

2023年度（4月入学）

名古屋大学大学院国際開発研究科
博士前期課程

「グローバル企業人材育成」特別課程

Master's Program

Special Program for Global Business Professionals

Application Guidebook

for the Academic Year 2023

(April Enrollment)

学生募集要項

Graduate School of International Development

(GSID)

NAGOYA UNIVERSITY

名古屋大学大学院
国際開発研究科

2022年度学年暦

月	日	事項
4月	1日	春季休業（～4日）、新入生ガイダンス
	2日	新入生履修登録期間（9:00～5日11:00まで）
	5日	入学式
	8日	履修登録確認1回目（新入生除く）
	11日	春学期授業開始 在学生履修登録修正期間（～19日13:00まで）
	中旬	定期健康診断、学修計画書提出
	下旬	他研究科履修願（春学期科目）締切
5月	1日	名古屋大学記念日
	6日	履修登録確認2回目（新入生含む）
	14日	春学期金曜午後開講授業の授業日
	28日	春学期授業予備日
	下旬	春学期分授業料納入期限
6月	9日	名大祭(9日午後～12日)
	10日	9月修了者・博士学位論文提出期限(16時)
7月	1日	9月修了者・修士学位論文提出期限(16時)
	15日	9月修了者・修士学位論文口述試験
	23日	春学期授業予備日
	29日	春学期授業終了
8月	8日	夏季休業（～9月30日）
	上旬	集中講義（～9月）
9月	15日	在学生履修登録入力期間（～21日17:00）
	27日	9月修了者・修了式
	29日	10月入学者・新入生ガイダンス
	29日	履修登録確認1回目（新入生除く）
10月	1日	秋季入学式
	3日	秋学期授業開始
	4日	新入生・在学生履修登録（～11日13:00まで）
	上旬	他研究科履修願(秋学期科目)締切
	25日	履修登録確認2回目（新入生含む）
11月	20日	秋学期授業予備日
	29日	秋学期水曜開講授業の授業日
	下旬	秋学期分授業料納入期限
12月	9日	3月修了者・博士学位論文提出期限(16時)
	27日	年末授業最終日
	28日	冬季休業（～1月7日）
2023年 1月	6日	3月修了者・修士学位論文提出期限(16時)
	10日	年始授業開始日
	21日	秋学期授業予備日
	24日	秋学期授業終了
	30日	3月修了者・修士学位論文口述試験
3月	中旬	授業料免除申請締切(2023年度分)
	27日	修了式・学位授与式

Academic Calendar 2022

Date	Events
April 1	Spring Holidays(until April 4), GSID Orientation for New Students
April 2	Class Registration Period for New Students (from 9:00 until 11:00 on April 5)
April 5	Spring Entrance Ceremony
April 8	Class Registration Confirmation (First time) except for new students
April 11	Spring Semester Classes Start Class Registration Correction Period for Current Students (until 13:00 on April 19)
Mid April	Student Health Checkup and Submission of Research Plan
Late April	Spring Class Registration Deadline of Other Graduate Schools
May 1	Nagoya University's Anniversary
May 6	Class Registration Confirmation (Second time) including new students
May 14	Class Day for Fridays Afternoon Classes of Spring Semester
May 28	Make-up Class Day for Spring Semester
Late April	Spring Semester Tuition Fees Payment Deadline
June 9	University Festival "Meidai-Sai"(9th afternoon to 12th)
June 10	PhD Dissertation Submission Deadline for September Graduates (until 16:00)
July 1	Master's Thesis Submission Deadline for September Graduates (until 16:00)
July 15	Master's Thesis Oral Defense for September Graduates
July 23	Make-up Class Day for Spring Semester
July 29	Spring Semester Classes End
August 8	Summer Holidays (until September 30)
Early August	Intensive lectures (until September)
September 15	Class Registration Period for Current Students (until 17:00 on September 21)
September 27	Graduation Ceremony for September Graduates
September 29	GSID Orientation for New Students enrolled in October
September 29	Class Registration Confirmation (First time) except for new students
October 1	Fall Entrance Ceremony
October 3	Fall Semester Classes Start
October 4	Class Registration Period for New Students and Current Students (until 13:00 on October 11)
Early October	Fall Class Registration Deadline of Other Graduate Schools
October 25	Class Registration Confirmation (Second time) including new students
November 20	Make-up Class Day for Fall Semester
November 29	Class Day for Wednesdays Classes of Fall Semester
Late October	Fall Semester Tuition Fees Payment Deadline
December 9	PhD Dissertation Submission Deadline for March Graduates (until 16:00)
December 27	Last Class day of 2022
December 28	Winter holidays (until January 7)
January 6	Master's Thesis Submission Deadline for March Graduates (until 16:00)
January 10	Classes Start
January 21	Make-up Class Day for Fall Semester
January 24	Fall Semester Classes Ends
January 30	Master's Thesis Oral Defense for March Graduates
Mid March	Tuition Fee Exemption Application Deadline (for AY2023)
March 27	Graduation Ceremony for March Graduates

