Hokkaido University

Graduate School of Engineering

English Engineering Education (e^3) Program

Application guidelines [Double Degree Program Special Selection]

MASTER'S PROGRAM

DOCTORAL PROGRAM

October 2020 enrollment

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Goal of Education and Admission Policy at the Graduate School of Engineering

Goal of Education

The goal of Hokkaido University Graduate School of Engineering is through the succession and creation of study, to nurture individuals who have general education and advanced technical skills in the field of engineering; who have knowledge in diverse areas with which they can adapt to globalization, ongoing advancements in science and technology, and the trend toward interdisciplinary approaches; and who have discernment and the ability to meet practical challenges.

Admission Policy

This graduate school accepts applicants who have graduated with a major in a field of science and engineering and want to obtain a Master's or Doctoral degree in engineering as well as promising mature applicants who gained work experience after completing an undergraduate and Master' degree, and now are interested in earning a doctoral degree.

The graduate school also actively accepts international students. Mature and international students who pass the entrance examination may enroll in either April or October.

The master's course entrance examination includes a written exam that covers language skills and field−specific knowledge and an oral exam. The written exam is given to measure the applicant's level of understanding of basic and specialized subjects in the fields of study in each division, but to ensure that the university accepts students with a broad range of skills, students may select their examination subjects from many different subjects.

The doctoral course entrance examination includes a written exam that covers language skills and field−specific knowledge and an oral exam to evaluate the applicant's research skills.

In some divisions, individuals with outstanding academic records or with extensive research and development experience at companies or other institutions may be exempted from taking the written exam.

1. About Double Degree program

Double degree program is educational program established by official agreement between Graduate School of Engineering, Hokkaido University and partner universities and satisfied the requirements of each of the universities.

Academic degrees of the same level are separately conferred to the students who have completed the requirements of both universities. Such degrees will be conferred on qualified students by each of the universities. Individual program's plan is established by the agreement between Graduate School of Engineering, Hokkaido University and partner universities.

Candidates accepted to Double degree program enroll into the English Engineering Education program of Graduate School of Engineering, Hokkaido University and their study plan is based on the curriculum of the program.

2. About e^3 Program

International graduate program in English (Master's and Doctoral degree) was first established at Graduate School of Engineering, Hokkaido University in the year of 2000 as English Graduate Program in Social Environmental Engineering (EGPSEE) in order to attract qualified international students, who speak little or no Japanese. The e^3 program has gradually expended to cover the other fields of engineering, and was renamed English Engineering Education Program (hereafter referred as e^3 program) from 2007. The e^3 program comprises of 13 divisions, encompassing all fields of Engineering.

The e^3 program aims to educate together international and Japanese students in both Master's and Doctoral degrees in a multicultural and inter-disciplinary environment in English. The goal of the e^3 program is to foster globally competitive individuals, engineers and researchers, who possess in-depth knowledge, are equipped with up-to-date technologies, have a global mindset, and are able to work, taking leadership in various fields.

To foster the individuals described above and achieve its goal, the e^3 program embraces the diversity of origins of the applicants and recruits students from all over the world.

3. Partner universities and available degree programs

As of March 2020, the following overseas partner universities have established double degree agreements with Graduate School of Engineering, Hokkaido University at the following degree levels:

University/ Faculty or School	Master's Program	Doctoral program
AGH University of Science and Technology (Poland)	Yes	Yes
Asian Institute of Technology/ School of Engineering and Technology (Thailand)	Yes	No
Chulalongkorn University/ Faculty of Engineering (Thailand)	Yes	No
Sirindhorn International Institute of Technology (SIIT), Thammasat University (Thailand)	Yes	Yes
Xi'an Jiaotong University/ School of Materials Science and Engineering (China)	No	Yes*
Seoul National University/ College of Engineering (Korea)	Yes	Yes

*Only at the Division of Material Science and Engineering

4. Divisions of Graduate School of Engineering, Hokkaido University Accepting Applications

There are 13 divisions accepting applications, however acceptance of Master's and Doctoral program students in a specific research field under a double degree program in each division depends on individual agreement between the Graduate School of Engineering and applicant's university.

