

Application for Doctoral Program in  
Japanese Management

For October 2017 Additional Admission

Department of Business Administration  
Graduate School of International Social Sciences  
Yokohama National University  
Japan

## 【How to Apply】

Please read carefully the information in this section and follow the instructions.

All applicants must send hard copies of the application forms and other documents by post after applying online.

In order to complete the application process, applicants need PCs connected to the internet, printers and their own email addresses.

### Outline of Application Process

#### Step 1 – Register

- 1) Visit YNU Web Application System;  
<http://e-apply.jp/e/ynu/>
- 2) Choose “Doctoral Program in Japanese Management”.
- 3) Register your name, email address, and other personal information.
- 4) You will receive an email that the registration process is completed.

#### Step 2 — Apply online

- 1) Complete and register the application form by logging in to the system using your email address and date of birth at the start of the process.
- 2) Choose how to pay your application fee.
- 3) Pay the application fee.
- 4) Print out all the forms through the YNU Web Application System after you have received an email that your payment was confirmed.

#### Step 3 — Apply by post

- 1) Send all the application forms printed out and other required materials by post.
- 2) All the required materials sent by post must arrive at YNU by June 12, 2017.

Note: Applicants are requested to complete both processes; online and postal application. Please read the instructions in this application guideline and the YNU Web Application System carefully.

## **Introduction**

The Department of Business Administration in the Graduate School of International Social Sciences (GSISS) at Yokohama National University (YNU) offers a Ph.D. degree program taught entirely in English: the Doctoral Program in Japanese Management.

Japanese firms and Japanese management practices have become well known all around the world. Japanese management covers many areas of business administration, including strategy, organization, management of technology, accounting, and management science. The many characteristics of Japanese management offer the opportunity to obtain meaningful insights through in-depth study and comparison with management characteristics of other countries and regions.

Our Japanese management program seeks to admit applicants who have a deep interest in Japanese management, sufficient master's degree level understanding of the relevant field(s) and have the potential to conduct high-level original research that furthers the understanding and the application of such management to new contexts. Graduates of the program will be well positioned to become either academic researchers who are deeply familiar with the essence of Japanese management and its relationship with global business or business professionals with robust analytical skills.

## **I. Eligibility to Apply**

Applications will only be accepted from among applicants who meet one of the following profiles:

- (i) Applicants who obtained or are scheduled to obtain by September 30, 2017, a master's degree or a professional degree from a Japanese graduate school;
- (ii) Applicants who obtained or are scheduled to obtain by September 30, 2017, a degree equivalent to a master's degree or a professional degree in a country or countries other than Japan;
- (iii) Applicants who received education through correspondence courses provided by institutions in a country or countries other than Japan while residing in Japan and obtained a master's degree;
- (iv) Applicants who completed a program of a graduate school of a country other than Japan in its Japanese campus recognized by the Japanese Ministry of Education, Culture, Sports, Science and Technology (MEXT) and obtained a master's degree;
- (v) Applicants who completed a program of the United Nations University (UNU) and obtained a master's degree;

- (vi) Applicants who received education from a graduate school in a country or countries other than Japan, the MEXT-recognized Japanese campus of a foreign graduate school, or UNU and passed qualifying examinations at those graduate schools, and who are recognized by the Department of Business Administration as having the appropriate academic ability equivalent or superior to a master's degree or a professional degree;
- (vii) Applicants who graduated from a Japanese university, and who have been engaged in research at a university, research institute, or other such institution (regardless of its location) for at least two years, and who are recognized by the Department of Business Administration as having the appropriate academic ability equivalent or superior to a master's degree or a professional degree based on the applicant's research output.
- (viii) Applicants who completed a 16-year program of school education from elementary school through university in a country or countries other than Japan or through correspondence courses provided by institutions in a country or countries other than Japan while residing in Japan, who have been engaged in research at a university, research institute, or other such institution (regardless of its location) for at least two years, and who are recognized by the Department of Business Administration as having the appropriate academic ability equivalent or superior to a master's degree or a professional degree based on the applicant's research output.
- (ix) Applicants who do not meet any one of the profiles (i) through (viii) above, who have been recognized by the Department of Business Administration in their individual application eligibility assessment process as having an ability equivalent or superior to a master's degree or a professional degree, and who are at least 24 years old or will be 24 years old by September 30, 2017.