Nagoya University
Graduate School of International Development
Special Program for Global Business Professionals

Admission Policy

The Special Program for Global Business Professionals is intended for a small number of early- and mid-career business professionals and government officials. It aims to educate global business professionals who have holistic perspectives on business operations in developing and emerging countries by helping them to acquire knowledge and communication skills, as well as to construct human networks that are beneficial for such business operations. This program provides early- and mid-career business professionals with graduate-level education covering various fields of studies, including the political, socioeconomic and legal frameworks of developing countries, human resources and industry development, and international law concerning multinational corporations.

In light of the above aims, this program seeks candidates with a basic foundation in a specific field of international development cooperation who meet the following criteria:

- (1) Business professionals who engage or are expected to engage in business operations in developing and emerging countries, or government officials who are engaged or expected to be engaged in matters concerning international development or international cooperation as well as public-private partnerships, including cooperation with business and private sectors; and
- (2) Persons who have work experience of more than three years.

【Important Notice】 Change of application method: Web application

The Graduate School of International Development has initiated a web application system in 2022. In order to apply online, applicants must have access to a PC, printer and e-mail address. An acceptable payment method must be decided upon, and a full facial photograph must be submitted along with all necessary application documents. Applicants must first register at the My Page section of the website before starting application procedures. Applicants should allow ample time for completing application procedures. In addition, important notices regarding entrance examinations shall be sent from the university to your e-mail address. An email address should be prepared that is easy to check on a daily basis, and it should not be changed prior to April 2023.

Note: In this application guideline, all dates and times are in Japan time.

Information on Application for the GSID Master's Program
(Special Program for Global Business Professionals)
for the Academic Year 2023

1 . Admission Openings

A limited number.

2 . Application and Filing Period

All three steps of the application must be completed in order.

(1) Registering Online

Registration Period: November 21 (Monday) 2022, 0:00 - December 8 (Thursday), 2022, 12:00 (noon).

You cannot register after the deadline of the web application system.

For details, see "5. Application Procedure (1) Registering through the web application system and payment of examination fee" on page 5.

(2) Payment of Examination Fee

Payment Period: November 21 (Monday) 0:00 - December 8 (Thursday), 2022, 12:00 (noon).

For details, see "5. Application Procedure (1) Registering through the web application system and payment of examination fee" on pages 5-6 and "6. How to Pay the Examination Fee" on page 6.

(3) Submission of Application Documents

Reception Period: December 5 (Monday) 8:30 - December 9 (Friday), 2022, 16:00.

- Applicants must send the application documents by attaching them to e-mail and by registered postal mail. For details, see "5. Application Procedure (2) Send the documents by registered postal mail and e-mail attachment" on page 5 and "Checklist" on page 8.
- Application will be accepted only if all the documents arrive before the application deadline by both e-mail and registered mail. If any documents are delayed, your application will not be accepted.

3 . Application Requirements

Those who have work experience of three years in private corporations, governmental offices etc.; those who can obtain a recommendation for enrollment in this program from their affiliated organization; those who will belong to the affiliated organization throughout the period of attendance in this program; and those who meet one of the following qualifications are eligible to apply.