Division	
Applied Physics	Engineering and Policy for Sustainable Environment
Materials Science and Engineering	Architectural and Structural Design
Mechanical and Space Engineering	Human Environmental System
Human Mechanical Systems and Design	Environmental Engineering
Energy and Environmental Systems	Sustainable Resources Engineering
Quantum Science and Engineering	Cooperative Program for Resources Engineering (Master's program only)
Field Engineering for the Environment	

5. Nomination as a Double Degree candidate

Applicants to double degree program shall be officially nominated by his or her home university which has a double degree agreement with the Graduate School of Engineering, Hokkaido University as double degree candidates.
For the details of the double degree nomination procedure, please inquiry to the office in charge at your home university. The below listed application qualifications, selection and screening procedures only refer to the part of selection process at the Graduate School of Engineering, Hokkaido University.

6. Qualifications for Applicants

6-1. Nationality

1. Non-Japanese nationals
2. Those who have/will obtain the Japanese residence status "student" by the time of enrollment

*If you are a non-Japanese national, but does not fulfill the condition stated "2" above, please inquire to the e^3 program office during the period of Documents Check. There is a possibility you are qualified to apply for admission to the Graduate School of Engineering, Hokkaido University. (Please refer to section "7. Application and Screening Schedule" for the period of Documents Check).

6-2. Educational Qualifications

Master's Program

Individuals who are currently enrolled or accepted to the master's program at the partner university which has a double degree agreements with Graduate School of Engineering, Hokkaido University.

Doctoral Program

Individuals who are currently enrolled or accepted to the doctoral program which has a double degree agreements with Graduate School of Engineering, Hokkaido University.

6-3. English Requirement

The medium of instruction of the e³ program is English, and applicants must possess comprehensive knowledge of the English language. Applicants are required to submit an official test score above the minimum requirement or the Medium of Instruction certificate instead of English score.

Minimum English Proficiency Requirements			
TOEFL iBT Test*	TOEFL PBT*	IELTS	TOEIC L&R
79	550	6.0	730

*TOEFL university code: 8648

Medium of Instruction (MI) certificate

MI certificate is an official letter stating that the medium of instruction at the university/program is English.

- Applicable applicants:

-Master applicants who graduated or are expected to graduate from a full-time Bachelor's degree program for which the medium of instruction is English
-Doctoral applicants who graduated or are expected to graduate from a full-time Master's degree program for which the medium of instruction is English
-If MI is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately.

Exemptions

Applicants who fulfill one of the following conditions can be exempted from submitting English scores and MI certificate.
-Applicants whose native language is English
-Applicants who graduated or expected to graduate from universities in a country where the first official language is English

It is not always exempted even if you fulfill the conditions above, so please inquire your situations. If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e³ program office well in advance of the Documents Check deadline.

7. Application and Screening Schedule

- Double Degree Program special selection will be conducted on the schedule below.
- For further details, please refer to each section.
- For the schedule and details of the nomination as double degree candidate from your home university please contact the office in charge at your home university.
- Application is considered complete only when the examination fee is paid and originals of the application documents, including the **Double Degree program nomination Letter from currently enrolled university** have arrived at the e^3 office during the specified application period.

October 2020 Enrollment

Schedule	Dates
Documents Check	Mar 6－23, 2020
Notification of Documents Check	By April 7, 2020
Submission of Hard Copy Application Documents	Apr 10－20, 2020
Admission Screening Document screening and interview. *Whether or not you need to take an interview during this period depends on the division, so please inquire your prospective supervisor.	May 13－22, 2020
Announcement of the Results	June 3, 2020

8. Documents Check

All the applicants are required to take Documents Check.

Required Documents

All applicants are required to submit the documents listed in section "16. List of the Documents" for Document Check before submitting original application documents.

Submission Method

Documents Check shall be submitted through e³ online system(https://eprogram.eng.hokudai.ac.jp/). If there is any problem uploading, please consult to the e³ program office (eprogram@eng.hokudai.ac.jp).

Notification of Documents Check

Notification of Documents Check will be announced by e-mail. Only applicants who passed Documents Check are required to pay the examination fee and post the original documents. The examination fee is paid through the website (http://e-apply.jp/e/hokudai-eng/) during the application period. In the case that you did not receive an e-mail from the e³ program office by the deadline, please inquire about it.

Matching Service

Graduate students conduct research under the guidance of a supervisor. All applicants are required to find a faculty member whose research topic matches their research interests and get acceptance from a prospective supervisor before submitting application materials.
If you do not have acceptance yet, it is strongly recommended that you use the Matching Service. Please submit the necessary documents on the e³ online system during the matching period so that the e³ office can forward your documents to your prospective supervisor. You will receive the matching result from the e³ office by e-mail. Please check the details from our website (https://eprogram.eng.hokudai.ac.jp/).

