

Guide to Entrance for Master Course Students

**Chiba University
Graduate School of Medical and Pharmaceutical Sciences
2018**

**The 1st Student Application Guidelines for Entry into the Master Course
(2-Year Program) (Entry in April 2018)**

**Guide to Entrance to the Graduate School of Medical and Pharmaceutical
Sciences**

(June, 2017)

Guide to Entrance for Master Course Students

Chiba University Graduate School of Medical and Pharmaceutical Sciences

1. Admission quotas

Field of study	Admission quota		
	Entry in April 2017	Entry in October 2017	Total
Medical Sciences	27	A few	27
General Pharmaceutical Sciences	50	A few	50

2. Eligibility for application

- (1) A person who has graduated from or who is scheduled to graduate by March 2018 from a university (refers to a university as provided for in Article 83 of the School Education Law (Law No. 26, 1947); the same shall apply hereinafter).
- (2) A person who according to the stipulations of Article 104.4 of the School Education Law has received an undergraduate degree or who is scheduled to receive an undergraduate degree by March 2018.
- (3) A person who has completed or who is scheduled to complete by March 2018 a 16-year course of school education in a foreign country.
- (4) A person who has completed or who is scheduled to complete by March 2018 a 16-year course of school education in a foreign country through study in Japan of subjects by means of correspondence education provided by a school in the foreign country in question.
- (5) A person who has completed or who is scheduled to complete by March 2017 in Japan a course of study at an education institution that has a status under the school educational system of a foreign country and holds university degree courses of the foreign country in question (only where a person who has completed such a course has completed a 16-year course of school education of the foreign country in question) and that has been separately designated by the Minister of Education, Culture, Sports, Science and Technology.
- (6) Those who have completed an academic program of either a foreign university or a foreign educational institution (limited to which its comprehensive progress of education and research have been evaluated by an external personnel certified by its government or its related agency, or an institution designated as equivalent by the Minister of MEXT) whose term of study is at least 3 years or more (including completion of the said program in our country earning credits from its institution's correspondence course or from an educational facility established in Japan under the school education system of the said foreign country designated in the preceding issue), and have earned or expect to earn by March 2017, a bachelor's degree or an equivalent degree.
- (7) A person who has completed a course of specialist study at a special technical school (only where the school in question has a term of study of more than four years and fulfils the criteria as stipulated by the Minister of Education, Culture, Sports, Science and Technology) that has

been separately designated by the Minister of Education, Culture, Sports, Science and Technology and has completed this course after a date stipulated by the said minister.

- (8) A person designated by the Minister of Education, Culture, Sports, Science and Technology (Notification No. 5 of the Ministry of Education, 1953).
- (9) A person who has entered the graduate school accordingly to the stipulations of Article 102.2 of the School Education Law, and who is deemed to have appropriate academic ability to receive post-graduate education at this graduate school.
- (10) A person corresponding to any of the following items who, by March 2018, is or will be deemed by the Graduate School to have obtained the prescribed credits with outstanding results:
 - (a) A person who has studied at a university for three years or more.
 - (b) A person who has completed a 15-year course of school education in a foreign country.
 - (c) A person who has completed a 15-year course of school education involving the study in Japan of subjects by means of correspondence education provided by a school in the foreign country in question.
 - (d) A person who has completed a course of study at an educational institution in Japan that has a status under the school educational system of a foreign country and holds university degrees courses of the foreign country in question (restricted to the case where a person is deemed to have completed a 15-year course of school education for the foreign country in question) and that has been separately designated by the Minister of Education, Culture, Sports, Science and Technology.
- (11) A person who, as a consequence of an individual university entrance qualifications screening process, is deemed by the College to possess academic ability of the same or a superior level to a person who has graduated from university, and who is at least 22 years of age or will be 22 years of age by March 2018.

Note: Applicants who are eligible under the categories described above in (9), (10) or (11) should refer to “5. Screening and approval of eligibility for application” on page 6.

3. Application procedure

(1) Period of acceptance of applications

Arrival between Tuesday, July 25 and Thursday, July 27, 2017.

Applications by post should arrive at the university no later than Thursday, July 27, 2017.

Postal applications should be sent by registered mail and the envelope should be marked in red with the words “Contains application for entry to the Masters Course at the Graduate School of Medical and Pharmaceutical Sciences.”

If application documents are brought by hand, they will be accepted between the hours of 9:00 a.m. and 5:00 p.m.

Documentation will not be accepted unless it arrives within the period and hours prescribed for submission.

Note: When submitting an application, please be sure to do so after consulting the professor providing instruction in the field in which you are interested.

