

# Application Guidelines

Global Human Resources Development Program

Faculty of Agriculture

University of Miyazaki

Admission in April 2017



September 2016

University of Miyazaki

Global Human Resources Development Program is a four-year bachelor program, in which students can obtain a degree of agricultural science from the University of Miyazaki, by completing English-taught courses in the University of Miyazaki and the overseas partner university. Specialized education provides students with courses on “bioresources” and “biotechnology” as compulsory core subjects, and courses on other fields of agricultural science as elective subjects.

Students admitted in April 2017 will take courses in general education and courses on the fundamentals of specialized education in the University of Miyazaki until August 2017, and continue these educational courses in Kasetsart University, Thailand, until May 2019. Then, students who have passed a qualifying examination will return to the University of Miyazaki to take courses in advanced specialized education (including graduation thesis) focusing mainly on “bioresources” and “biotechnology”, and will complete the program and graduate from the University of Miyazaki in March 2021. Expenses required for travelling between the two universities are to be covered by the students.

#### 1. Faculty, Department and Quota

Faculty	Department	Quota
Faculty of Agriculture	Department of Agricultural and Environmental Sciences	10
	Department of Forest and Environmental Sciences	
	Department of Biochemistry and Applied Biosciences	
	Department of Marine Biology and Environmental Sciences	
	Department of Animal and Grassland Sciences	

#### 2. Eligibility

Applicants must have a definite determination to enter the program when successful in the entrance examination, and must meet the following three requirements:

- (1) Have a nationality other than Japanese.
- (2) Meet any of the following two conditions:
  - 1) Completed or expected to complete 12 years of schooling outside Japan by 31 March 2017 or equivalent, as recognized by the Japanese Minister of Education, Culture, Sports, Science and Technology.
  - 2) Aged 18 or over as of 31 March 2017 who have the International Baccalaureate Diploma/Certificate, the German Abitur, or the French Baccalaureate.
- (3) Have or expected to have a Certificate of Eligibility for Status of Residence which allows the entrance to a Japanese university, according to the Immigration Control and Refugee Recognition Act.

[Note]

- (1) Those who have completed or expected to complete 3 years of schooling in high school or equivalent in Japan by 31 March 2017 cannot apply for this program.
- (2) Those who do not have or will not obtain a “College Student” status of residence in the Certificate of Eligibility cannot be treated as an international student and cannot receive various supports (such as scholarships) for international students.

### 3. Application Procedure

#### (1) Application Period

Application Period	11 to 22 November 2016
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- 1) In the case of hand delivery, documents are received between 8:30 and 17:00 (Japan Standard Time) except Saturdays, Sundays and Japanese national holidays.
- 2) In the case of postal mail, documents must arrive no later than 17:00 (Japan Standard Time) on the final day of the application period. Please allow enough time for delivery. No application received outside the period will be considered under any circumstances.

#### (2) Application Fee

Applicants are exempted from the application fee of Japanese yen (JPY) 17,000.

#### (3) Application Documents

Document	Detail
Application Form (Form 1)	<p>Print the Form attached to this brochure on a single side of A4 or letter-size papers and fill the form in English clearly with a black or blue ink pen, leaving the Applicant ID number blank.</p> <p>Paste two same passport photos (4 cm × 3 cm each; taken within 6 months prior to application) on the Form.</p>
Identification Document	<p>Submit a copy of an identification document such as identification (ID) card, passport, Certificate of Eligibility for Status of Residence, or Residence Card, including pages with the holder's photograph, name and registered number.</p>
Official High School Transcripts and Graduation Certificate	<p>Those who have already graduated from high school should submit the transcript (GPA) with all high school grades and the high school graduation certificate or diploma, which are prepared by the principal of the applicant's high school.</p> <p>Those who are still in high school should submit the transcript (GPA) with all high school grades up to the latest semester and the expected graduation certificate, which are prepared by the principal of the applicant's high school.</p> <p>Those who have the International Baccalaureate should submit a copy of the diploma and transcript.</p> <p>Those who have the German Abitur or the French Baccalaureate should submit a copy of the certificate.</p>
Recommendation Letter	<p>Those who have already graduated from high school or are still in high school should submit a recommendation letter written by the principal of the applicant's high school.</p>
Test Scores of English Proficiency Test	<p>Submission of this document is not compulsory (optional for the applicant). Those who wish evaluation of English proficiency can submit a copy of the official score report or certificate of TOEFL iBT, TOEFL PBT, IELTS, TOEIC, CU-TEP, and/or TU-GET taken within 2 years prior to application.</p>

- 1) Documents to be filled by the applicant should be written in English.