Documents Check	Mar 6 – 23, 2020

9. Application Submission

List of the Documents

Please refer to the section "16. List of the Documents"
All the forms can be downloaded from the e³ program's web page.
(http://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission)

Submission Notes

1. All the required documents shall be delivered to the e³ program office before the application deadline using a courier service that provide a tracking options such as DHL, FedEx, EMS, and so on. It is applicant's own responsibility to estimate the required delivery time. Application will not be accepted if the hard copies are delivered past the deadline.
2. After you have completed the submission of your application, you cannot change the contents of the application.
3. Once your documents are delivered and processed, you will receive a notification e-mail from the e³ program. The notification will usually be sent within 3 working days of the documents delivery to the e³ program office.
4. Application documents shall be written in English or an official English translation shall be attached if it is written in language other than English.
5. Submitted documents are not returnable to the applicants for any reason. If any of the documents cannot be re-issued (such as graduation certificates, transcripts etc.), please submit a certified copy.
6. If any false description is found in application documents, entrance approval may be cancelled.
7. Please do not staple the documents. If necessary, please use removable clips instead.

Postal Address: English Engineering Education (e³) Program Office
c/o International Affairs Office (A1-58)
Graduate School of Engineering, Hokkaido University
Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan
Tel: +81 11 706 8089 Fax: +81 11 706 8094

10. Admission Screening

Applicants are evaluated based on the documents submitted by applicants and interview.

Documents Screening

In the process of document screening, various components of the application are considered and evaluated, such as the quality of the applicant's prior academic degree, grades, record of accomplishment and publications, research proposal, recommendation letters relevant work experience, and so on.

Interview

An Interview is required as a part of the application review process. An Interview will be conducted on online in principle.
Interviews are scheduled individually. In some cases, an online interview during the period other than mentioned in section 7 may be conducted. Applicants will be notified about the schedule of the interview through their potential supervisors.

<GPA>
In most cases, e³ applicants should have a high academic performance (e.g. 80%, or 3.0 on a 4.0-point GPA Scale) to qualify for the Double Degree Program Special Selection.

11. Examination Results and Admission Certificate

Examination results are notified to the applicants by e-mail.

Admission Certificate

The admission certificate is sent as a PDF file by e-mail to those who are accepted.

12. Examination Fee, Enrollment Fee and Tuition

Required Fees are defined as per agreement with partner university. Double degree candidates are normally exempt from any fees payment at Hokkaido University, but please make sure to confirm the details of the agreement at your home university.

Estimated Amount of Fees at Graduate School of Engineering, Hokkaido University:

Examination fee	30,000 JPY
Enrollment fee	282,000 JPY (At the time of enrollment)
Tuition for a semester	267,900 JPY (Annual fee: 535,800 JPY)

Above fees are subject to change. If any revision is made at the time of admission or while the student is enrolled, the new amount will be applied at the time of the revision.

13. Visa Application Assistance

Applicants needed Certificate of Eligibility (CoE)

Once the applicants receive the admission certificate, the e³ program office will apply for a CoE on behalf of the applicants. After the CoE is issued, the e³ program will send it to each applicant's home address. After receiving the CoE, applicants must can proceed to apply for a student Visa at a Japanese Embassy or Consulate.

14. Protection of Personal Information

(1) All personal information collected by Hokkaido University will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and other related acts and pursuant to the Hokkaido University Regulations on Personal Information Management.

(2) Names, addresses, and other personal information provided to the university through application procedures will be used solely for (a) enrollee selection (application processing and

the screening process), (b) the announcement of exam results, (c) admission procedures, (d) surveys and research on enrollee selection methods, and (e) related processes.

(3) Some of these processes may be outsourced by the university to a contracted service provider (hereinafter referred to as "contractor"). All or some of the personal information provided by applicants may be provided to the contractor only as needed to perform the tasks for which it has been contracted.

(4) Personal information obtained through application procedures will be used only for those who are admitted for (a) school administration purposes (student registration, academic counseling, etc., (b) student support services (health management, scholarship applications, etc.), and (c) tuition and other administrative purposes. (Personal information of applicants for Cooperative Program for Resources Engineering will be used in Kyushu University for the purpose of (a) and (b).)

(5) Of the personal information described in item (4) above, only names and addresses will be used to facilitate communication with students from the Hokkaido University Frontier Foundation and organizations related to Hokkaido University, such as (a) the Hokkaido University Athletic Union, and (b) Hokkaido University Faculty of Engineering "Hokkokai".