Notes:

- (1) Applicants who meet the eligibility profile (vi) must contact the Graduate School Affairs Office by May 9, 2017.
- (2) The Department of Business Administration will individually assess the eligibility of applicants who meet profiles (vii) through (ix) prior to application.
- (3) A non-Japanese applicant must be eligible to stay in Japan under the Immigration Control and Refugee Recognition Act, in a category permitting them to pursue higher education in Japan, when they commence their study under this program.

## **II. Degree Conferred**

Doctor of Philosophy in Business Administration

## **III. Number of Students Admitted Each Year**

The Department of Business Administration plans to admit only a small number of students to the doctoral program in Japanese Management.

## **IV. Language Requirement**

All lectures and seminars will be conducted in English and therefore, students are expected to have a good command of English.

## **V. Application Procedure**

### **(1) Required Materials**

#### **a) Completed Application Form**

Type your name, citizenship, gender, date of birth, address, phone, email address, educational and employment history, an English proficiency test score (TOEFL, TOEIC or IELTS, if applicable), GPA (if available), list of research works<sup>1</sup>, research plan<sup>2</sup>, and doctoral thesis advisor(s) of your choice<sup>3</sup>, etc.

1. For each research paper or other work in the list the following items should be included: Title of Paper or Work, Authorship (including an indication if the work is a sole authored or co-authored work), Publisher or Name of Journal, Date of Publication, 250-Word Summary in English.
2. Submit your plan for conducting your doctoral research. In the Research Plan, you should also state the reason(s) for your selection of preferred doctoral thesis advisor(s) in relevance to your research area. If you are submitting a recommendation letter(s) from your research advisor or other person, attach it to your research plan. There is no requirement as to the formatting of a recommendation letter, but the letter must be signed and placed in a sealed envelope.
3. Select a preferred doctoral thesis advisor from the below list:

Business Administration	AOKI Hiroshi	KONO Hideko	THORNTON Takeshi
	CHO Du-Sop	KUMON Kurato	YOKOZAWA Kodo
	FUTAGAMI Shiho	MANABE, Seiji	
	HATTORI Yasuhiro	OGAWA Shinichi	—
	HELLER Daniel	ONUMA Masaya	—
	KISHI Naoko	SUN Ying	—
	KOBAYASHI Masayoshi	TAKAI Ayako	—
Marketing	MOTOHASHI, Eiji	TSURUMI Hiroyuki	—
	NAKANO Hiromi	YACHI Hiroyasu	—
Accounting	HARA Toshio	MAEYAMA Nobuyuki	SAITO Shinya
	IZUMI Hiroyuki	NAKAMURA Hiroyuki	TAKAHASHI Masaru
	KIMIJIMA Mikiko	OMORI Akira	TAKASU Yusuke
	KIMURA Akihisa	OTAKA Satoru	YAGI Hiroyuki
Finance	INOUE Toru	MORITA Hiroshi	—
	ITO Yuki	—	—
Management Science	MATSUI Yoshiki	SUZUKI Kaori	
	NARUSHIMA Yasushi	TANABU Motonari	

**b) Certificate of Graduation from a graduate school** – The certificate of graduation (or prospective graduation) must be an original document that includes the graduate school’s official seal or signature of the head of the Graduate School.

**c) Transcript of Graduate School Education** – The transcript must be an original document in a sealed envelope that includes the graduate school’s official seal or signature of the head of the Graduate School. For applicants who seek to apply based on eligibility profiles (vii), (viii), or (ix) a Transcript of Undergraduate Education must be submitted instead. The transcript must be an original document in a sealed envelope that includes the university’s official seal or signature of the university, department, or division head.