- 2) Documents written in a language other than English should be accompanied by an English translation.
- 3) False statement in the application documents may result in cancellation of screening results and admission.

(4) Submission Method and Submission Address

- 1) Application documents should be submitted by hand delivery or postal mail.
- 2) Postal mail should be sent by registered express such as DHL, FedEx and EMS.
- 3) If any of the application documents are insufficient, the application will not be accepted.
- 4) Documents once received by the university office will not be returned to the applicant.
- 5) The University of Miyazaki bears no responsibility for postal accident or loss.

6) Submission address

Academic Affairs and Student Services Office  
 Faculty of Agriculture  
 University of Miyazaki  
 1-1 Gakuen-Kibanadai-Nishi, Miyazaki, 889-2192 Japan  
  
 Tel: +81 985 58 3834  
 E-mail: global-p@of.miyazaki-u.ac.jp

4. Screening Process

Student selection process consists of two screenings, i.e. primary and secondary. Applicants are evaluated for their characters such as eagerness, ability, aptitude and interest, through a multifaceted and synthetic system.

Screening	Method
Primary Screening	Applicants are screened by the application documents.
Secondary Screening	Applicants who have passed the primary screening are subjected to an individual or group interview with the Examination Committee (approximately 20 min in English) for evaluation of their basic ability and aptitude required for attending the Program.

5. Announcement of Successful Applicants in the Primary Screening and Notice to Successful and Unsuccessful Applicants

(1) Announcement of Successful Applicants

The ID numbers of successful applicants will be posted on the bulletin board of the Academic Affairs and Student Office, University of Miyazaki, at 10:00 (Japan Standard Time) on 30 November 2016, and also at <http://www.agr.miyazaki-u.ac.jp/english/index.html> at about 12:00 (Japan Standard Time) on the same day.

(2) Letter of Acceptance in the Primary Screening and Notice of the Secondary Screening

Applicants successful in the primary screening will receive a letter of acceptance in the primary screening and a notice of the secondary screening (including an admission ticket for the secondary screening) by post. Please inquire at the Academic Affairs and

Student Services Office, Faculty of Agriculture, University of Miyazaki, if the mail is not delivered by 7 December 2016.

(3) Letter of Rejection in the Primary Screening

Applicants unsuccessful in the primary screening will receive by post a letter of rejection in the primary screening. Please inquire at the Academic Affairs and Student Services Office, Faculty of Agriculture, University of Miyazaki, if the mail is not delivered by 7 December 2016.

6. Date and Place of the Secondary Screening

Date	Method	Time (Thailand Standard Time)	Place
14 December 2016	Interview	From 10:00 a.m.	Bangkok office, University of Miyazaki

- 1) Enter the waiting room at least 20 minutes prior to the beginning of the examination. You will not be able to take the examination when you are late for no special reason.
- 2) Address: #703/3 Vajiranusorn Building, Faculty of Agriculture, Kasetsart University, 50 Paholyothin Rd., Chatuchak, Bangkok, Thailand 10900

7. Notes for the Secondary Screening

(1) Notes for the day before the screening

- 1) Please check the rooms for examination on the bulletin board of the examination venue in the afternoon before the screening day.

(2) Notes for the day of the screening

- 1) Take-alongs
  - (a) Admission ticket for the secondary screening
  - (b) Writing implements
  - (c) Others if indicated
- 2) Enter the waiting room at least 20 minutes prior to the beginning of the examination. You will not be able to take the examination when you are late for no special reason.
- 3) Please check the notes shown on the admission ticket for the secondary screening.

8. Announcement of Successful Applicants in the Secondary Screening

(1) Announcement of Successful Applicants

The ID numbers of successful applicants will be posted on the bulletin board of the Academic Affairs and Student Office, University of Miyazaki, at 10:00 (Japan Standard Time) on 21 December 2016, and also at <http://www.agr.miyazaki-u.ac.jp/english/index.html> at about 12:00 (Japan Standard Time) on the same day.