- (1) Have graduated from an accredited Japanese university or will graduate by the end of March, 2023.
- (2) Have been conferred a Bachelor's degree according to Article 104(4-1) of the School Education Law or will be conferred a Bachelor's degree by the end of March, 2023.

- (3) Have completed at least 16 years of formal education in their home country or will have completed 16 years of formal education by the end of March, 2023.
- (4) Have completed up to 16 years of formal education in Japan through correspondence education managed by a foreign school or another recognized educational institution or will complete 16 years of formal education by the end of March, 2023.
- (5) Have graduated from a university in Japan that is a recognized university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (only those who have completed at least 16 years of formal education) or will graduate by the end of March, 2023.
- (6) Persons who have been conferred, or expect to be conferred by the end of March, 2023, a degree equivalent to a bachelor's degree through attending an overseas university or other overseas school (limited to those whose education and research activities have been evaluated by persons who have been certified by the relevant country's government or a related institution, or have been separately designated by the Ministry of Education, Culture, Sports, Science and Technology as being equivalent to such) and graduated from a program that requires three or more years to complete (includes graduating from a program implemented by the relevant overseas school while living in Japan through distance learning, as well as graduating from a program implemented by an educational facility established with the relevant overseas country's school education system and has received the designation mentioned above).
- (7) Have graduated from a Post-secondary Course of a Specialized Training College recognized by the Japanese Minister of Education, Culture, Sports, Science, and Technology (limited to applicants who have attended for at least 4 years, and to those who have fulfilled requirements as approved by the Japanese Minister of Education, Culture, Sports, Science and Technology), or will complete their degree by the end of March, 2023.
- (8) Have been approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (Ministry Notice No. 5 of 1953).
- (9) Have been recognized by GSID as those who were on the register at an accredited Japanese university for no less than 3 years or completed at least 15 years of formal education in their home country and received necessary units of credit with good grades or graduated from a university in Japan that is a recognized university belonging to the system of higher education of a foreign country and is approved by the Japanese Minister of Education, Culture, Sports, Science and Technology (only those who have completed at least 15 years of formal education) or expected to do so by the end of March, 2023.
- (10) Have been recognized by GSID based on individual screening of qualifications as being comparable in academic ability to a Japanese university graduate, and of an age not less than 22 by the end of March, 2023.

4. Required Documents

(1) Documents which all applicants must submit

- ① Application Form and Photograph Card
 - Print on A4 size paper in color on one side from the web application system.
 - Prepare data file (up to 2MB) of front-facing, upper body, no hat without background taken within 3 months before application and upload it to the web application system.

- A letter of admission will be sent to the postal address entered in the web application system. If you change your address after you apply, be sure to notify the GSID Administrative Office of the change.

② Curriculum Vitae/Resume

Please download the prescribed form from the website below and enter the necessary information.

<https://www4.gsid.nagoya-u.ac.jp/en/admission/application/>

③ Official transcripts from your previous school

Official academic transcripts from each school, university, or professional school attended after graduating from high school. Only the original is accepted. Photocopies will not be accepted. If the original is not written in Japanese or English, also submit a translation in either of these languages.

*If the transcripts are sent directly from a school, please make sure that they reach the GSID Administrative Office during the filing period.

④ Certificate of graduation (diploma) or expected graduation

A certificate of graduation (diploma) or expected graduation must be issued by each school you have attended or you are attending. Only the original is accepted. Photocopies will not be accepted. If the original is not written in Japanese or English, also submit a translation in either of these languages.

*If the transcripts are sent directly from a school, please make sure that they reach the GSID Administrative Office during the filing period.

⑤ Statement of purpose

Your statement of purpose should include the reason why you have decided to apply for the Master's Program at GSID. It must be written in Japanese (1,500 characters or less) or in English (600 words or less), on A4 size paper by using a Microsoft Word file. Send a file made by MS Word and its pdf file by email attachment.

- If you have any research or employment history, and undertaken any internships, or volunteer work etc. related to the research topic you will pursue at GSID, please specify them.
- If the research topic you wish to pursue at GSID differs from your previous academic major, please specify the reason.

*Any statement of purpose that exceeds the set word limit shall be negatively evaluated. Submitted documents shall undergo a plagiarism check.

