

**Application Guideline
for Doctoral Program
in Japanese Management**

For October 2024 Admission



Department of International and Business Administration

Graduate School of International Social Sciences

Yokohama National University

Japan

[IMPORTANT]

The selection method may possibly be modified due to any changes in unforeseen circumstances related to natural disasters, man-made disasters, epidemics and etc. Please keep yourself updated by referring to the latest information on the website of the relevant Dep. in the Graduate School of International Social Sciences.

【How to Apply】

Please carefully read 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; <https://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 December 26, 2023.

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.

Preface

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.

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1. Eligibility for Application

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, 2024, 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, 2024, 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, 2024.

Notes:

- (1) Applicants who meet the eligibility profile (vi) must contact the Graduate School Affairs Office by November 1, 2023.
- (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.

2. Degree Conferred

Doctor of Philosophy in Business Administration

3. 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.

4. Language Requirement

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

5. 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), GPA (if available), list of research works¹, research plan², and doctoral thesis advisor(s) of your choice³, 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 Table 1 - List of Advisors. The members on the list may be subject to change. For more information, please see <https://www.b.ynu.ac.jp/english/faculty/index.html>

Table 1 – List of Advisors

Business Administration	AOKI Hiroshi	MANABE Seiji	TAKEUCHI Ryosuke
	FUTAGAMI Shiho	OGAWA Shinichi	YAMAOKA Toru
	KISHI Naoko	ONUMA Masaya	YOKOZAWA Kodo
	KONDO Kumiko	SUN Ying	
	KONO Hideko	TAKAI Ayako	
Marketing	MOTOHASHI Eiji	YACHI Hiroyasu	
Accounting	HARA Toshio	OMORI Akira	TAKASU Yusuke
	KIMURA Akihisa	OTAKA Satoru	
	MAEYAMA Nobuyuki	TAKAHASHI Masaru	
Finance	ITO Yuki	MORITA Hiroshi	
Management Science	GUO Peijun	SUZUKI Kaori	TANABU Motonari
	KURATA Hisashi	SUZUKI Sadami	

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 plan to have official scores sent directly from the testing institution to the university.

i) TOEFL Score

The Educational Testing Service (ETS) institutional code for Yokohama National University (YNU) is 0410 and the department code is 4201. Please make sure that the report reaches YNU by the application deadline.

ii) IELTS (Academic Module)

The Test Report Form must be sent directly from IELTS to Yokohama National University. You can request to send IELTS results directly by selecting Yokohama National University on their website. 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.

iii) IELTS ONLINE

YNU accepts IELTS Online results of Academic Module. IELTS Online results are provided in an electronic format. You need to download the result, print it out and then send it with other admission documents.

iv) TOEIC Score

An original Official Score Certificate must be submitted along with application documents to the Graduate School Affairs Office.

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 Union Pay 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 the documents stated in “V. Application Procedure, (1) Required Materials” must be submitted in order for an application 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) Eligibility Assessment - online and submission

Applicants who meet the eligibility profiles (vii), (viii) and (ix) are requested to register their information through the online system during the period between November 1 and 8, 2023. And the following materials must arrive at the YNU Graduate School Affairs Office by November 15, 2023.

- 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) Application - online and submission

The online application form must be completed during the period between December 12 and 19, 2023.

The required materials the documents described in “V. Application Procedure, (1) Required Materials” above including printed application form must be sent by post and received by the YNU Graduate School Affairs Office by December 26, 2023, in either case of a) and b) below. Any material that has arrived after the date will not be accepted.

The applicants who submitted a request for Eligibility Assessment, as described above, do not need to resubmit the documents that were already submitted.

a) From Outside Japan

Application materials must be sent by EMS or by an international courier with a tracking system.

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 applicants who submitted a request for Eligibility Assessment, as described above, do not need to resubmit the documents that were already submitted.