(2) Letter of Acceptance in the Secondary Screening

Applicants successful in the secondary screening will receive a letter of acceptance in the secondary screening and the documents for enrollment by post.

## 9. Enrollment Procedure

### (1) Enrollment Period

- 1) In the case of hand delivery, documents are received between 9:00 and 17:00 (Japan Standard Time) on 20 January 2017 (only one day).
- 2) In the case of postal mail, documents must arrive no later than 17:00 (Japan Standard Time) on 20 January 2017.
- 3) Those who have not completed the enrollment procedure before the due date are regarded to have declined the admission.

### (2) Enrollment Method

Please complete the enrollment procedure within the enrollment period, after paying the enrollment fee.

### (3) Enrollment and Tuition Fee

- 1) Enrollment Fee: JPY 282,000

[Note]

(a) All enrollees are granted full exemption of the enrollment fee.

- 2) Tuition Fee: JPY 267,900 per semester (Annual amount: JPY 535,800)

[Note]

(a) Tuition fee is to be paid after the commencement of a new semester.

(b) The above amount is subject to change in accordance with a regulation revision. A new fee will apply from the time of the revision.

- 3) Those who wish to receive exemption (full or partial) of the tuition fee should apply for it after the commencement of the semester. Upon application, the University examines the qualification of the applicant as a recipient and makes a judgment. Please inquire at the Academic Affairs and Student Services Office for details.

### (4) Enrollment Documents

A letter of acceptance in the secondary screening and the documents for enrollment are sent to successful applicants by post. Please submit the enrollment documents after completion. Also please submit the admission ticket for the secondary screening.

All inquiries about the enrollment procedures should be addressed to the following.

Academic Affairs and Student Services Office Faculty of Agriculture University of Miyazaki 1-1 Gakuen-Kibanadai-Nishi, Miyazaki, 889-2192 Japan  Tel: +81 985 58 3834 E-mail: <a href="mailto:global-p@of.miyazaki-u.ac.jp">global-p@of.miyazaki-u.ac.jp</a>
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## 10. Handling of Personal Information

- (1) Personal information will be handled according to the Act on the Protection of Personal Information Held by Incorporated Administrative Agencies, etc. and the

Regulation for Personal Information, University of Miyazaki.

- (2) The names, addresses and other personal information of applicants will be used exclusively for the screening processes, announcement of successful applicants and enrollment procedures.
- (3) Academic records and screening results will be used as statistical data for improving screening methods.
- (4) Personal information of enrolled students will be used for academic affairs, student services and supports and collection of tuition fee.

## 11. About the Faculty of Agriculture

### (1) Overview

The Faculty of Agriculture conducts education and research on various fields of agricultural science which range:

- From the level of water and soil to the level of a country and the earth;
- From terrestrial organisms to aquatic organisms;
- From the level of a gene to the level of an individual, population, community and ecosystem;
- From animal, plant and microbial production to food processing, distribution and marketing; and
- From pure basic science to applied science including the fields of life science, engineering and social science.

The Faculty, with a slogan "Rooted in the local community, and toward the settlement of food and environmental issues of the world", aims at training students to acquire knowledge on a broad range of fields in agricultural science, and to be human resources who are independent, creative and rich in personality and can contribute to the international society.

### (2) Educational Philosophy

To produce human resources who can contribute to the regional and international society through:

- Training students to develop ability of balanced judgment and problem solving from a wide perspective, based on the understanding of the knowledge on food, the environment, resources and life; and
- Training students to acquire advanced expertise and techniques of agricultural science in order to respond to the social needs.

### (3) Educational Targets

- To train students to develop ability to search and solve various social problems by using advanced knowledge and techniques of agricultural science, as well as a wide range of knowledge on liberal arts and basic knowledge on food, the environment, resources and life.
- To train students to be human resources who can contribute to the regional and international society, through practical education programs in the field.
- To train students to acquire ethics and skills of information collection, writing, presentation and communication as professionals.