(2) Address for submission of applications

(a) Prospective entrants in the field of Medical Sciences: Administration group for education and student affairs (Graduate School Office), School of Medicine, Chiba University, 1-8-1 Inohana, Chuo-ku, Chiba-shi, Chiba 260-8670

(b) Prospective entrants in the field of General Pharmaceutical Sciences: Academic Affairs Office, Faculty of Pharmaceutical Sciences, Chiba University, 1-8-1 Inohana, Chuo-ku, Chiba-shi, Chiba 260-8675

4. Application documents

Prospective entrants should submit the following documentation:

Application documents, etc.	Comments
(1) Application form	Forms prescribed by the Graduate School of this university. Be sure to affix proof that the transaction for the examination fee has been completed, by attaching the seal from the financial institution to the appropriate column on the rear of the application form.
(2) Photograph form, examination form	Forms prescribed by the Graduate School of this university.
(3) Examination fee: ¥30,000 (to be transferred in the manner here specified) <u>Applicants, who passed the final screening for Japanese Government (MONBUKAGAKUSHO/MEXT) Scholarship by the time of application, need not pay the Examination Fee.</u>	<ul style="list-style-type: none">● Applicants residing in Japan<ul style="list-style-type: none">(1) Before applying, fill in the prescribed wire-transfer form (Furikomi Irai-sho), then make the wire-transfer at a nearby bank in Japan, etc. (but not at Yucho Bank). Wire-transfer charges shall be borne by the applicant. Moreover, an ATM (automatic teller machine) may not be used for paying the Examination Fee. The Examination Fee should be paid ahead of the application deadline.(2) Following the wire-transfer, you will receive a wire-transfer certificate , marked “For Affixing (For Submittal to University) ”that is to be affixed to the back of Application Form. A certificate that does not have the stamp of the financial institution that handled the transaction will be invalid. Therefore, when you get the certificate, make sure that it has the stamp.(3) If you are going to submit the application documents in person, please wire-transfer the Examination Fee in advance.(4) Payment by charge (credit card) will not be accepted.● Applicants residing abroad<ul style="list-style-type: none">The prescribed wire-transfer form (Furikomi Irai-sho) should be accepted only in Japan. If you have no acquaintances in Japan, payment of the Examination Fee should be made by charge (credit card) BEFORE applying as follows:<ul style="list-style-type: none">(1) Please visit our website of Japanese version and follow the procedure for the payment.

	<p><http://www.chiba-u.ac.jp/exam/kaigai_kenteiryoku.html></p> <p>(2) You will get the Email of Confirmation for payment by charge (credit card) from Chiba University after making payment. You must print out the Email of Confirmation and SEND IT TOGETHER with the Application Form. Academic Affairs Desk (Gakumu) at Faculty of Pharmaceutical Sciences.</p> <p>Note 1 . Check the applicable item for charge (credit card) on the back of Application Form.</p> <p>2 . Payment period is June 19 (Mon.) , 2017 – 5:00 PM July 27 (Thu.) , 2017 Japan time when is also the deadline for the application procedures. You must make a payment by charge (credit card) before applying.</p> <p>3 . About the kind of credit cards available, you can check and view it on the website when you follow the payment procedure.</p> <p>Payment from abroad must be made by charge (credit card) only. “Bank transfer” will not be accepted. If you cannot make a payment by charge (credit card) , please contact Academic Affairs Desk (Gakumu) at Faculty of Pharmaceutical Science. This fee is NOT refundable.</p>
(4) Graduation or completion (scheduled) certificate	A certificate issued by the President of the university (department) from which the applicant has graduated.
(5) Results certificate	A certificate issued by the president of the university (department) from which the applicant has graduated. Applicants who are eligible under the abovementioned “2. Eligibility for application” items (3), (4), (5) ,(6)and (10) (b), (c) or (d), should submit a copy of their results certification and degree certificate.
(6) Degree certificate	Applicants who are eligible under the abovementioned “2. Eligibility for application” item (2), should provide a certificate verified by a university evaluation board or degree awarding body.
(7) Certificate indicating anticipated award of degree	Applicants who are eligible under the abovementioned “2. Eligibility for application” item (2), should provide a certificate from the president of a junior college, or specialized vocational high school.
(8) Photographs (2 copies)	The two photographs should be taken from the waist up, directly facing the camera and bare-headed. They should be 4 cm high and 3 cm wide and have been taken within three months before submission of the application. Affix the photographs to the examination form and the photograph form.
(9) Envelope for dispatch of examination form	A long large envelope measuring 23.5 cm by 12 cm with clear indication of the sender’s name, address and post code and with an 82- yen stamp attached should be enclosed together with the application.
(10) Curriculum vitae (for foreigners) (foreign applicants only)	Form prescribed by the Graduate School of this university.

