

Faculty of Fisheries, Kagoshima University

**APPLICATION GUIDELINE FOR POST-GRADUATE SCHOOL OF
FISHERIES (MASTER PROGRAM) IN 2017
(Special Selection for International Students)**

Admission Policy of the Postgraduate School of Fisheries (Master Course), Kagoshima University

The Postgraduate School of Fisheries (Master Course), Kagoshima University anticipates to develop talented persons who attained professional expertise regarding sustainable production and rational utilization of fishery resources and conservation and management of aquatic environment around the fields from Kagoshima to the Southeast Asia and South Pacific, possesses global and ethical views with the spirit of enterprise to participate in the globalizing industrial society and contribute to local and international societies. The School, therefore, welcomes enrolment of the persons who are interested in the following items:

- aquatic life and oceanographic environment,
- technology and management of capture of resources and aquaculture in the fishery industry,
- seafood and advanced resource utilization,
- policy for the fishery industry and marketing, and
- conservation of aquatic environment.

The school started the Postgraduate (Master) Programme on Tropical Fisheries with International Linkage with five overseas universities (University of the Philippines Visayas, Kasetsart University, Thailand, Sam Ratulangi University, Indonesia, University Malaysia Tenengganu, Nha Trang University, Vietnam) with an objective of development of talented persons who have attained theoretical and applied knowledge in sciences and technologies relevant to tropical and sub-tropical fisheries and have fostered capabilities with which they can participate actively in the globalising society. The School, therefore, welcomes enrolment of the following persons (students will be registered to the Programme after enrolment):

- a person who wants to study theories and applications in sciences and technologies relevant to tropical and sub-tropical fisheries,
- a person who wants to have *in situ* experiences on and understanding of the industry, society and culture relevant to fisheries in other country(ies) and understand them, and
- a person who wants to foster his/her capabilities with which they will be able to participate actively in the globalising society.

1. Major and fields of study

Major	Field of study
Fisheries	Aquatic sciences
	Fisheries resource sciences
	Food and life sciences
	Fisheries economics
	Aquatic environment conservation

2. Important dates related to enrolment examination

Early application

Period of application	June 13 to June 17, 2016
Enrolment examination	August 19, 2016
Announcement of the selection result	September 2, 2016

Late application

Period of application	January 4 to January 10, 2017
Enrolment examination	January 24, 2017
Announcement of the selection result	February 8, 2017

3. Special selection for foreign students by assessment of submitted documents and oral examination

3.1. Eligibility requirements for application

An international applicant (a person with a nationality other than Japanese) must possess or be expected to be granted the status of residence in Japan as “Student” of “Graduate School” at the time of admission, which enables enrolment into a post-graduate school according to the Immigration Control and Refugee Recognition Act of Japan. The applicant must also satisfy one of the following requirements by the end of March 2017:

- 1) An applicant who has graduated from a Japanese university in accordance with the stipulation in Article 83 of the School Education Law.
- 2) An applicant who has received a Bachelor’s degree in accordance with the stipulation in Paragraph 4, Article 104 of the School Education Law.
- 3) An applicant who has completed a sixteen-year long school education program in a country/countries other than Japan.

- 4) An applicant who has completed a sixteen-year long school education program in a country other than Japan by completing a correspondence course conducted by a school in the said country while residing in Japan.
- 5) An applicant who has completed a foreign university curriculum (*i.e.*, one in which the applicant is certified as having completed a sixteen-year long school education program in the said foreign country) in Japan at an educational facility that has been accredited as having an approved curriculum under the educational system of the said country and is so designated by the Minister of Education, Culture, Sports, Science, and Technology (hereinafter designated as the “Minister”).
- 6) An applicant who has completed an advanced professional course at a higher vocational school designated by the Minister on or after the date designated by the Minister.
- 7) An applicant designated by the Minister, based on Notification No. 5 of the Ministry of Education, Science, and Culture of 1953.
- 8) An applicant who has been enrolled in a Japanese university for at least three years or has completed a fifteen-year long school education program in a country/countries other than Japan, and who is endorsed by the Post-graduate School of Fisheries, Kagoshima University (hereinafter designated as the “School”) as acquiring sufficient credits with an excellent academic record (see section 5).
- 9) An applicant who has been endorsed by the School as having a scholastic ability on par with or higher than that of a university graduate as a result of an individual qualification examination of their application, and are at least 22 years old (see section 5).

