

Kyoto University
Collaborative Graduate Program in Design

Program Application Guidelines

2016-2017 Academic Year

Unit of Design
C-PIER, Kyoto University

<http://www.design.kyoto-u.ac.jp/>

About the Collaborative Graduate Program in Design

The global society is seeking solutions for complex problems regarding global warming, disasters, energy, food, and population. In this Program for Leading Graduate Schools, we propose Collaborative Graduate Program in Design to develop specialists capable of designing social systems and architectures in collaboration with experts from various fields.

To achieve this goal, we apply basic research in informatics and engineering to develop a novel design methodology for solving the pressing complex problems in global society. With this methodology, we educate experts in Cyber (such as informatics) and Physical (such as engineering) fields to develop their problem finding/solving skills in collaboration with experts in management, psychology, and the arts. In short, studying “design” as a common language between different fields, we develop experts who are capable of changing our society. We call such experts “+ shaped people,” meaning outstanding experts who can collaborate with others beyond the boundaries of expertise, in contrast to “T shaped people,” meaning generalists with broad general knowledge. It is our mission to cultivate such “+ shaped” human resources.

Educational Mission

As a high-quality degree education based on an active dialogue with professors and professionals from the university and outside and an industry-government-academia cooperation, the program is designed to develop internationalized human resources who can exercise leadership over the solution of the issues on designing social systems and architectures with a distinguished global view on different fields of expertise and a prominent creative problem-solving stance.

Admissions Policy

Fostering human resources with a broad-based knowledge and a specific expertise, combined with flexible thinking, determination and the ability to take action, ready to lead in every area of society, is one of the missions of Kyoto University, and an essential requirement in all areas of society, including industry, government and academia.

The Collaborative Graduate Program in Design will cultivate human resources who are able to:

- Exhibit knowledge of advances and developments of design in their domains either of informatics, mechanical engineering, architecture, management or psychology as well as demonstrate knowledge of research in related fields and disciplines other than their own domain field.
- Comprehend and effectively employ appropriate design methodologies for solving complicated problems based on a broad awareness and knowledge learned from trans-disciplinary fields.
- Develop and maintain effective relationships with colleagues working in a collaborative environment that are cultivated through engagements in the courses of PBL (Problem Based Learning) and/or FBL (Field-Based Learning), and through doing research internship and field internship.
- Advance knowledge through original research of Ph.D. work proactively reacting to newly identified needs and aiming to resolve real complex problems of the society and understanding the potential impact of research on the issues of designing social systems and social architectures.
- Effectively use and decide on appropriate forms and levels of communication and exercise leadership over the solution of the global and inter-disciplinary issues.

This program welcomes able young students who operate in an independent and self-directed manner, showing initiative to accomplish clearly defined goals of design, and understanding the relevance of research to society and the potential impact of research on the real world. Selection of participants is based on factors such as the applicant's language proficiency, communication skills, ability to plan and implement projects, and experience in community-based activities.

Candidates for the program are selected from among students enrolled in the graduate schools and departments listed in Table 1 below.

We look forward to the growth and success of our young, aspiring students as they embark upon the challenges of this five-year program and the path to becoming tomorrow's global leaders.

Table 1: Graduate schools and departments/divisions involved in the Collaborative Graduate Program in Design

Graduate School of Education	Division of Educational Studies
Graduate School of Engineering	Dept. of Architect and Architectural Engineering Dept. of Mechanical Engineering and Science Dept. of Micro Engineering Dept. of Aeronautics and Astronautics
Graduate School of Informatics	Dept. of Intelligence Science and Technology Dept. of Social Informatics Dept. of Applied Mathematics and Physics Dept. of Systems Science Dept. of Communications and Computer Engineering
Graduate School of Management	Department of Business Administration

Academic degrees

The academic degrees awarded to students in this program are as follows: a Doctorate degree (Ph.D.) in recognition of the completion of the Doctorate Program of Graduate School of Informatics, a Doctor of Engineering in recognition of the completion of the Doctorate Program of Graduate School of Engineering, or a Ph.D. in Education in recognition of the completion of the Doctorate Program of Graduate School of Education. The diplomas for the latter two will be annotated to indicate completion of the program.