(11) A certificate of residence (foreign applicants who did alien registration only)	A certificate issued by the head of the local municipality indicating term of residence and residential qualification.
(12) Photocopy of Passport (foreign applicants only)	Applicants should submit a copy of passport recording a full name and so on.
(13) Photocopy of TOEFL-iBT, TOEFL-PBT, TOEFL-ITP Level 1, TOEIC or TOEIC-IP score card	Applicants should submit a copy of a TOEFL-iBT, TOEFL-PBT, TOEFL-ITP Level 1, TOEIC or TOEIC-IP score card, showing the result of an examination taken after April 1, 2014. If the TOEIC, TOEIC-IP or TOEFL examination has not been taken, applicants should submit a document explaining why this is the case (format of this document is for the applicant to decide). For applicants wishing to take the medical science master course no documents other than the copy of the score card are required.
(14) Address sticker	Fill in all stickers with zip code, address and full name.

5. Screening and approval of eligibility for application

A person wishing to apply on the basis of (9), (10) and (11) of “2. Eligibility for application” will be subject to screening and approval of eligibility for application as follows.

(1) Documentation to be submitted

Documentation to be submitted	Remarks
Application for approval of eligibility to apply for an entrance examination	Form prescribed by the Graduate School
Research results	Form prescribed by the Graduate School (Only in applicable cases)
Results certificate	A certificate issued by the President of the university (department) from which the applicant has graduated. For applicants who have completed a 15-year course of school education in a foreign country, the results certificate and graduation certificate should be provided.
Regulations of the university from which the applicant has graduated (undergraduate faculty/department)	A document that makes clear what the necessary courses and credit were in order for the applicant to graduate.

(2) Period for submission

From Tuesday, July 4, 2017 to Thursday, July 6, 2017

Applications by post should arrive at the university no later than Thursday, July 7, 2016.

Postal applications should be sent by registered mail and the envelope should be marked in red with the words “Contains application for entry to the Masters Course at the Graduate School of Medical and Pharmaceutical Sciences.”

If application documents are brought by hand, they will be accepted between the hours of 9:00 a.m. and 5:00 p.m.

Documentation will not be accepted unless it arrives within the period and hours prescribed for submission.

(3) Place for submission

Same place as “(2) Address for submission of applications” of “3. Application procedure.”

(4) Screening and approval: Screening and approval will be implemented based on the documents submitted.

(5) The results of the screening and approval will be notified directly to the applicant no later than Friday, July 21, 2017.

6. Method of selection and examination schedule

The selection of entrants will be implemented comprehensively, based upon examination of academic ability (including interview), and results certificates.

(1) Applicants for field of Medical Sciences

(a) Date and details of subjects for examination

Date	Subjects for examination	Time
Friday, August 18, 2017	Specialist subject (For the specialist subjects of the professor with whom the applicant wishes to study (research area) refer to Attachment 2 “Research Themes of Tutoring Professors by Subject”)	10:30 – 11:30 a.m.
	English (English for medical and biological sciences)	1:30 – 3:00 p.m.
	Interviews	3:30 p.m. –

For applicants in the field of Medical Sciences each examination will be scored as follows, and if the applicant fails to meet the basic minimum criteria in any subject the applicant will fail the examination.

Subjects for examination	Maximum score
Specialist subject	100
English (English for medical and biological sciences)	300
Interviews	100

(b) Place for examinations and interviews: School of Medicine, Chiba University

(2) Applicants for field of General Pharmaceutical Sciences

(a) Date and details of subjects for examination

Date	Subjects for examination		Time
Friday, August 18, 2017	Basic subjects Choose any 3 questions to answer from the following at the test site: physical chemistry (3 questions), organic chemistry (3 questions), bio-chemistry (3 questions)	Physical chemistry Organic chemistry Bio-chemistry	10:00 – 12:00 a.m.
Saturday, August 19, 2017	Interviews		1:00 p.m. -

Subjects for examination	Maximum score
Foreign languages (English) (100 points on the basis of TOEFL-iBT, TOEFL-PBT, TOEFL-ITP Level 1, TOEIC or TOEIC-IP results.	100
Basic subjects	200
Interviews	100

(b) Place for examinations and interviews: Faculty of Pharmaceutical Sciences, Chiba University

7. Announcement of successful applicants

Field of Medical Sciences: Friday, at 1:00 p.m. on September 11, 2017

(Place: School of Medicine notice board)

Field of General Pharmaceutical Sciences: Friday, at 1:00 p.m. on September 11, 2017

(Place: Faculty of Pharmaceutical Sciences notice board)

The announcements will be posted at the above locations for three days after announcement, in addition to which successful applicants will each be notified individually.