⑥ Research proposal

Your research proposal must be written in Japanese (4,000 characters or less) or in English (1,600 words or less), on A4 size paper by using a Microsoft Word file. Send a file made by MS Word and its pdf file to the GSID Administrative Office by email attachment. Be sure to specify

a title for your research proposal. The research proposal must include the following information:

- Research topic and an explanation of its background
- Academic significance in relation to existing literature
- What kind of data and analytical methods you plan to use

*Any research proposal that exceeds the set word limit shall be negatively evaluated. Submitted documents shall undergo a plagiarism check. A bibliographical reference list, and/or bibliographical citations made within footnotes are not counted as a part of the word limit. However, the title and subtitle of the research are counted.

⑦ A photocopy of the official score sheet English proficiency tests indicated in the following table. Scores higher than those indicated in the table are preferred for admission to GSID.

<Types of English proficiency tests to be accepted and the preferred score>

Test	Subtypes	Minimum score	Note
TOEFL	TOEFL iBT	79	
	TOEFL iBT Home edition	79	TOEFL iBT Special Home edition is also accepted
	TOEFL Essentials	8.5	
	The revised TOEFL Paper-delivered Test	550	
	TOEFL ITP	Not accepted	
IELTS	IELTS	6	
	IELTS Indicator	Not accepted	
Duolingo	Duolingo	101	
TOEIC	TOEIC L&R, S&W	Not accepted	Changed from the entrance examination conducted in AY 2022.

- Scores of any tests other than those noted above shall not be accepted.
- TOEIC scores will not be accepted from this year's entrance examination.
- Scores will only be accepted from tests taken within five years from the date of the first day of the application period.
- A copy of the official score of any of the above accepted English proficiency tests MUST be submitted in order to qualify to sit for the entrance examination. NO exceptions shall be allowed under any circumstances, including for the following reasons: “it was too difficult to rearrange to take test,” “English is my mother tongue,” or “English was the language of instruction where I received my latest degree.”

⑧ Statement concerning the applicant’s previous work and/or research experience

⑨ Letter of recommendation

This must be written and sealed by the applicant’s academic advisor from the university s/he attended. A letter from the applicant’s present supervisor is also acceptable.

The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment. In addition, when it is the applicant, not the recommender, who submits the recommendation letter, it must be a paper letter and submitted by postal mail.

- ⑩ A promissory letter that the applicant will not leave the affiliated organization during the period of attendance in the program (no specific format required).

(2) Documents to be submitted by those who are not Japanese nationals

- ⑪ A photocopy of your passport

Applicants without Japanese nationality must submit a photocopy of the page of the valid passport showing the passport number and the applicant's photograph.

- ⑫ A photocopy of your residence card

Those applicants who are currently residing in Japan must also submit a photocopy of their residence card (both sides).

(3) Other required documents

Applicants who have passed the entrance examination are requested to submit a letter of consent from the head of your organization (No specified formats).

Please do not hesitate to ask any questions to the GSID Administrative Office.

5. Applicant who needs Eligibility Screening

For those who fall under category (9) or (10) in the Application Requirements, the following paper work MUST reach the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences by November 11 (Friday), 2022 in order to receive the Eligibility Screening for the Examination. Result of the Eligibility Screening for the Examination will be sent to applicants by November 25 (Friday), 2022.

- ⑬ Application for Eligibility Screening for the Examination (Prescribed forms downloaded from the GSID website)
- ⑭ Curriculum Vitae/Resume (Prescribed forms downloaded from the GSID website)
- ⑮ Official academic transcripts
- ⑯ Certificate of Graduation, Certificate of Prospective Graduation, or its equivalent (for example, certificate of employment or certificate of registration at academic institutions).
- ⑰ Statement of purpose
- ⑱ Research proposal
- ⑲ Statement concerning applicant's working and/or research experience.

See pages 3-5 for more detailed information about items ②, ③, ④, ⑤, ⑥, and ⑧.

Those who passed the Eligibility Screening for the Examination must send items ①, ⑦, ⑨, ⑩, ⑪, and ⑫.