Preparatory Course

During the first semester after enrollment, Preparatory Course Students are required to attend classes of their respective graduate school, understand the objectives and content of the program, and decide if the program is suitable to their abilities and aptitudes.

Preparatory Course Students will be recruited in April and will attend, as a general rule, Preparatory Course from May to September. At the end of September, 20 of those students will be selected to proceed as official program students (Regular Course Students) from October.

Students enrolled in the Master's program of the Graduate School of Informatics from October will be recruited to the program in October and will attend Preparatory Courses from November to March of the following year. A number of students will be selected at the end of March to proceed as official program students from April.

I. Student Recruitment

1. Recruitment Capacity

[April Enrollment]

Preparatory Course Students: approx. 40

Regular Course Students: 20

[October Enrollment]

Preparatory Course Students: a limited number

Regular Course Students: a limited number

2. Eligibility to Apply

[April Enrollment]

Candidates for the program must be enrolled in a doctoral program (1st part/Master Program) in one of the graduate school departments participating in the program (see list below) as of April in the academic year of the recruitment.

Graduate School of Education: Division of Educational Studies

Graduate School of Engineering: Dept. of Architect and Architectural Engineering/ Dept. of Mechanical Engineering and Science/ Dept. of Micro Engineering/ Dept. of Aeronautics and Astronautics

Graduate School of Informatics: Dept. of Intelligence Science and Technology/ Dept. of Social Informatics/ Dept. of Applied Mathematics and Physics/ Dept. of System Science/ Dept. of Communications and Computer Engineering

Graduate School of Management: Department of Business Administration

[October Enrollment]

Candidates for the program must be enrolled in a doctoral program (1st part/Master Program) in one of the graduate school departments (see list below) as of October in the academic year of the recruitment.

Graduate School of Informatics

Dept. of Intelligence Science and Technology/ Dept. of Social Informatics/ Dept. of Applied Mathematics and Physics/ Dept. of Systems Science/ Dept. of Communications and Computer Engineering

3. Preparatory Course Student Selection

(1) Selection Process

Selection of Preparatory Course students will be based on evaluation of the application form, statement of purpose, and transcript from previous college/university. If deemed necessary, applicants may also be asked to undergo an interview. Applicants will be informed of the detailed schedule via e-mail sent to the address listed on their application.

(2) Application Package

Prepare each form in Japanese or English. When submitting documents in other languages, please attach a translation in Japanese or English.

- **Application (Form 1)**
- **Statement of purpose (Form 2)**
- **Transcript from previous college/university**

4. Regular Course Student Selection

(1) Selection Process

The following factors will be considered in the selection process.

- Preparatory Course attendance
- TOEFL/TOEIC/IELTS results
- Interview results

(2) Application Package

- **Letter of Intent to Apply for the Regular Course (Form 3)**

Consult with your supervisor before applying. Be sure to submit this form.

If you choose NOT to advance to the Regular Course in the form, you will be regarded as withdrawing from applying for enrollment and will no longer be required to submit any documents other than this form.

- **TOEFL/TOEIC/IELTS results**

Submit your results from one of the following: TOEFL, TOEIC, or IELTS.

Students enrolled in the Graduate School of Education, which does not require TOEFL/TOEIC/IELTS scores for admission, can submit a recommendation letter from their supervisor in lieu of the test scores.

Keep in mind the following points:

- At the time of Regular Course candidacy, submit the original copy of the Examinee's Score Record for either paper-based TOEFL (TOEFL PBT) or Internet-based TOEFL (TOEFL iBT), or the original copy of the individual official score certificate for TOEIC, or the original copy of official test report form for IELTS.
- Test scores of TOEFL/TOEIC/IELTS dated from two years before the graduate school entrance exam application deadline date till the Regular Course application deadline date will be accepted. Be aware that the institutional test scores of TOEFL ITP (institutional testing program) and College TOEIC are not accepted.
- The submitted original copy of test scores will be returned at a later date.
- If you have taken multiple TOEFL/TOEIC/IELTS tests, submit only one of the test scores.

- **Report Assignment (Form 4)**

(3) Extension of Preparatory Course and withdrawal from the program

If you wish to extend your Preparatory Course period, submit **Form 5**. To withdraw from the program, submit **Form 6** to the Unit of Design administration office.