3.2. Documents to be submitted

Documents	Instructions
Application form	The applicant must fill the provided form with black-color ink or ball-pointed pen.
Self-recommendation	The applicant must fill the provided form with black-color ink or ball-pointed pen.
Certificate of graduation/prospective graduation	Certificate issued by the university from which the applicant graduated or is expected to graduate.
Academic transcript	Transcript issued by the dean of the faculty or the chancellor of the university from which the applicant graduated or is expected to graduate.
Statement of personal objectives	The applicant must submit a statement of the outcomes of their studies and researches to date, reasons for the application, and aspiration for studies after the enrolment. It should be also indicated if the applicant

	<p>has research achievements including a graduation thesis, research reports, or research papers.</p> <p>Follow the format instructions as shown below:</p> <ul style="list-style-type: none"> No prescribed format Paper size, A4 Two pages or less <p>Indicate the name of the applicant at the top of the sheet.</p>
Statement of research plans	<p>The applicant must submit a statement of research plans in the School after enrolment. Consult with an expected supervisor in the School about the research plan previous to the preparation of the statement.</p> <p>Follow the format instructions as shown below:</p> <ul style="list-style-type: none"> No prescribed format Paper size, A4 Two pages or less <p>Indicate the name of the applicant at the top of the sheet.</p>
Letter of acceptance	<p>The document must be prepared by an expected supervisor in the School. The applicant must request the supervisor to make and submit the document to the Division of the Student Affairs in the School.</p>
Photograph (two sheets)	<p>Affix a 4 cm x 3 cm-size photograph, taken within the last three months and including the applicant's upper part of the body with no hat/cap, to the provided application form and photograph sheet.</p>
Document which certifies the status of residence in Japan	<p>Photocopy of the applicant's Residence Card or passport is acceptable.</p>
Stamped, self-addressed envelope	<p>Affix an 82-yen postal stamp and write the applicant's name and address on a <i>Chokei 3-go</i> type envelope (12 cm x 23.5 cm). The envelope is for mailing the applicant's admission card for the examination.</p>
Payment record of application fee	<p>30,000 yen</p> <p>Enclose the Certificate of Payment (for Customers) issued if the applicant pays the application fee with the provided transfer form through Japan Post Bank. Enclose a photocopy of the Application for Remittance if the applicant pays the application fee via overseas remittance. Refer to section 7 for the details of the payment.</p> <p>* Foreign students who are granted with the Japanese Government (Monbukagakusho, MEXT) Scholarship are exempted from the application fee. A document which proves the above effect should be</p>

	<p>attached.</p> <p>* Foreign students who are granted with a scholarship provided by a foreign government are exempted from the application fee. This is, however, not applied to an applicant who is provided an application fee by foreign governments or organizations. An applicant who wants to be exempted from the application fee should inquire of the Division of Student Affairs, Faculty of Fisheries, Kagoshima University in advance.</p>
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- * If the documents to be submitted are written in a language other than Japanese or English, translations must be also submitted along with the original.
- * The applicant must contact with one of the academic staffs in the School in order to ask and confirm his/her acceptance from a supervisor in the School, and consult with the expected supervisor about the study and research plans in the School.

3.3. Selection for enrolment

Selection will be done based on the submitted documents as well as an oral examination. See section 9 for the schedule of the oral examination.

4. Special selection for foreign students by assessment of submitted documents (without oral examination)

4.1. Eligibility requirements for application

In addition to the requirements stated in the section 3.1, the applicant who is planning to be living abroad in the entrance examination date must get a definite promise to enter the School with one of the following status by the end of March 2017:

- a) An applicant who has the Japanese Government (*Monbukagakusho*, MEXT) Scholarship.
- b) An applicant who has a scholarship provided by a foreign government.
- c) An applicant who has a scholarship on the recommendation of an international organization.
- d) An applicant who has a scholarship on the recommendation of an organization equivalent to an international organization.

4.2. Documents to be submitted

Documents	Instructions
Application form	The applicant must fill the provided form with black-color ink or ball-pointed pen.
Self-recommendation	The applicant must fill the provided form with black-color ink or

	ball-pointed pen.
Certificate of graduation/prospective graduation	Certificate issued by the university from which the applicant graduated or is expected to graduate.
Academic transcript	Transcript issued by the dean of the faculty or the chancellor of the university from which the applicant graduated or is expected to graduate.
Letter of recommendation	A letter of recommendation from the dean of the faculty or the graduate school of the university from which the applicant graduated or is expected to graduate, or from the head of the institution with which the applicant is affiliated. The letter must include the signature or seal of the dean or the head of the institution.
Document(s) showing a definite promise to enter the School	Document(s) which certify that the applicant has gotten a definite promise to enter the School with one of the status a) to d) shown in section 4.1, or is expected to get it by the end of March 2017. Photocopies are also acceptable.
Statement of personal objectives	The applicant must submit a statement of the outcomes of their studies and researches to date, reasons for the application, and aspiration for studies after the enrolment. It should be also indicated if the applicant has research achievements including a graduation thesis, research reports, or research papers. Follow the format instructions as shown below: No prescribed format Paper size, A4 Two pages or less Indicate the name of the applicant at the top of the sheet.
Statement of research plans	The applicant must submit a statement of research plans in the School after enrolment. Consult with an expected supervisor in the School about the research plan previous to the preparation of the statement. Follow the format instructions as shown below: No prescribed format Paper size, A4 Two pages or less Indicate the name of the applicant at the top of the sheet.
Letter of acceptance	The document must be prepared by an expected supervisor in the School. The applicant must request the supervisor to make and submit the document to the Division of the Student Affairs in the School.