15. Contact Information

English Engineering Education (e^3) Program Office
c/o International Affairs Office (A1-58)
Graduate School of Engineering, Hokkaido University
Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan

E-mail: eprogram@eng.hokudai.ac.jp
Tel: +81 11 706 8089
Fax: +81 11 706 8094

16. List of the Documents

List for Overseas Applicants

Documents marked *are required only when it is applicable, and unmarked documents are required for all applicants. Please read the details for each item, and upload e³ online submission system.: https://eprogram.eng.hokudai.ac.jp/apply/.

If designated format is required, you may either download from website or online submission system.
e³ Website: https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission

1	**e³ Double Degree Application Form** Please note that original handwriting signature is required on the last page when submitting the original. No electronic signature is allowed. e³ Application Form is automatically generated on e³ online submission system. Please download and print it out for submission.
2	**Double Degree Program Nomination Letter from Currently Enrolled University** **Format:** All applicants shall use the designated format.
3	**Education History** Please make sure to include currently enrolled program(expected to enroll program) at the partner universities which has a double degree agreement with the Graduate School of Engineering, Hokkaido University. Education History is automatically generated on e³ online submission system. Please download and print it out for submission.
4	**Three Photos, approximately 3.5x4.5 cm**
5	**Research Proposal** **Format:** Please use e³-designated proposal format.
6	**Abstract(s) of Bachelor's/Master's Thesis(es)** **Format:** Any format is acceptable (one to two pages long). Please include the title, the author, the name of the supervisor, submission date (or expected to be submitted), and specify the type of work (Bachelor's thesis, graduation project etc) Doctoral applicants are required to submit both Bachelor and Master thesis abstracts. If a formal thesis was not a part of your degree program, please prepare a summary of the research project etc. you conducted at your home university.
7*	**Abstract(s) of the Publication(s)** If you published papers including conference as a first author, please attach an abstract. Do not attach the full paper. If your paper was published in a language

	other than English, please prepare an English abstract. Please make sure that the abstract is accompanied with full reference information including: name(s) of the author(s), title, and publication information.
8	**Academic Transcripts** Official academic transcripts for every graduated /expected to graduate university program (originals or certified copies, or verification report from CHESICC) shall be prepared. **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >** If the transcript is issued in a language other than English, please submit the copy of transcript in your native language and the original English translation certified by an issuing institution or public notary. **Transcripts for graduate program(s)** -Bachelor's degree holders: please submit transcripts from the undergraduate school(s). -Master's degree holders: please submit transcripts from both undergraduate and graduate schools even if you are still in school. **Transcripts for currently enrolled program** If applicant has already been enrolled in current degree program for a semester or longer the most recent transcript shall be prepared. Please make sure the date of issue is specified. **<Applicants who graduated/ are expected to graduate from Chinese University>** Please go to the website 全国高等学校学生信息諮詢与就業指導中心(CHESICC) https://www.chsi.com.cn/en/ , and apply for verification report of transcript in English. (It costs 150 RMB) If applicant has already been enrolled in current degree program for a semester or longer the most recent transcript shall be also included. Please make sure the date of issue is specified. The approved transcript is valid only when it is directly sent from CHESICC to e^3 program office e-mail **by the deadline of Hard copy application.** Please apply for it well in advance as it may take one to two months. e^3 program office e-mail: eprogram@eng.hokudai.ac.jp For Documents Check, please upload your official academic transcripts or certified transcripts issued by school on e^3 online submission system.

9

Graduation/Expected Graduation Certificates
Applicants are required to submit the originals, certified copies, or verification diploma from CDGDC for each graduated program. High school certificates are not required.

<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >
Applicants who are expected to graduate:

- Please prepare the most recent expected graduation certificate. It must show the expected month and year of your graduation.
- If your university does not issue an expected graduation certificate, please obtain a certificate of enrollment which shows the month and year of the enrollment and graduation.
- Once you are conferred a diploma, please submit a copy if it is written in English or bi-lingual (English and other languages).
- If the diploma is written in a language other than English, please submit the copy of diploma in your native language and the original English translation certified by an issuing institution or public notary.

<Applicants who graduated/ are expected to graduate from Chinese University>

●Applicants who already graduated
Necessary documents: Online verification diploma from CDGDC
Please go to the website 中国教育部学位与研究生教育発展中心(CDGDC)
http://www.cdgdc.edu.cn/
and apply for online verification diploma in Chinese (English report is unavailable).