II. Student Recruitment for the third-year enrollment

The program spans five years in order to foster a high level of expertise and a holistic perspective. However, a limited number of qualified students who have advanced to or transferred into the doctoral programs of the graduate school departments listed in Table 1 may be admitted to this program in the third year, which represents the first year of doctoral-level studies (these students are hereafter referred to as “third-year entry students”). Recruitment for third-year enrollment is held in April of the academic year in which the students will be admitted, and in October for students who advanced to or transferred into an applicable doctoral program in that month.

After enrollment, all third-year entry students are required to take the doctoral courses specified by the program’s curriculum. Students also must take the Qualifying Exam.

1. Recruitment Capacity

Only a few students will be recruited.

2. Admission Requirements

All applicants must have advanced to or transferred into one of the doctoral programs of graduate school departments participating in this program, desire to enter this program as first-year doctoral course students, and fulfill both of the following requirements.

- (1) Possess a sense of purpose consistent with the program's Degree Policy.
- (2) Have clearly defined thinking, aspirations, and desires regarding this program.

3. Eligibility to Apply

Application is limited to students who advanced to or transferred into a doctoral program in the following graduate school departments in April 2015, and fulfill criteria (1) and (2) in section II above.

Graduate School of Education: Division of Educational Studies

Graduate School of Engineering: Dept. of Architect and Architectural Engineering/ Dept. of Mechanical Engineering and Science/ Dept. of Micro Engineering/ Dept. of Aeronautics and Astronautics

Graduate School of Informatics: Dept. of Intelligence Science and Technology/ Dept. of Social Informatics/ Dept. of Applied Mathematics and Physics/ Dept. of Systems Science/ Dept. of Communications and Computer Engineering

4. Selection Process

Student selection for third-year enrollment will be based on evaluation of the application form, statement of purpose, and transcript from previous college/university, and other documents in the application package. If deemed necessary, applicants may also be asked to undergo an interview. In this case, applicants will be informed of the detailed schedule via e-mail sent to the address listed on their application.

5. Application Package

Prepare each form in Japanese or English. When submitting documents in other languages, please attach a translation in Japanese or English.

- (1) Application (**Form 1**)
- (2) Statement of Purpose (**Form 2**)

- (3) Transcript of undergraduate studies
- (4) Transcript of Master's studies
- (5) The Leading Graduate Program Transfer Request Form (**Form 7**)
- (6) Summary of Master's thesis/achievements (prepare in Japanese or English on approx. two A4 pages)

This summary should take the form of one of the following:

- Abstract of Master's thesis (or equivalent research paper)
 - Research progress report (describe past research and study related to topics you wish to research after enrollment)
 - Performance statement (concisely describe objective findings, etc. that you have gained from your area of research)
 - Research statement (describe accomplishments that you have made in your area of research while in service to a business or other organization)
- (7) Letter of recommendation from doctoral supervisor (prepared and sealed by supervisor in prescribed **Form 8** on approx. one A4 page; should include description of advising plans after enrollment)

III. Application Procedure

1. Submit your application package in person or by mail to the Unit of Design's Administration Office (see below). When sending by mail, write "Application inside" in **red ink** on the front of the envelope and send it by **registered express mail** only. The office may contact you if your application package is incomplete.
2. Co-application to other programs under the Program for Leading Graduate Schools is not permitted.

Application submission

Walk-in submission: Unit of Design Administration Office (basement of Kyoto University Higashi-Ichijo Bldg.)
Center for the Promotion of Interdisciplinary Education and Research, Kyoto University

Mailing address: Unit of Design Administration Office
C-PIER, Kyoto University
Kyoto University Higashi-Ichijo Bldg.
1 Yoshida-Nakaadachicho, Sakyo-ku
Kyoto 606-8306
Tel: (075) 762-2085

3. Prescribed application forms (Word files) can be downloaded from the program's website below along with the guidelines.

<http://www.design.kyoto-u.ac.jp/news/admission/>

IV. Application period etc.

Application period and other information will be announced on the program's website.

V. Announcement of Selections

Selected applicants will be announced on the program’s website.

VI. Personal Information

Personal information provided in the application documents will be used for the purposes of the selection process and preparation for student enrollment.