## 12. Global Human Resources Development Program: Admission Policy

### (1) Educational Philosophy and Targets

Global Human Resources Development Program sets the following as its educational philosophy and targets:

- Training students to acquire basic knowledge on a broad range of fields in agricultural science, such as food, environment, resources and life.
- Training students to develop abilities of comprehensive judgment and problem-solving with a broader perspective.
- Training students to acquire deep, specialized knowledge of agricultural science, particularly in the fields of bioresources and biotechnology.
- Training students to be human resources who are independent, creative and rich in personality and can contribute to regional and international societies through the knowledge on the specialized fields.

### (2) Invited Applicants

The program invites applicants who:

- Have a great interest in agricultural science, particularly in the fields of bioresources and biotechnology.
- Have a global perspective.
- Have high skills of English and communication.
- Have a high motivation to study in the program.

### (3) Screening Policy

Students are selected based on the following policy:

- Applicants are evaluated for their characters such as eagerness, ability, aptitude and interest, through a multifaceted and synthetic system.
- Applicants are selected in a fair and transparent way.

## 13. Global Human Resources Development Program: Selection of Departments

Students admitted to the Global Human Resources Development Program in the University of Miyazaki will form a class and follow a special curriculum focusing mainly on “bioresources” and “biotechnology” in professional education. Students can select courses on other fields of agricultural science as elective subjects, and conduct graduation thesis research on a field of their choice. Applicants are requested to indicate their choice for the departments when they submit application documents:

- Department of Agricultural and Environmental Sciences for production of crops, fruits and vegetables, plant protection, farm management and agricultural machinery.
- Department of Forest and Environmental Sciences for forestry, agro-forest environment and ecosystem.
- Department of Biochemistry and Applied Biosciences for the function of organisms and foods and their practical applications.
- Department of Marine Biology and Environmental Sciences for fisheries sciences and marine biology and environment.
- Department of Animal and Grassland Sciences for animal husbandry, grasslands and forage crops.

Detail information on the departments is available at:

<http://www.agr.miyazaki-u.ac.jp/english/index.html>



#### 14. Schedule from Application to Admission

Item	Date
Application Period	11 to 22 November 2016
Announcement of Successful Applicants in the Primary Screening	30 November 2016
Secondary Screening	14 December 2016
Announcement of Successful Applicants in the Secondary Screening	21 December 2016
Enrollment Period	Until 20 January 2017
Start of the Academic Term	1 April 2017

All inquiries about the admission to the Global Human Resources Development Program should be addressed to the following.

Academic Affairs and Student Services Office  
Faculty of Agriculture  
University of Miyazaki  
1-1 Gakuen-Kibanadai-Nishi, Miyazaki, 889-2192 Japan

Tel: +81 985 58 3834  
E-mail: [global-p@of.miyazaki-u.ac.jp](mailto:global-p@of.miyazaki-u.ac.jp)

Application Form  
Global Human Resources Development Program  
Faculty of Agriculture, University of Miyazaki  
(Admission in April 2017)

Applicant ID number (for university use)											
Name in Alphabet		(First)		(Middle)				(Family)			
Date of Birth (DD/MM/YYYY) (year in AD)				/			/	1	9		
Age (in years)											
Sex (check ✓ one box)		Male:					Female:				
Nationality											
Department (indicate your first to fifth choice for the departments by filling the boxes with the department number of 1 to 5)		First choice:		Second choice:		Third choice:		Fourth choice:		Fifth choice:	
		1. Department of Agricultural and Environmental Sciences 2. Department of Forest and Environmental Sciences 3. Department of Biochemistry and Applied Biosciences 4. Department of Marine Biology and Environmental Sciences 5. Department of Animal and Grassland Sciences									
Residence Status in Japan (check ✓ one box)		Yes:					No:				
First Language											
Contact Information	Address										
		(Postal Code)			(Country)						
	Tel	(Country Code)		(Area Code)			(Phone Number)				
	Fax	(Country Code)		(Area Code)			(Fax Number)				
E-mail											
Parent / Guardian Contact Information	Name	(First)		(Middle)				(Family)			
	Relationship to the Applicant										
	Address										
		(Postal Code)			(Country)						
	Tel	(Country Code)		(Area Code)			(Phone Number)				
	Fax	(Country Code)		(Area Code)			(Fax Number)				
E-mail											

Photograph

Attach a photo of 3 cm width  
× 4 cm height.  
Write your name on the back  
of the photo.