Documents showing arrangements or consultation with an expected supervisor in the School	<p>Documents which record the process of arrangements or consultation with the expected supervisor, including acceptability of the applicant; confirmation of the applicant's endowments, attainments, and research capabilities; and consultation about the study and research plans in the School.</p> <p>Photocopies are also acceptable.</p> <p>The expected supervisor is allowed to submit the documents on behalf of the applicant.</p>
Photograph (two sheets)	Affix a 4 cm x 3 cm-size photograph, taken within the last three months and including the applicant's upper part of the body with no hat/cap, to the provided application form and photograph sheet.
Document which certify the status of residence in Japan	Photocopy of the applicant's Residence Card or passport is acceptable.
Stamped, self-addressed envelope	Affix a 82-yen postal stamp and write the applicant's name and address on a <i>Chokei 3-go</i> type envelope (12 cm x 23.5 cm). The envelope is for mailing the applicant's admission card for the examination.
Payment record of application fee	<p>30,000 yen</p> <p>Enclose the Certificate of Payment (for Customers) issued if the applicant pays the application fee with the provided transfer form through Japan Post Bank. Enclose a photocopy of the Application for Remittance if the applicant pays the application fee via overseas remittance. Refer to section 7 for the details of the payment.</p> <p>* Foreign students who are granted with the Japanese Government (<i>Monbukagakusho</i>, MEXT) Scholarship are exempted from the application fee. A document which proves the above effect should be attached.</p> <p>* Foreign students who are granted with a scholarship provided by a foreign government are exempted from the application fee. This is, however, not applied to an applicant who is provided an application fee by foreign governments or organizations. An applicant who wants to be exempted from the application fee should inquire of the Division of Student Affairs, Faculty of Fisheries, Kagoshima University in advance.</p>

* If the documents to be submitted are written in a language other than Japanese or English, translations must be also submitted along with the original.

- * The applicant must contact with one of the academic staffs in the School in order to ask and confirm his/her acceptance from a supervisor in the School, and consult with the expected supervisor about the study and research plans in the School.

4.3. Selection for enrolment

Selection will be done based on the submitted documents. No written or oral examination will be assigned.

5. Screening to endorse eligibility for application

An applicant who falls into the requirements 8) and 9) in section 3.1 must consult with the Division of the Student Affairs, the Faculty of Fisheries, Kagoshima University and submit the Application Form for the Eligibility Screening and other related documents by the time shown below.

For the early application for the enrolment examination,

16:00 (the time of arrival of the submitted documents, if mailed) of June 6, 2016.

For the late application for the enrolment examination,

16:00 (the time of arrival of the submitted documents, if mailed) of November 22, 2016.

Contact address

Division of the Student Affairs, Faculty of Fisheries, Kagoshima University

4-50-20 Shimoarata, Kagoshima, JAPAN, 890-0056

E-mail address: fgakusei@kuas.kagoshima-u.ac.jp

6. Application procedures

An applicant must submit a set of all the documents and the payment record of the application fee during the application period. Write “Post-Graduate School Application form enclosed” on the envelope with red-color pen, if mailed.

7. Payment of application fee

An applicant must choose one of the procedures, shown in the section 7.1 or 7.2, to pay for the application fee.

7.1. Steps for payment of application fee through a transfer from Japan Post Bank

An applicant must pay 30,000 yen of the application fee via a transfer from Japan Post Bank.

- 1) Fill the provided payment transfer form, including the name of the post-graduate school to which the applicant will apply, mark an “O” at the “master program”, write the applicant’s

name, address, and telephone number with a black-color ball-pointed pen.

- 2) Pay by means of a postal transfer through the Japan Post Bank by the end of the application period shown in section 8. Payment through ATMs or the Internet is not accepted.
- 3) Enclose the Certificate of Payment (for Customers) for a postal transfer issued by the Japan Post Bank with the application documents. The certificate is invalid if the payment date is not sealed. The applicant must keep the original of the certificate.

7.2. Steps for payment of application fee through an overseas remittance

An applicant must pay 30,000 yen of the application fee via an overseas remittance from a bank handling a bank wire transfer. Please make the remittance in yen and pay the exact amount. Please contact us by E-mail immediately after making the remittance.