(4) Address for Submission

Graduate School Affairs Office
GSISS, Yokohama National University
79-4 Tokiwadai, Hodogaya-ku
Yokohama, JAPAN 240-8501
Telephone: +81 45 339 3659

6. Selection Method

Applicants will be screened based on the submitted materials and may be invited to the interview (if it is necessary) to ascertain their academic capabilities.

The interview shall be conducted online in English for about 30 minutes on January 19, 2024 (10:00 - 17:00 JST). The interviewees will be informed of the connection method and the schedule by e-mail prior to the event (within the week ahead).

The main subject at the interview will be the research plan, and Q and A will be done.

For applicants living in Japan, direct interviews may be held at YNU if possible.

7. Admissions Decision

Admissions decisions will be announced on February 13, 2024, by posting the identification number of each successful applicant at the following URL.

<https://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.

8. 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, 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.

9. 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. Please see the contact Information as follows.

Graduate School Affairs Office
Graduate School of International Social Sciences
Yokohama National University
79-4 Tokiwadai, Hodogaya-ku, Yokohama JAPAN 240-8501
Telephone: +81 45 339 3659
Email: int.gakumu-all@ynu.ac.jp

10. Additional Information

Enrollment Process

(2) 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.

(3) University Fees

Enrollment fee (as of Spring 2023): 282,000 yen (paid only in the first year).

Annual tuition (as of Spring 2023): 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

You will need to obtain a necessary status of residence (normally “student” visa) to enter YNU. To get the visa, you will need to obtain the “Certificate of Eligibility (CoE)” from an Immigration Bureau in Japan.

As for details, please check the YNU website.

https://global.ynu.ac.jp/en/admissions/before_enrolment/

Key Dates in Application / Enrollment Process

2023

November 1– 8	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.
November 24	Confirmation of Application Eligibility
December 12 - 19	Web Application Period and Payment of Application Fee The application documents must arrive by December 26.

2024

Mid. January	Preparations for Interviews
January 19	Online Interviews* (10:00 – 17:00 JST) * In case the interview is considered to be necessary. * The date and time are <u>not</u> subject to change.
February 13	Announcement of the Results

October 1	Official enrollment
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11. Tuition Waiver Program for Privately Financed International Students

Those who wish to receive the waiver, please check the YNU website.

https://global.ynu.ac.jp/en/support/tuition_scholarship/

12. (Applicable to those who enroll in and after April 2024) Global Doctoral Program for Academic Career Support (GDACS)

The Global Doctoral Program for Academic Career Support (GDACS) is a doctoral program for faculty members of universities in emerging nations. The long-term objective of this program is to contribute to the improvement of the quality of education and research at partner and other institutions and to the promotion of joint research with YNU by providing opportunities for their faculty members and researchers to study abroad and earn a doctoral degree.

Applicants do not need to pay an application fee. Successful applicants are exempt from admission and tuition fees.

Applicants should submit the following documents after confirming their eligibility.

1. Letter of recommendation from the applicant's current institution (Form 1)
2. Letter of recommendation from the academic advisor at YNU (Form 2)

For more details, please refer to the YNU website below. Application forms can also be downloaded from the website.

<https://global.ynu.ac.jp/en/admissions/gdacs/>

13. Use of ChatGPT and Other Generative AI Tools

We are urging our students to take note of the precautions concerning the use of generative AI tools including ChatGPT. Regarding the documents necessary for our entrance examination, please prepare and submit them based on the following reminder. In addition, international students must abide by their national and regional policies, laws, and regulations as required.

Reminder

Information entered into generative AIs could be used for AI learning or leaked to unintended parties. Furthermore, the source of the information obtained from generative AIs is not clear and may contain fabricated data, biased views, or ethically problematic expressions.

Regarding an application form and other necessary documents, please prepare them in accordance with our Admission Policy and submit them at your own responsibility, ensuring that no wrongdoing is being committed and that no discrepancies in academic skills are suspected after admission.