly into the form "Application Form" on the TAO system. If you were not able to fill academic background or working experience in the fields provided in the "Application for Admission" due to the limited space, submit it separately at "Submission Documents" on TAO as "Other Documents"
② <b>Facephoto</b> <All Applicant>	○	○	JPG	Upload the data of your portrait photo on TAO. *Photograph should be color 4cm*3cm, no older than 3 months and show a clear, front view, full face of the person. The person should be without hat or dark glasses. The photo will be used for a student ID for successfully enrolled applicants.

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Application Documents <Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
<b>③ Transcript</b> <b>&lt;Other than current Shibaura Institute of Technology students &gt;</b>	-	○	PDF (Scan data)	Upload the scan data of Transcript at the "Submission Documents" on TAO. Documents should be written in English or Japanese and certified by the school president at the graduated University. *It is possible to submit Transcript certificate mixed up with Certificate of Graduation. In the case, it is sufficient to upload a copy of to the "3, Transcript" column and leave it blank for "4, Certificate of Completion" column.
<b>④ Certificate (Prospective) of Completion</b> <b>&lt;Other than current Shibaura Institute of Technology students &gt;</b>	-	○	PDF (Scan date)	<b>Those who have received (or expect to receive) a master's degree in Japan</b> Upload the scan data of Master degree certificate at the "Submission Documents" on TAO. Documents should be written in English or Japanese and certified by the school president at the graduated University. *It is possible to submit Transcript certificate mixed up with Certificate of Completion. In the case, it is sufficient to upload a copy of to the "3, Transcript" column and leave it blank for "4, Certificate of Graduation" column.  <b>Those who are other than above</b> Those who have received (or expect to receive) a master's degree or professional degree out of Japan should upload the document to certify the degree award. *As we need to check if you meet the application qualifications, please contact to the Graduate School Section <b>by May 6th, 2022.</b>
<b>⑤ Letter of Recommendation</b> <b>&lt;All Applicant&gt;</b>	○	○	Direct Input into TAO	Complete the "Letter of Recommendation" form on TAO. Enter the recommender's e-mail address and send a request to create/write a letter of recommendation. The recommender should be a person who is familiar with the applicant, such as a supervisor at the university where he / she is from, or a supervisor at work. Those who apply to the program for working adults, request a current supervisor to make a recommendation.

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Application Documents <Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
⑥ <b>Letter of Acceptance</b> <All Applicant>	○	○	Direct Input into TAO	Complete the “Letter of Recommendation” form on TAO. Enter the e-mail address of the prospective supervisor and send a request to do an acceptance process. Allow enough time for request to the supervisor so that you can complete the Acceptance procedures before the application deadline.
⑦ <b>Abstract of Master's thesis</b> <All applicants>	○	○	PDF (Scan Data)	<b>Those who have received (or expect to receive) a master's degree</b> Upload the PDF data of the abstract of your master's thesis at the “Submission Documents” on TAO. The abstract should be free format, within 2 pages and A4 size. For those who expect to complete master's programs, submit a summary of your current research projects. A summary also should be free format, within 2 pages and A4 size.  <b>Those who are other than above</b> Upload the PDF data of an essay regarding your work on your specialized area at the “Submission Documents” on TAO. It should be within 1 page, A4 size and free format.
⑧ <b>Research Plan</b> <All applicants>	○	○	PDF (Scan Data)	Upload the PDF data of you research plan at the “Submission Documents” on TAO. It should be within 1 page, A4 size and free format.
⑨ <b>Research Achievement</b> <All applicants>	○	○	PDF (Scan Data)	Download the specific form from the webpage, fill out the required information and upload it at the “Submission Documents” on TAO.

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Application Documents <Target person of submission >	Current Shibaura Institute of Technology students	Other than current Shibaura Institute of Technology students	Type	Submission Method or Requirement
<b>⑩ Entrance Examination Fee (¥35,000)</b>  <b>※SIT University graduates who are applying as Working-Adults (¥15,000)</b>	○	○	—	<p>The payment method can be selected two types: "Credit card payment" or "paying at Convenience store" from the "Payment" menu on TAO.</p> <ul style="list-style-type: none"> <li>If you are SIT University graduates who are applying as Working-Adults, the fee will be 15,000 yen. Please note that only these applicants can pay the application fee in cash, so please do not pay through TAO and consult with the Graduate School Section in advance.</li> <li>Payment by the certificate issuing machine inside the campus (Papyrusmate) is not permitted.</li> <li>Payment must be done before 12:00 (JST) on the day of application deadline as it takes time to reflect the payment information on the system.</li> </ul> <p><b>※Please kindly bear all remittance fees.</b></p>
<b>⑪ English Test Score Report</b> <b>&lt;Other than current Shibaura Institute of Technology students &gt;</b>	△ (Registration to S*gsot Portfolio only)	○	PDF (Scan Data)	<p>Upload the scan data of the official score report at the "Submitted documents".</p> <ul style="list-style-type: none"> <li>Scores of TOEIC® L &amp; R, TOEIC® S &amp; W, TOEFL® iBT, IELTS Academic, GTEC (4 Skills for Professionals / Students) are desirable.</li> <li>Submit scan data of officially issued score reports. (Screenshot from the Computer PC is not accepted)</li> <li>Score of IP Test cannot be accepted.</li> <li>Scores from external examinations must be within the last five years.</li> </ul> <p><b>&lt;Students of Shibaura Institute of Technology only &gt;</b></p> <p>※We will use the highest score of the TOEIC score registered in S*gsot Portfolio.</p> <p>If there is no score registration in S*gsot Portfolio before the online application system acceptance period end, the application will be rejected, so be sure to check for it by yourself.</p>
<b>⑫ Residence Card and Passport Copy</b> <b>&lt;Foreign Students only &gt;</b>	△ (Foreign Student only)	△ (Foreign Student only)	PDF (Scan data)	<p>Upload the scan data of Upload the scan data of passport copy (the page of face photo) to the "Submitted Documents" on TAO.</p> <p>For those who reside in Japan, upload either a copy of the Resident Card (both sides) or a copy of the Alien Registration Card.</p>
<b>⑫ Confirmation Check Sheet</b> <b>&lt;All Applicant &gt;</b>	○	○	Direct Input into TAO System	<p>Read "Confirmation Check Sheet" on TAO and click the check mark to confirm the contents of requirements</p>

\*It is not necessary to submit the original copy of the uploaded documents. However, if necessary, you may be required to submit the original upon enrollment.