VII. Additional Information

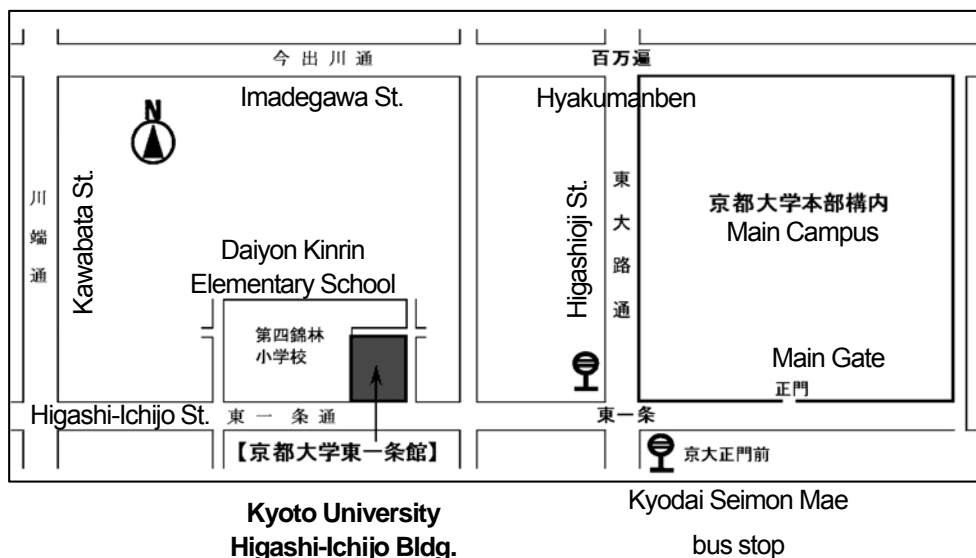
Application Guidelines

The application guidelines can be obtained at the Unit of Design Administration Office and the Student Affairs section of each participating graduate school.

To request a copy by mail, self-address a return envelope (*kaku 2* size: 24 x 34 cm), affix ¥250 in postage, write “Request for Collaborative Graduate Program in Design Application Guidelines” on the envelope, and send it to the address below.

Contact

Unit of Design Administration Office
C-PIER, Kyoto University
Kyoto University Higashi-Ichijo Bldg.
1 Yoshida Nakaadachicho, Sakyo-ku, Kyoto 606-8306
Tel: (075) 762-2085
(Hours: 9 a.m.–noon and 1–5 p.m.)



VIII. Application Schedule

[April Enrollment]

Early April	Application guidance
Late April	Application period
Late April	Selection of applicants (Preparatory and 3rd-year enrollment) *Interviews will be conducted, if necessary.
Mid May	Announcement of selected applicants (Preparatory and 3rd-year enrollment)
Late August-Early September	Selection of applicants (Regular Course)
By end of September	Announcement of selected applicants (Regular Course)
October 1	Start of Program's Regular Course

[October Enrollment]

Early October	Application guidance
Late October	Application period
Late October	Selection of applicants (Preparatory and 3rd-year enrollment) *Interviews will be conducted, if necessary.
Mid November	Announcement of selected applicants (Preparatory and 3rd-year enrollment)
Late February-Early March	Selection of applicants (Regular Course)
By end of March	Announcement of selected applicants (Regular Course)
April 1	Start of Program's Regular Course

【様式1】 Form 1

受付番号 Receipt No (Office column)	
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受験番号 Examinee's No (Office column)	
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博士課程教育リーディングプログラム(複合領域型・情報)
Program for Leading Graduate Schools (Multidisciplinary/Information)

デザイン学大学院連携プログラム
Collaborative Graduate Program in Design

写真貼付 Photo

願 書
Application

		記入年月日 Date	年 月 日 (yyyy/mm/dd)
フリガナ Katakana for your name			
氏名 Full name	⑩ Seal or signature		
生年月日 Date of birth	年 月 日 (歳) yyyy/mm/dd (Age:)	国籍 Nationality	
所属 Affiliation	学生番号 Student ID No.		
	研究科 Graduate school		
	専攻 Department		
	指導教員の所属・役職・氏名 Academic supervisor	⑩ Seal or signature	
現住所 Address	〒 —		
電話番号 Phone			
E-mail	※メール連絡時にファイルを添付する場合がありますので、考慮の上、メールアドレスを記載してください。 *Please note that we may send you email with attached files.		