After verification, please request CDGDC to send email to e^3 program office **by the deadline of Documets Check.** You can also download in PDF, and upload it on e^3 online submission system. When posting the original documents to e^3 program, please attach the photocopy.

e^3 program office e-mail: eprogram@eng.hokudai.ac.jp

●Applicants who are expected to graduate
Necessary documents: Online verification report of student record from CHESICC
Please go to the website 全国高等学校学生信息諮詢与就業指導中心（CHESICC）
https://www.chsi.com.cn/en/,
and apply for online verification report of student record（学籍在线验证报告） in English.

After verification, please request CHESICC to send email to e^3 program office **by the deadline of Documents Check.** You can also download in PDF, and upload it on e^3 online submission system. When posting the original documents to e^3 program, please attach the photocopy.

e^3 program office e-mail: eprogram@eng.hokudai.ac.jp

*Those who submitted online verification report from CHESICC are required to submit the online verification diploma (CDGDC) by the time of enrollment at e^3 program.

10

Two Recommendation Letters
The first letter shall be provided by the supervisor at your current program.
The second letter can be provided by others familiar with your academic or professional work.

Format:
You may either download the e^3 designated letter format or use free format.

Please note that an original handwriting signature is required. No electronic signature is allowed.

Please do not attach a letter from a potential supervisor at Hokkaido University.

11

Documents to Prove English Proficiency

Applicants are required to submit one of the original official English test scores above the e^3 minimum requirement mentioned below or a proof (Medium of Instruction Certificate) of a full-time degree program in English (original) to be considered for exemption.

●Required Documents
Please submit one of the following documents.
- TOEFL iBT Test:79
- TOEFL PBT: 550
- IELTS (academic): 6.0
- TOEIC Listening & Reading : 730
- Medium of Instruction certificate (please read “Medium of Instruction certificate” and “Exemption” under Notes on Submission)

Accepted Tests	Not Accepted Tests
TOEIC Listening & Reading test	TOEIC IP, TOEIC Speaking & Writing Tests, TOEIC Speaking Test, TOEIC Bridge Test
TOEFL iBT, TOEFL PBT	TOEFL ITP
IELTS (Academic)	IELTS (General Training)

●Notes on Submission
TOEFL iBT
Institutional Score Report must be sent directly to the e^3 program office from ETS. You are required to order it by the deadline of Documents Check, using an institution code. Please note that e^3 program does not use MyBest score, use Test Date score only.

Institutional code: 8648

IELTS (Academic)
Test Report Form must be sent directly to the e^3 program office from IELTS center. You are required to order it by the deadline of Documents Check.

TOEIC Listening & Reading
Please submit original Official Score Certificate in **unopened envelop from ETS.** You can request the original Official Score Certificate to ETS even in a case that you can get the Official Score Certificate online. Please keep in mind that once the envelop is opened, it is no longer considered as a valid certificate.

Period of Validity of the tests

	The test must be taken within the last two years from the deadline for submitting a hard copy of the application documents. Please note that if we do not receive the original Official Score Report by the deadline of Documents Check, your application will not be reviewed. **Medium of Instruction certificate (MI)** Submission of original Medium of Instruction Certificate (MI) issued by university/ program is considered as an alternative certificate of English tests for the following applicants: -Master applicants who graduated or are expected to graduate from a **full-time Bachelor's degree program** for which the medium of instruction is English. -Doctoral applicants who graduated or are expected to graduate from a **full-time Master's degree program** for which the medium of instruction is English. If MI is clearly specified in the transcript or diploma, there is no need to submit MI certificate separately. **Exemptions** Applicants who fulfill one of the following conditions can be exempted from submitting English scores and MI certificate. -Applicants whose native language is English -Applicants who graduated or expected to graduate from universities in a country where the first official language is English It is not always exempted even if you fulfill the conditions above, so please inquire your situations. If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e^3 program office well in advance of the deadline.
12	**Photocopy of Passport** Please provide a photocopy of the page showing your photo, nationality and name.
13*	**Declaration of Finance and original Bank Deposit statement** These documents are only required from self-supported applicants. Applicants with a full support scholarship are not required to submit these documents. **Format:** Declaration of finance: please use the e3 designated format. Bank deposit statement: please get original bank deposit statement.
14*	**Copy of Scholarship Approval Letter and Scholarship Information Form** This document is required only from applicants who were granted a scholarship or are in the process for application for a scholarship. If you are granted a scholarship, please submit a letter from the organization confirming the scholarship nomination and scholarship form describing the details of the scholarship. If you are still in the process of application/selection, please first submit the scholarship information form only.
15*	**Copy of Residence Card (Both sides)** Applicants who are currently residing in Japan are required to submit a copy of their residence card.