6. Application Procedure

(1) Registering through the web application system and payment of examination fee

- The application procedure is completed by submitting the necessary documents by the application deadline after registering the application on the web application system and paying the examination fee.
- The application procedure cannot be completed simply by registering the application and paying the entrance examination fee online.
- Payment deadline of the examination fee is four days from the web application date including the web application date.
- Please note that the payment deadline for registration on the web application system after December 5 (Monday) will be December 8 (Thursday) 12:00 (noon).

(2) Send the documents by registered postal mail and e-mail attachment

The submission method differs depending on the application documents, whether it is by postal mail or by e-mail attachment. The application will be accepted only if the postal mail and e-mail attachments arrive within the application deadline. If either one is delayed, the application will not be accepted.

<Documents that need to be sent by postal mail>

The application documents of ①, ③, ④, ⑨ and ⑩ shall be posted by registered mail. Print the “Address Sheet” in color from the web application system, attach it to the square No. 2 envelope (size that can accommodate A4), and send it to arrive by the application deadline (Friday, December 9, 16:00).

If you live abroad, please send it by a traceable method such as EMS or DHL.

<Documents that need to be submitted by email attachment>

The application documents of ②, ⑦, ⑧, ⑪ and ⑫ must be sent to the GSID Administrative Office by e-mail attachment as electronic file (PDF or MS Word file). The application documents of ⑤ and ⑥ must be emailed in form of MS Word files. Submitted documents shall undergo a plagiarism check.

7. How to Pay the Examination Fee

(1) Examination fee 30,000yen *Handling fee will be charged separately.

(2) How to Pay

Payment of the examination fee should be made by one of the following methods.

<Available for both residents of Japan and overseas residents>

- Paying by Credit Card

<Available only for residents of Japan>

- Paying by Internet Banking
- Paying at Convenience Stores
- Paying at ATMs with Pay-easy option

(3) Examination Fee Refund Policy

After accepting the application documents, the paid examination fee will not be refunded. However, it may be refunded only in the following cases. The transfer fee for the refund will be deducted. For details, see the attached “Web Application Flow”.

- ① If you do not complete the application procedures after paying the examination fee or if your application is not accepted.
- ② If you pay the examination fee twice.

*The entrance examination fee will be refunded by bank transfer. When returning to an account at a bank outside Japan, the amount returned will be greatly reduced and it will take many days to return. Pay the examination fee very carefully.

8 . Selection Process and Dates

The assessment consists of the screening of application materials and an oral examination. Oral examination will be conducted online on January 26(Thursday) or 27(Friday), 2023. An online connection test will be conducted on January 19 (Thursday), 2023. Details will be noticed by e-mail after the application is filed. If you do not participate in the preliminary connection test, you will be deemed to have declined the examination. Participate in the connection test in the same environment using the same device as the oral examination.

9 . Final Announcement of Examination Results

- (1) Date: February 8 (Wednesday), 2023.
- (2) Notification: Official letters of admission will be sent out only for successful applicants by postal mail after the examinee’s numbers of successful applicants are posted on the GSID website. No telephone inquiries will be accepted.

1 0 . Entrance Registration Procedures

Detailed information regarding additional paperwork for admission and entrance registration will be sent in early March.

- (1) Registration Deadline: March 15(Wednesday), 2023(Subject to change)
- (2) Required Fees:
 - ① Entrance Fee: 282,000 yen
 - ② Tuition Fee (6 months: April 2023-September 2023): 267,900 yen (535,800 yen per year)

*1 Those who have already enrolled in other universities are, in principle, unable to enroll in GSID. However, under certain circumstances, there may be cases of acceptance. Please contact the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences before undertaking entrance registration procedures.

*2 Please note that if the fees change before your entrance to the university or during your stay at Nagoya University, you need to pay the revised fees.

*3 Applicants who have passed the entrance examination are requested to submit a letter of consent

from the head of your organization (No specified formats).

1 1 . Special Needs Applicants

Applicants with special needs who require special consideration in terms of taking examinations should consult the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences, prior to applying.