【学 歴】（高校卒業年月から記入してください。）

Education (including high school education)

学校名等 / School name	在学期間(年月) / Period(YYYY.MM)
	~
	~
	~
	~
	~
	~
	~
	~

【職 歴】

Work Experience

在職期間 (年月日) / Period	勤務先名・所属・職名及び資格等 / Employer, position etc.
~	
~	
~	
~	

【賞 罰】

Awards and distinctions

年月 / Date(YYYY.MM)	事項 / Description

【奨学金】 受給実績(予定を含む。)

Scholarships (already effective or planned)

支給機関 / Issuing institution	期間 / Duration	金額(月給)/Monthly amount

【様式2】 Form 2

受付番号 Receipt No (Office column)	
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受験番号 Examinee's No (Office column)	
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博士課程教育リーディングプログラム(複合領域型・情報)
Program for Leading Graduate Schools (Multidisciplinary/Information)

デザイン学大学院連携プログラム
Collaborative Graduate Program in Design

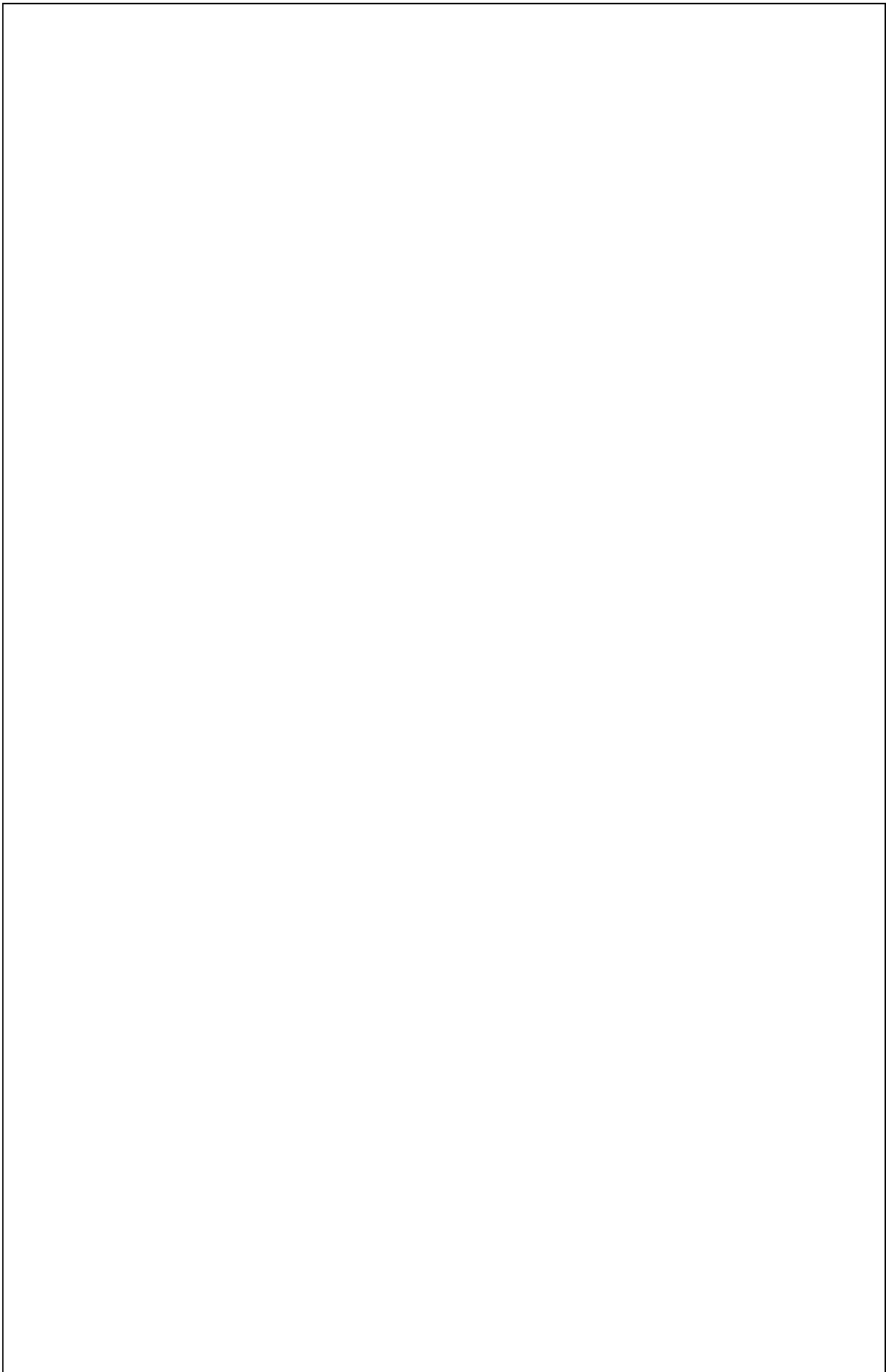
志 望 調 書
Statement of Purpose

※パソコンで作成し、印字したものも可
※You may use PC to print

氏名 Full name	
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【志望の動機】(800字程度)
Reason and motivation for application to this program (approximately 400 words)

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京都大学デザイン学大学院連携プログラム
Kyoto University Collaborative Graduate Program in Design
プログラム履修者（本科）選抜志望確認書
Letter of Intent to Apply for the Collaborative Graduate Program in Design (Regular Course)

デザイン学大学院連携プログラムにおけるプログラム履修者（本科）選抜に際し、
今後の履修希望について伺います。

This form is for confirming your intent to apply for the examination of the Regular Course to continue the Collaborative Graduate Program in Design (hereinafter, "the Design Program").