[\(fgakusei@kuas.kagoshima-u.ac.jp\)](mailto:fgakusei@kuas.kagoshima-u.ac.jp)

All the handling charges must be paid by the applicant. Enclose a photocopy of the Application for Remittance with the application documents. The applicant must follow the instructions shown below:

Type of remittance: Telegraphic transfer

Payment method: Advice and Pay

Purpose of remittance: Application Fee

Financial institution of the remittance

Bank name: Kagoshima Bank

Branch: Kamoike Branch

Account number: 1262068 (Ordinary Deposit Account)

Beneficiary (Payee's name): Yoshizane Maeda, President of National University Corporation Kagoshima University

Bank address: 4-46-20 Shimoarata, Kagoshima, 890-0056, JAPAN

Swift code: KAGOJPJT

7.3. Points to note

- 1) The application is not accepted in the following cases:
 - a) The Certificate of Payment (for Customers) or the photocopy of the Application for Remittance is not enclosed with the application document.
 - b) (For the applicant who paid following section 7.1 only) The date of payment is not stamped on the Certificate of Payment (for Customers).
- 2) The paid application fee is not refunded for any reasons other than those below:
 - a) No application is done by the applicant after the payment of the application fee (*e.g.* no application documents are submitted by the end of the application period, or the application is not accepted due to incompleteness of the application documents).

- b) The applicant pays the application fee in duplicate by mistake.

8. Period of application

The application is accepted from 9:00 to 16:00 during the period shown below. The application documents must arrive by 16:00 on the last day of the application period, if mailed.

For the early application for the enrolment examination,

June 13, 2016 to June 17, 2016.

For the late application for the enrolment examination,

January 4, 2017 to January 10, 2017.

9. Examination date, time, and venue (for the applicant who applies following section 3 only)

Early application

Examination type	Date	Examination time	Venue
Oral examination	August 19, 2016	From 14:00	The applicant must appear by 13:50 at the Division of Student Affairs, Faculty of Fisheries, Kagoshima University.

Late application

Examination type	Date	Examination time	Venue
Oral examination	January 24, 2017	From 14:00	The applicant must appear by 13:50 at the Division of Student Affairs, Faculty of Fisheries, Kagoshima University.

Points to note

- 1) The applicant must appear by 13:50 on the examination day at the Division of Student Affairs, Faculty of Fisheries, Kagoshima University.
- 2) The applicant is not allowed to access the examination room without permission of proctors.
- 3) The applicant who is more than 20 minutes late for the examination is not allowed to attend the examination.
- 4) The applicant who does a dishonest act during the examination is not allowed to continue taking the examination and the examination result is of no effect.

- 5) The applicant must bring the applicant's admission card to the examination.

10. Notification of selection result

The selection result will be put up on a notice board of the Faculty of Fisheries, Kagoshima University on the days shown below, and an official notification letter will be sent to successful applicants.

Early application, September 2, 2016

Late application, February 8, 2017

11. Enrolment procedure

11.1. Documents to be submitted

Written oath for endeavor and compliance

Guarantee letter (The guarantor must be a person who is able to guarantee all through the period of the study in the School educational program.)

Letter of personal surety

Certificate of graduation

Academic transcript

Letter of consent confirmation

Certificate of Payment (for Customers) for the enrolment fee

11.2. Fees

Enrolment fee, 282,000 yen

Tuition fee, 267,900 yen (535,800 yen per year)

* A revised tuition fee will be applied if the tuition fee is changed.

11.3. Period of enrolment procedure

The successful applicant who took the early or late application enrolment examination will be advised to do the enrolment procedure and the related processes in mid October, 2016 or mid February, 2017, respectively. The applicant who does not complete this procedure during this period will be dealt as if the applicant declined from the enrolment.

12. Points to note

- 1) The enrolment will be cancelled even after the acceptance of enrolment, if dishonest acts are found in the enrolment and other procedures.
- 2) The contents of the application documents are not allowed to be changed after the acceptance.

- 3) The application documents are not returned and the application fee are not refunded after the acceptance.
- 4) If the applicant can request to mail the Application Guideline (Special Selection for Internal Students) (for the Post-Graduate School of Fisheries (Master Program), Kagoshima University) by sending the applicant's inquiry letter with a *Kakugata 2-go* type envelope (24 cm x 33 cm) on which a 250-yen postal stamp is affixed and the applicant's name and address are written.
- 5) Enclose an envelope on which a postal stamp of the required amount is affixed and the applicant's name and address are written for reply if the applicant inquires regarding the enrolment examination by mail.

13. Contact address

Division of the Student Affairs, Faculty of Fisheries, Kagoshima University

4-50-20 Shimoarata, Kagoshima, JAPAN, 890-0056

E-mail address: fgakusei@kuas.kagoshima-u.ac.jp