1: Print this form on a single side of A4 or letter-size papers and fill the form in English clearly with a black or blue ink pen, leaving the Applicant ID number blank.

2: Your choice for the departments does not always give any guarantee concerning the department to which you are admitted.

3: Provide your full address to avoid late delivery or misdelivery of mail.

4: An incomplete application form will not be accepted.

Applicant ID number (for university use)			
Name in Alphabet	(First)	(Middle)	(Family)

Academic Background

Category (e.g., elementary school, junior high school, high school, etc.)	School Name	Location (city, country)	Standard Duration of Schooling	Period of Attendance (MM/YYYY; year in AD)
(Example) Elementary School	Miyazaki Elementary School	Miyazaki, Japan	6 years	From: 05 / 2004 To: 03 / 2010
			years	From: / To: /
			years	From: / To: /
			years	From: / To: /
			years	From: / To: /
			years	From: / To: /

If you have not graduated from a high school or a school equivalent of a Japanese high school, write the expected date of graduation for the period of attendance.

Other Qualification (e.g., Abitur, Baccalaureate, etc.) (if applicable)

Name of Diploma/Certificate		
Date of Acquisition (DD/MM/YYYY) (year in AD)	/	/

Employment History (If applicable): Begin with your most recent experience.

Name, City and Country of Organization	Period of Employment (MM/YYYY; year in AD)	Position	Responsibilities
	From: / To: /		
	From: / To: /		
	From: / To: /		
	From: / To: /		

Applicant ID number (for university use)	
Name in Alphabet	(First) (Middle) (Family)

Essay 1: Pasting a printout of a document created with word-processing software is encouraged.

State the reason why you wish to study at the Global Human Resources Development Program, University of Miyazaki. For example, what is your interest in studying at the program? How is your wish related to your future plan and career path? (no more than 500 words)

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Applicant ID number (for university use)			
Name in Alphabet	(First)	(Middle)	(Family)

Essay 1 (continued): Use this box if necessary.

Applicant ID number (for university use)			
Name in Alphabet	(First)	(Middle)	(Family)

Essay 2: Pasting a printout of a document created with word-processing software is encouraged.

Describe yourself. For example, what are your academic strengths and challenges? What type of activities (volunteer, community service, extra-curricular, leadership positions, etc.) have you participated in? What type of certificates/qualifications have you received? (no more than 500 words)

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Applicant ID number (for university use)			
Name in Alphabet	(First)	(Middle)	(Family)

Essay 2 (continued): Use this box if necessary.

Applicant ID number (for university use)			
Name in Alphabet	(First)	(Middle)	(Family)

Financial Support

Would you wish to apply for an exemption (full or partial) of the tuition fee if you are admitted in the program? (check ✓ one box) Please note that you are granted an exemption only when you meet the qualification as a recipient.	Yes:	No:

I hereby certify that the above statement is true and correct.

Date (DD/MM/YYYY) (year in AD)                      /                      /

Your Signature

\_\_\_\_\_

\*Please sign your name by hand in black or blue ink.

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Mailing Label

Name in Alphabet	(First)	(Middle)	(Family)
Address			
	(Postal Code)	(Country)	



Admission Ticket for the Secondary Screening  
Global Human Resources Development Program  
Faculty of Agriculture, University of Miyazaki  
(Admission in April 2017)

Applicant ID number (for university use)	
Name in Alphabet	(First) (Middle) (Family)

Photograph
Attach a photo of 3 cm width × 4 cm height. Write your name on the back of the photo.

- 1: Bring this ticket with you for the secondary screening. Let the officer know if you lost it or forget to bring it.
- 2: Enter the waiting room at least 20 minutes prior to the beginning of the examination. You will not be able to take the examination when you are late for no special reason.
- 3: Follow the instruction of the officer and the examiners in the examination room.
- 4: Turn off your mobile phone if you have one.
- 5: You cannot leave the examination room before the end of the examination.
- 6: Any form of unfair act leads to disqualification of the examinee.
- 7: Retain this ticket after the examination because it is necessary for the enrollment procedure.