プログラム履修者（本科）として履修を **希望する ・ 希望しない**
(いずれかを○で囲んでください。)

Do you wish to be enrolled in the Design Program as a Regular Course Student?

Yes, I wish to be enrolled in the Regular Course

No, I will withdraw from the course

(Circle either one)

※ プログラム履修者（本科）としての履修を希望しない場合は、本選抜を辞退するものとみなし、選抜対象としないので、本確認書以外の書類提出は不要です。

If you choose "No," you will be regarded as withdrawing from applying for the examination and will no longer be required to submit any documents other than this form.

下記の所定欄に記載・押印してください。

Fill in the first box and affix your seal or signature, and have your supervisor do the same for the second box.

【履修者記載欄】 Applicant

所属研究科・氏名 (Your graduate school and name)

印(seal or signature)

【指導教員確認欄】 Supervisor of Applicant

所属研究科・職・氏名 (Your graduate school, job title, and name)

印(seal or signature)

本科の履修を希望する場合は、以下も記入してください。

If you wish to apply for the Regular Course, have the following boxes filled out by your supervisor and the professor responsible for your admission to the doctoral course.

【指導教員の所見】 Supervisor's Remarks

※今後の指導予定等を含めて記載願います。なお、記載欄が不足する場合は必要に応じ別紙に記載のうえ、本確認書とともに提出してください。

*Please include your plan for providing research supervision to the applicant. Add extra pages if necessary.

【博士後期課程進学に際して責任の持てる教員の確認欄】 ※指導教員と同じ場合は記入不要です。

Confirmation of the professor responsible for the applicant's admission to the doctoral course

*This box does not need to be filled out if this professor is the same person as the applicant's supervisor.

所属・職・氏名 (Your graduate school, job title, and name)