**d) Official language proficiency test score report for TOEFL, IELTS, or TOEIC** test conducted within the last three years from the application deadline. The university will not accept any copy of the score report. In case of TOEFL or IELTS, you must make arrangements to have official scores sent directly from the testing institution to the university. The Educational Testing Service (ETS) institutional code for Yokohama

National University (YNU) is 0410 and the department code is 99. Please make sure that the report reaches YNU by the application deadline. The score report should be directly sent to the following address:

Admissions Division  
Student Affairs and International Relations Department  
Yokohama National University  
79-8 Tokiwadai, Hodogaya-ku  
Yokohama, 240-8501 Japan

For IELTS, Test Report Form must be sent directly to the university address above from IELTS. Please make sure that the official score report reaches YNU by the application deadline. Visit the International English Language Testing System (IELTS) website for details of the procedure including the estimated process time.

For TOEIC, submission of the original test score report is required.

As an alternative, applicants who completed their bachelor or master's degree in English as the medium of instruction may submit an official letter from the university certifying that English was the language of instruction.

**e) Paper(s) for Evaluation** – One or two papers of at least 4,000 words each that show the applicants research results must be submitted.

**f) Photo** – One photo (size: 4.5 cm vertical, 3.5 cm horizontal) of the applicant taken within the last three months (showing the face, no hat or head covering)

**g) Certificate of Residence** – For foreigners living in Japan, submit copies of both sides of Residence Card issued by Ministry of Justice that shows your nationality, residence status, period of permitted residence and your certificate of alien registration number. For foreigners residing outside of Japan submit a photocopy of the page of your passport containing your photograph and other identifying information.

**h) Receipt Showing Payment of Application fee (5,000 yen)** – The application fee must be paid by credit card or China UnionPay card through the YNU web application system. The fee can be paid only after your eligibility is confirmed by the Graduate School Affairs

Office. You will be requested to enter your email address when making the application fee payment. Make sure to enter the same email address as the one you entered for the web application. **You will receive a payment confirmation email.** Include a copy of your payment confirmation with your application documents.

\*Notice: All application documents stated in “V. Application Procedures Documents, (1) Required Materials” must be submitted in order for applications to be eligible.

#### Notes on Application Fee Payment:

1. The fees for making payments must be paid by the applicant.
  2. Please make sure to avoid double payment of the fee.
  3. The application fee will not be refunded once the application procedure is completed, except for the following circumstances:
    - Where the payment was made, but the application was not made (either by non-submission of the application materials or by non-acceptance of the materials).
    - Where double payment of the fee was made.
- \* Even in the above circumstances, if you want us to refund the application fee to an account of a bank outside of Japan, it cannot be refunded (because the foreign remittance commission needs to be paid by an applicant, and the amount of this commission exceeds the application fee).
4. Applicants who qualify for scholarship programs designated by YNU are exempted from the application fee. If you have any further detailed questions about the application fee, please contact the Graduate School Affairs Office.

#### Important Points on Completing Applications Materials and Submitting Your Application

- (1) The application procedure depends on the individual's eligibility profile.
- (2) Do not use nicknames or abbreviations when writing your name on application documents. You must write your name in English as it appears in your passport.
- (3) No changes to any of the documents are allowed after submission.
- (4) For non-English documents, the document-issuing school or authority must provide a corresponding English translation of the original language. If the school or authority



does not provide such a service, the documents must be translated and verified by an outside translation service and certified to be the same as those issued by the school or authority. Be sure to submit both the original documents and the certified translations.

(5) Application documents submitted cannot be returned. However, certain original materials that cannot be reissued will be returned upon request. Attach a note to this effect if you need such a treatment.

(6) If, after admission, it is discovered that any of the documents have been falsified or any necessary materials or documents have been omitted, admission will be cancelled, even in the event that the candidate has already been admitted to the university.