8. Precautions

- (1) Details of the entrance examination will be displayed on the notice board in the School of Medicine in the case of the field of Medical Science and on the notice board in the Faculty of Pharmaceutical Sciences in the case of the field of General Pharmaceutical Sciences at 10:00 a.m. on Thursday, August 17, 2017.
- (2) Applications may not be accepted unless all the documentation required for application is in place.
- (3) Changes may not be made in documentation following application procedures and examination fees will not be returned.
- (4) Applicants should if possible avoid coming to the university by car.
- (5) An applicant who makes a false declaration on the application documentation, etc. may have his authorization to join the university cancelled even after he or she has begun his or her studies.
- (6) Results will not be communicated by means of telegram, telephone, etc.
- (7) Personal information obtained in the process of screening of applicants will be used for the screening of applicants as well as for work related to surveys and research in connection with control and management work, study guidance work, and methods for the selection of applicants, etc.

9. Admission procedures

- (1) Period and place of admissions procedures

* Field of Medical Sciences

Period: Wednesday, March 14 to Thursday, March 15, 2018

Place: School of Medicine, Chiba University

* Field of General Pharmaceutical Sciences

Period: Wednesday, March 14 to Thursday, March 15, 2018

Place: Faculty of Pharmaceutical Sciences, Chiba University

- (2) Payments required upon admission:

Admission fee	Student Health Mutual Aid Society costs: Membership charge	Student Education and Research Accident and Damage Insurance premium: Membership charge	Total
¥282,000	¥4,000 (valid for two years)	¥2,750 (valid for two years, Medicine)	¥288,750
		¥2,430 (valid for two years, Pharmaceutical Sciences)	¥288,430

(a) Admission fee should be paid at admissions procedures.

(b) Tuition fee (first semester): ¥267,900 (Total ¥535,800 / year)

Tuition fee may be paid in May for the first semester, and in October for the second semester through bank transfer. The procedure of bank transfer will be announced at applications procedures in March, 2018.

Note: The tuition for the first semester of the second grade should be paid in April 2018.

(If the tuition fees, etc. are revised, the new fees will be applied from the time of revision.) Students may if they so wish pay tuition fees for the first semester and the second semester together.

Note: There is a system that allows for exemption from payment of the admission fee and tuition fees. For details, please contact the organization for student support.

Tel: +81-43-290-2178

(c) Student Health Mutual Aid Society costs: Membership charge, to be paid at Japan Post Bank. (The purpose of this system is to contribute to maintenance of health by means of relief based on mutual aid when a student experiences illness or injury.)

Note: For details, please contact the organization for student recruitment.

Tel: +81-43-290-2220

(d) Student Education and Research Accident and Damage Insurance premium: Membership charge, to be paid at Japan Post Bank. (Insurance will be provided for injuries incurred as a consequence of unforeseen accidents, etc. occurring during formal tuition, extracurricular activities, school ceremonies or while traveling to or from university.)

Note: For details, please contact the organization for student recruitment.

Tel: +81-43-290-2162

Notes:

1. It is our general policy to not return admission fee once received for any reason.
2. Successful foreign applicants on scholarships provided by the Japanese government (Ministry of Education, Culture, Sports, Science and Technology) are not required to pay the admission and tuition fees.

(e) Scholarship system

A system of scholarships for graduate students is offered by the Japan Student Services Organization (JASSO) (formerly the Japan Scholarship Foundation). The screening process is based on recommendation to JASSO, following screening of an applicant's academic results, capacity to undertake research, financial situation at home, etc.

(f) Details of the other admission procedures, including documents to be submitted, will be forwarded directly to successful applicants separately.

[Inquiries concerning applications]

Please contact the following for inquiries about course content at Chiba University Graduate School or application methods.

- (1) Prospective entrants in the field of Medical Sciences: Academic Affairs Office, School of Medicine, Chiba University (Graduate School Office), 1-8-1, Inohana, Chuo-ku, Chiba-shi, Chiba, 260-8670, Japan
Tel: +81-43-226-2009
E-mail: sah5234@office.chiba-u.jp

- (2) Prospective entrants in the field of General Pharmaceutical Sciences: Academic Affairs Office, Faculty of Pharmaceutical Sciences, Chiba University, 1-8-1, Inohana, Chuo-ku, Chiba-shi, Chiba, 260-8675, Japan
Tel: +81-43-226-2862
E-mail: yakugaku-in@chiba-u.jp