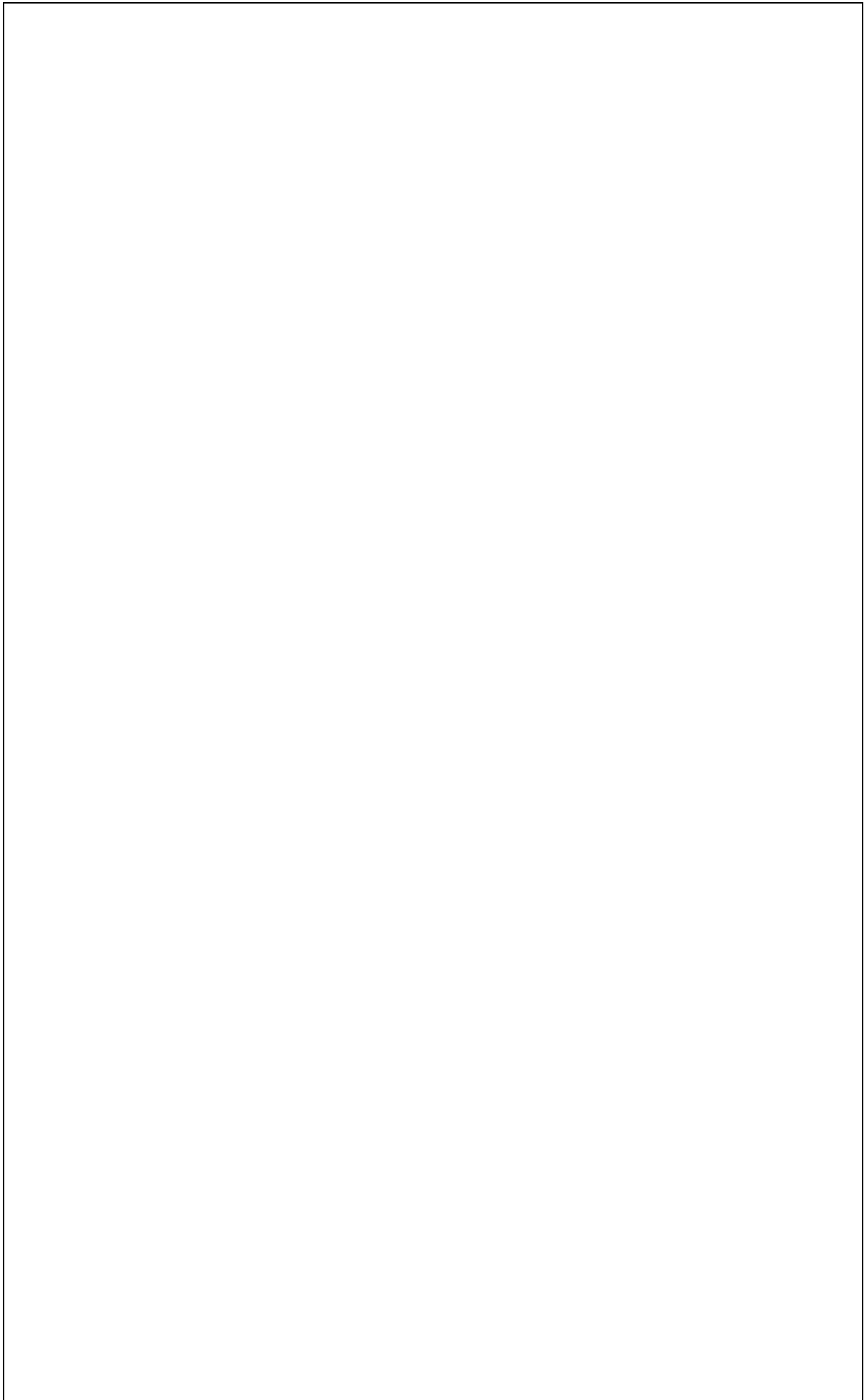
印(seal or signature)

【様式4】 Form 4

デザイン学大学院連携プログラム課題レポート

Collaborative Graduate Program in Design: Report Assignment

氏 名 Applicant	
<p>【課題レポート】（800字程度、パソコンで作成し印字したものも可） 「履修者（予科）を志望した際の動機を鑑みて、この半年間でのデザイン学科目の受講や履修者（予科）との交流の経験をもとに、履修者（本科）になった後にどのように自身のデザイン学への興味に繋げることができるかについて、自由に記述して下さい。」 (Approx. 800 letters. You may use a computer to write and print out this report.) Reflect on your motivation when you applied for the Preparatory Course and on what you experienced during the past five months as a Preparatory Course Student. Based on your reflection, discuss how you are going to accomplish your research goals in the Design Program as a Regular Course Student.</p>	



予 科 継 続 願

Preparatory Course Extension Request Form

平成 年 月 日

Date: yyyy/mm/dd

京都大学デザイン学大学院連携プログラム
プログラムコーディネーター 殿

To: Program Coordinator

Collaborative Graduate Program in Design

Kyoto University

_____ 研究科 _____ 専攻
_____ 課程平成 ____ 年 ____ 月入学

Department of _____
Graduate School of _____
_____ course student (enrolled in _____)

氏名/Name : _____

以下の理由により、予科の継続を希望します。

(※予科の継続を希望する理由を記載してください。)