Note: Application materials will not be accepted if they are incomplete or if they reach the Graduate School Affairs Office after the application deadline. Please be sure to apply early in full consideration of possible delays due to postal conditions.

## (2) Submitting the Application Materials

The online application form must be completed during the period between May 29, 2017 and June 5, 2017. Required materials including printed application form must be sent by post.

### a) From Outside Japan

Application materials must be sent by EMS or by an international courier with a tracking system. The materials must be received by the YNU Graduate School Affairs Office by June 12, 2017. Any material that has arrived after the date will not be accepted.

### b) In Japan

Place all the application materials in a K-2 (kakugata nigou) size envelope (240 mm x 332 mm) or a letter-sized envelope (215.9 mm x 279.4 mm) and send it with registered express mail (kakitome sokutatsu yubin). The materials must be received by the YNU Graduate School Affairs Office by June 12, 2017.

## Note: Online Application Eligibility Assessment

Applicants who meet the eligibility profiles (vii), (viii) and (ix) are requested to register their own information during the period between May 1, 2017 and May 9, 2017. In addition, the following materials must arrive at the YNU Graduate School Affairs Office

by May 9, 2017:

- printed application forms
- academic transcripts (for undergraduate education)
- certificate of graduation/certificate of (prospective) enrollment period
- certificate of employment (for eligibility profiles (vii) and (viii) only)

(3) Period during which applications are accepted.

The web application period is between May 29, 2017 and June 5, 2017. The application documents must arrive by June 12, 2017. Any material that has arrived after June 12, 2017 will not be accepted.

(4) Submission of Application

Applicants must submit to the Graduate School of International Social Sciences all the documents listed in “V. Application Procedure, (1) Required Materials” (p.4-7) during the period when applications are accepted. (Those applicants who submitted a Request for Assessment of Eligibility, as described above, do not need to resubmit documents that were already submitted.)

Graduate School Affairs Office  
Graduate School of International Social Sciences  
Yokohama National University  
79-3 Tokiwadai, Hodogaya-ku  
Yokohama 240-8501 JAPAN  
Phone Number: 045-339-3659 (from overseas: +81-45-339-3659)

## **VI. Selection Method**

Candidates will be screened based on the submitted materials (i.e. application form, academic transcripts, certificate of English language proficiency, etc.). In addition, the applicants in document screening may be invited for an interview to ascertain their academic capabilities. The interview will take place via the Internet, using such services as Skype or other IP Phone service. The interviewees must be able to avail themselves of computer facilities with camera and microphone functions, as well as high-speed Internet connection. The use of PC is highly preferred; mobile devices are not recommended. The

interview will be conducted in English for the duration of 30 minutes or shorter. The schedule for online interviews will be adjusted and the interviewees will be notified by email before June 27, 2017. The interview will be conducted over the Internet on July 3, 2017 (10:00 – 17:00, Japan time).

In the interview, your research will be asked in detail based on your application form, academic transcript, etc.

Remarks on IP phone/Skype interview:

1. You must create a Skype account (if you do not already have one) and notify by email to the Graduate School Affairs Office your Skype account name during the preparation of interviews (see the Key Dates in the Application/Enrollment Process on page 13). Also, you must submit a telephone number where you can be reached at the time of the interview as a back-up should there be any unforeseen technical difficulties. Upon receipt of your email, the Graduate School Affairs Office will invite you to the Skype contact list. The Skype name of the Graduate School Affairs Office is: ynu\_gsiss\_igp.
2. Prior to the interview, be sure to test your internet connection, microphone and camera and arrange a suitable location for the Skype session. Additionally, you should prepare a copy of your application documents to have as reference during the interview and have your examinee identification number ready. The Graduate School Affairs Office will notify the examinee identification number to each applicant during the preparation of interviews.
3. Skype interviews are generally moderated by one of three professors. The lead professor will usually welcome you by checking to confirm the sound and camera qualities are sufficient and to obtain your examinee identification number. Based on the professors' judgment, applicants are then asked questions about academic experience and research history. Following this line of questioning, one of the other professors in attendance may pose questions directed to specific research you have conducted or that you plan to conduct as part of your doctoral studies should you be accepted by YNU, as well as other relevant questions.