«Notes»

- If there is defect in the application content, the application may not be accepted.
- Any documents other than those described in English (including recommendation letters) will not be accepted. If you can only prepare documents in other languages, please prepare a notarized translation and upload it to TAO along with the original language document.
- We could not cooperate at all about any correction and substitution of documents which you have submitted.
- After the application, you cannot change the application details (year of admission, major, supervisor and etc.)
- If there is a forgery, a false statement or bribery in the documents / documents submitted at the time of application, etc., it may be regarded as fraudulent and the result of the entrance examination may be invalidated. Also in this case, the submitted documents, documents, etc. and the admission fee will not be refunded.

## 6. Examination

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### (1) Selection for Admission

(i) Applicants who apply as General Examination will take a presentation (15 mins) and an oral assessment (15 mins) based on the submitted copies of master's thesis, its summary, and Research Plan.

(ii) Applicants who are foreign students will take an examination same as the General Examination.

(iii) Applications who apply as Working-Adults will take a presentation (15mins) and an oral assessment (15mins) regarding the related specialized area based on the submitted Research achievements and Research Plan.

### (2) Examination Date and Venue

◆ For applicants **residing in Japan**

Examination	Date	Time & Venue
Interview	July 2nd (Sat.) , 2022	The detailed schedule shall be informed one week prior to the examination.

\* [Examination will be held via Online using the Zoom Application.](#)

The examination process proceeds on the basis of the conditions mentioned below:

(1)	The interview takes place via Zoom Application. SIT uses Zoom application to conduct the video call. There is no need to set up an account for the Zoom Application, but applicants may need to install the application at your PC.
(2)	<u>Applicants have to be aware of the procedure practiced for the internet connection and are responsible for preparing device (PC, web camera, microphone).</u> No matter what the reason including technical problem with wireless connection or device, the examination result is not considered by the issue.
(3)	Interview will take place on <u>July 2nd, 2022</u> . The detailed schedule shall be informed one week prior to the examination date.
(4)	At the online interview, applicants are required to provide an ID certificate (e.g., passport) to be identified by the admission staff. <u>Only ID certificate written in English and with a face photo can be acceptable</u>
(5)	<b>The candidates will be rejected at any stage, if he/she is determined to have made a false on admission procedures.</b>

### (3) Notification of Acceptance

The qualified applicants' list by Examination ID numbers will be disclosed on the Online Admission System (TAO) at 1:00PM (JST) July 14, 2022

\* Notification will be sent out to successful applicants at the same day.

(For domestic students: by postal mail, for overseas students: through TAO)

For your information, we will not respond to any inquiry on this matter by a phone call.

\* Details about the admission procedure will be informed to the successful applicants by postal mail.

(If you change your address after passing the exam, or if you leave Japan due to temporary return or long-term study abroad, please contact the Graduate School Section promptly.

## 7. Tuition Fee

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The amount of tuition fee and other payments are shown in the table below.

Items	First Year			Second, Third Year		
	Enrollment Fee ※Note	Second Semester	Total	First Semester	Second Semester	Total
Admission Fee	(260,000)		(260,000)			
Tuition	328,900	328,900	657,800	328,900	328,900	657,800
Maintenance fee	92,000	92,000	184,000	92,000	92,000	184,000
Total	420,900 (680,900)	420,900	841,800 (1,101,800)	420,900	420,900	841,800

- The admission fee will be waived for SIT graduates. The price of inside ( ) is applicable to other than SIT graduates.
- **Note : Please note that the enrollment fee has to be paid by August 31, 2022.**

## 8. Withdrawal from Admission

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It is assumed that all qualified applicants who pass the examination will enroll. However, if a qualified applicant has to withdraw from admission due to unavoidable circumstances, he or she should submit a withdrawal form by the end of September 2022. In this case, payments except for the admission fee can be refunded. The withdrawal form can be obtained by contacting the Graduate School Section (see below for contact details).

## 9. Notes

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- (1) Once the application form has been accepted, no further changes are allowed. Changing your desired major and supervisor which you filled in the application is also not permitted. If you withdraw your application after acceptance, the application fee shall not be refunded and submitted forms shall not be returned.
- (2) When coming to your entrance examination, please allow time for unexpected delays such as traffic accidents and congestion.

## 10. Scholarship

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### ① SIT Scholarship for Doctor's Program

For details, please refer to Application Guideline for SIT Scholarship for Doctor's Program

### ② SIT Scholarship for foreign graduate student

For details, please refer to Application Guideline for SIT Scholarship for foreign graduate student.

### ③ Japan Student Services Organization (Type 1) (loan, non-interest bearing) / Japan Student Services Organization (Type 2) (loan, interest bearing)

【Application period in SIT (regular selection at the time of enrollment\* fall)】 : End of September to October 2022

\*details will be announced separately when determined

【Selection period (plan)】 December, 2022

Please refer to the JASSO website for the scholarship outline and application conditions

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