I hereby request an extension of my Preparatory Course period because of the following reasons:

指導教員氏名 :

Ⓜ

Supervisor's Name

(Signature) _____

【様式6】 Form 6

平成 年 月 日

Date: yyyy/mm/dd

デザイン学大学院連携プログラム
プログラムコーディネーター 殿

To: Program Coordinator
Collaborative Graduate Program in Design
Kyoto University

研究科 _____ 専攻 _____
課程平成 ____ 年 ____ 月入学

Department of _____
Graduate School of _____
_____ course student (enrolled in _____)

氏名/Name : _____

以下の理由により、デザイン学プログラムの履修を辞退いたします。

(※辞退する理由を記載してください。)

I will withdraw from the design studies program because of the following reasons:

指導教員氏名 :

⑩

Supervisor's Name

(Signature) _____

【様式7】 Form 7

博士課程教育リーディングプログラム編入希望調書
The Leading Graduate Program Transfer Request Form

編入希望者 Applicant	氏名	ふりがな Hiragana for your name. Please leave it blank if you do not know		
	Full name			
	学籍番号	学	年	
	Student ID number	School year		
Current Supervisor	所属研究科・専攻			
	Current affiliation			
指導教員 Current Supervisor	氏名	ふりがな Hiragana for your name. Please leave it blank if you do not know		
	Full name			
Current Supervisor	所属研究科・専攻			
	Current affiliation			
1. 略歴 Education/Employment Background				
年 月 △△大学□□学部入学 年 月 △△大学□□学部卒業 年 月 ○○社入社 年 月 ○○社退職 年 月 △△大学大学院□□学研究科（博士前期課程）入学 年 月 △△大学大学院□□学研究科（博士前期課程）修了 yyyy.mm-yyyy.mm Graduate School of XX, YY university (Ph.D., in ZZ) yyyy.mm-yyyy.mm ABC company				
2. 編入を希望するプログラムの履修に相当する職業経験又は学修経験の概要				
Experiences/Activities (To join the Collaborative Graduate Program in Design as L3 student, you must have participated in activities and/or courses that are equivalent to the L1-L2 curriculum. Please describe your experiences to support your eligibility.)				
① 年 月～ 月 ○○社においてプロジェクトメンバーとして◎◎◎◎の開発に参加。 プロジェクトでは、××××及び◇◇◇◇を担当した。 ② 年 月～ 月 △△大学大学院□□学研究科▽▽▽専攻において、別紙②の科目を修めた。 ③ 年 月～ 月 △△大学大学院□□学研究科▽▽▽専攻において◎◎◎◎をテーマとする PBLに参加。××××及び◇◇◇◇を担当した。（別紙③） yyyy.mm - mm Engaged in XX as a project member of YY development at ABC Company. yyyy.mm - mm Finished the courses described in the attached sheet 2 at the Department of XX of Graduate School of YY. yyyy.mm - mm Participated in the PBL course “—” at the Department of XX of Graduate School of YY. (Attached sheet 3)				
※必要に応じて編入を希望するプログラムの履修に相当する職業経験又は学修経験を有していることを示す資料（編入前の学修成果に関する資料 等）を添付してください。 * Please attach documents related to your experiences/activities as outlined above.				

3. 目指すリーダー像 Describe your goal to be achieved through the Leading Graduate Program. Include your vision of an ideal leader.

4. 学修計画 Academic Plan

5-1. 研究テーマ
Research Theme

5-2. 研究計画 Research Plan

※欄が不足する場合は適宜追加してください。 *Add extra page(s) if necessary.

(編入希望者氏名 Name of Applicant :

)

デザイン学大学院連携プログラム3年次編入推薦書

Letter of Recommendation for Third-year Enrollment in the
Collaborative Graduate Program in Design

指導教員氏名	㊦	志願者氏名
Academic Supervisor	(Seal or Signature)	Applicant
<p>※本推薦書は指導教員が作成し、封筒の表に応募者の名前と所属専攻を明記のうえ、厳封してください。 また、作成に当たっては、今後の指導体制を含み記載してください。 To the supervisor: Use this form to write your recommendation. Include a description of your plans for advising the student. Seal the completed form in an envelope, and write the applicant's name and graduate school affiliation on the front.</p>		