Note: The use of camera and microphone is mandatory for all applicants and is required for identity verification.

4. For foreigners living in Japan, direct interviews may be held at YNU.

## **VII. Admissions Decision**

Admissions decisions will be announced on July 14, 2017, by posting the examinee identification number of each successful candidate at the following URL:

<http://www.b.ynu.ac.jp/english/index.html>

The identification numbers will be posted on this website for about one week after the initial announcement. The successful candidates will subsequently receive an official letter of acceptance and other enrollment-related documents via postal mail. Each applicant's identification number will be notified via email once the acceptance of their application is confirmed. YNU will not respond to any enquiries regarding the results of the screening process or admission.

## **VIII. Data Protection**

All personal information of the applicants, including the screening scores and the information contained in the application materials, may be used for, in addition to the screening process, enrollment procedures including class configuration, admission fee waiver (based on specific requests), scholarship allocation and efforts by YNU aimed at curriculum development. The information will not be used for any other purposes and will not be disclosed to any third party.

## **IX. Applicants with Special Needs**

Applicants with physical and mental disabilities (including those who came to possess such disabilities due to an accident, etc. after their application was accepted) may need special support in conducting their studies. Such applicants should consult YNU before application or when applicable.

Contact Information:

Graduate School Affairs Office

Graduate School of International Social Sciences

Yokohama National University

79-3 Tokiwadai, Hodogaya-ku

Yokohama 240-8501 JAPAN

Phone Number: 045-339-3659 (from overseas: +81-45-339-3659)

email: [int.gakumu-all@ynu.ac.jp](mailto:int.gakumu-all@ynu.ac.jp)

## **X. Additional Information**

### **Enrollment Process**

(1) A successful candidate must complete the enrollment procedure before the prescribed deadline. For details, please refer to the enrollment-related documents, which will be sent to successful candidates along with the official letter of acceptance.

### **(2) University Fees**

Enrollment fee (as of Spring 2017): 282,000 yen (paid only in the first year).

Annual tuition (as of Spring 2017): 535,800 yen.

The university fees are subject to revision. A revised fee structure will be applied to all students after the revision. Detailed information regarding university fees will be provided along with the letter of acceptance.

### **Certificate of Eligibility**

In cases where a Certificate of Eligibility under the Immigration Control and Refugee Recognition Act is necessary, please follow the guidelines below.

(1) If the applicant or his/her close relative resides in Japan:

The applicant or his/her relative should apply for the certificate at the nearest Immigration Office.

(2) If the situation under item (1) above does not exist:

YNU will apply for the certificate as a representative of the applicant. If you would like YNU to proceed in this way, you should notify the Graduate School Affairs Office immediately after the admission decision. Once the certificate is issued (the processing time ranges from one to three months), YNU will send the certificate to the applicant via postal mail. The certificate is necessary for visa application at the Japanese embassy or consulate.

## Key Dates in the Application/Enrollment Process

May 1, 2017 – May 9, 2017	Application Eligibility Assessment Applicants under the eligibility profile vi), vii), viii) and ix) must submit the requisite materials including the eligibility assessment application form by EMS or other courier service. Fee payment is not necessary at this juncture.
May 19, 2017	Confirmation of Application Eligibility
May 29, 2017 – June 5, 2017	Web Application Period and Payment of Application Fee The application documents must arrive by June 12, 2017.
June 20, 2017 – June 27, 2017	Preparation for Interviews Applicants should notify their Skype names to the Graduate School Affairs Office during this period before the interview.
July 3, 2017	Online Interviews (10:00 – 17:00, Japan time) (Note that this date and time is <u>not</u> subject to change.)
July 14, 2017	Announcement of the Results
Early September 2017	Certificates of Eligibility (where applicable) will be sent by this time.
October 1, 2017	Classes start.