(1) End of Consultation Period: 16:00 on November 11(Friday), 2022

(2) Consultation Process:

Please submit the following documents of ① and ②:

①A request letter for special consideration, stating the nature of the applicant's special needs, the arrangements desired for examinations on A4 paper (no special format required); and

②A doctor's diagnosis of the applicant's special needs issued within three months. A photocopy of the diagnosis may be accepted.

③Furthermore, please submit other requested documents if necessary.

Note: Please contact the GSID Administrative Office before the application deadline if the applicant with special needs wishes to consult about studies at the University.

1 2 . Related Information

(1) This program is conducted in English only. Successful candidates are expected to be well prepared by the time they are enrolled in this program.

(2) After applications are filed, no changes in submitted documents are permitted. The examination fee of 30,000 yen is non-refundable. Submitted documents will not be returned.

(3) Applicant's name, mailing address and other personal information included in application documents will be used only for the purpose of grading and registering during the entrance examination selection process, announcement of examination results, entrance registration procedures and student affairs after admission. Personal information will be used appropriately and will not be used for any other purpose.

(4) Regarding the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA")

As a general rule, the following is unnecessary if the research involves only the humanities and social sciences.

As an exception, if you are involved in a fusion area with a science field, please follow the procedures below. In November 2021, in accordance with the clarification of the scope of control for "deemed exports" under the Foreign Exchange and Foreign Trade Act ("FEFTA"), some provision of sensitive technology to faculty members and students by universities and research institutions has become subject to control under the FEFTA. Consistently with this change, when applying to study at the University, students will be required to submit a "Declaration of applicable specific categories" based on the "Flowchart for determining applicable specific categories". In addition, submitting a "Letter of confirmation" may be required at the time of acceptance.

"Declaration of applicable specific categories" & "Flowchart for determining applicable specific categories"

https://mado.adm.nagoya-u.ac.jp/form1_export-control_en

You may submit the form at your own discretion. If you have any questions, please contact below.

Nagoya University, Academic Research & Industry - Academia - Government collaboration, Export Control Division

E-mail : anzen@aip.nagoya-u.ac.jp TEL : 052-747-6702

If you cannot submit the "Declaration of applicable specific categories" in time for the application deadline, please submit it as soon as it is ready.

All other documents required for application must be submitted on the application deadline

* How to confirm the latest information in the case of unforeseen circumstances

The examination schedule and selection measures may change due to the spread of infectious diseases or other unforeseen circumstances. Please check the GSID website regularly for the latest information, especially before the application and the examination.

GSID Website: <https://www4.gsid.nagoya-u.ac.jp/>

1 3 . Checklist

Send this sheet with the other documents by post after you check all the items.

		Documents to be submitted		Submission method
	①	Application Form and Photograph Card	All applicants	Postal Mail
	②	Curriculum Vitae/Resume	All applicants	Email
	③	Official transcripts from your previous school(s) (Original)	All applicants	Postal Mail
	④	Certificate of graduation or expected graduation (Original)	All applicants	Postal Mail
	⑤	Statement of purpose (Microsoft Word and pdf files)	All applicants	Email
	⑥	Research proposal (Microsoft Word and pdf files)	All applicants	Email
	⑦	A photocopy of the official score sheet of an English proficiency test	All applicants	Email
	⑧	Statement concerning the applicant's previous work and/or research experience	All applicants	Email
	⑨	Letter of recommendation	All applicants	Postal Mail*
	⑩	A promissory letter	All applicants	Postal Mail
	⑪	A photocopy of your passport	Non-Japanese	Email
	⑫	A photocopy of your residence card	Non-Japanese living in Japan	Email

↖ Check (✓) when you have each document ready.

※ The recommender may send the recommendation letter directly to the GSID Administrative Office by postal mail or by e-mail attachment.



名古屋大学大学院国際開発研究科
Graduate School of International Development, Nagoya University

Contact details for inquires &
submission of application materials:

GSID Administrative Office
Student Affairs Division for the Schools of
Humanities and Social Sciences, Integrated
Research Building, Nagoya University
B4-4 (700) Furo-cho, Chikusa-ku, 464-8601

TEL 052-789-4957

Email gsidexam@adm.nagoya-u.ac.jp

<https://www4.gsid.nagoya-u.ac.jp/>