

2020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 2020

(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

### Academic Calendar (April Enrollment)

Apr.3	GSID International Student Orientation
Apr. 5	Entrance ceremony, GSID Orientation
Apr. 8	University-wide International Student Orientation.
Apr. 9•10	Computer, Library and Plagiarism Orientation.
Apr. 11	Spring Semester Begins.
Mid Apr.	Annual Medical Examination Submission of Research Plan Submission of Class Registration Form.
Late Apr.	Payment Deadline for Spring Semester Tuition Fees
May 1	Anniversary of Nagoya University.
Jun.13 -16	University Festival
Jul. 26	Spring Semester Ends.
Late Jul. - Mid Sep.	Intensive Courses.
Aug. 8	Summer Holidays (until Sep. 30).
Mid Sep.	Overseas Fieldwork (OFW).
Oct. 2	Fall Semester Begins.
Mid Oct.	Submission of Class Registration Form
Late Oct.	Domestic Fieldwork (DFW). Payment Deadline for Fall Semester Tuition Fees.
Dec. 13	Deadline for Submission of Ph.D. Dissertation.
Mid Dec.	Application Period for Master's Program (February Examination) and Doctoral Program
Dec. 28	Winter holidays (until Jan. 7).
Jan. 10	Deadline for Submission of Master's Thesis.
Jan. 28	Fall Semester Ends.
Late Jan.	Entrance Examination for Master's Program (February Examination)
Feb. 3	Oral Defense for Master's Thesis
Early Feb. Program.	Entrance Examination for Doctoral Program.
Mid Feb.	Announcement of Examination Results for Master's Program. (February Examination) and Doctoral Program Application Period for Research Student Program (except Privately-financed International Students).
Early Mar.	Announcement of Applications Results for Research Students.
Mid Mar.	Application for Tuition Exemption for Academic Year 2019.
Mar. 25	Annual Commencement.
Mar. 26-27	Registration of Newly Admitted Students for Academic year 2019.

\* Dates for Make-up Classes

May.11, 25, Jun. 29, Jul. 6,13,20, Oct. 26, Nov. 9,27,28, Dec. 25,

### Academic Calendar (October Enrollment)

Sep.30	GSID Orientation.
Oct. 1	Entrance Ceremony.
Oct.2	Fall Semester Begins.
Early Oct.	Computer, Library and Plagiarism Orientation. University-wide International Student Orientation.
Mid Oct.	Annual Medical Examination. Submission of Class Registration Form. Submission of Research Plan
Late Oct.	Payment Deadline for the Fall Semester Tuition Fees
Dec. 28	Winter Holidays (until Jan. 7).
Jan. 28	Fall Semester Ends.
Mid Mar.	Application for Tuition Exemption for Academic Year 2019
* Dates for Make-up Classes	
	Oct. 26, Nov. 9,27,28, Dec. 25
Mid Apr.	Spring Semester Begins. Submission of Class Registration Form
Late Apr.	Payment Deadline for Spring Semester Tuition Fees
May 1	Anniversary of Nagoya University.
Early Jun.	University Festival
Mid Jun.	Deadline for Submission of Ph.D. Dissertation. Application Period for Doctoral Program (October Enrollment)
Early Jul.	Deadline for Submission of Master's Thesis.
Late Jul.	Oral Defense for Master's Thesis. Spring Semester Ends
Early Jul. - Late Sep.	Entrance Examination for Doctoral Program (October Enrollment) Announcement of Exemption Results for Doctoral Program (October Enrollment)
Early Aug.	Intensive courses.
Aug.	Summer Holidays (until Sep.30). Application Period for Research Student Program (October Enrollment) (except Privately-financed International Students).
Late Sep.	Announcement of Applications Results for Research Students. Annual Commencemen

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.

# Table of Contents

Master's Program *Application Guidebook* for the Academic Year 2020 (Special Program)

1. Application Requirements .....	1
2. Admission Openings .....	1
3. Filing Period .....	2
4. Required Documents .....	2
5. Application Procedures .....	3
6. Selection Process, Date, and Location .....	3
7. Final Announcement of Examination Results .....	4
8. Entrance Registration Procedures .....	4
9. Applicants with Special Needs .....	4
10. Related Information .....	4

Note: Regarding the procurement of Forms, please refer to 5. (1) of this *Application Guidebook* for the Academic Year 2020.

Information on Application for the GSID Master's Program  
(Special Program for Global Business Professionals)  
for the Academic Year 2020

**1. 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, 2020
- (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, 2020.
- (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, 2020.
- (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, 2020.
- (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, 2020.
- (6) Persons who have been conferred, or expect to be conferred by the end of March, 2020, 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, 2020.
- (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, 2020.
- (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, 2020.

**2. Admission Openings**

A limited number.

### 3. Filing Period

Applications will be accepted from **9:00 to 16:00** during the periods from **December 2 (Monday), 2019 to December 13 (Friday), 2019** at the GSID Administrative Office, the Student Affairs Division for the Schools of Humanities and Social Sciences, GSID Administrative Office. For those sending applications by registered mail, applications **MUST** reach the office by **16:00 on December 13 (Friday), 2019**. Any applications received after this date and time will not be considered for processing.

### 4. Required Documents

The following documents should be submitted to the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences.

Please type or write clearly using black ink.

- (1) Application Form\* (Form provided)
- (2) Curriculum Vitae/Resume\* (Form provided)
- (3) Statement of purpose and research proposal (Please use A4 sized paper, and write or type your statement of purpose and research proposal in 1,200 words or less in English or 3,000 characters or less in Japanese. Clearly specify the title of your research topic.)  
Also, send an electronic file (PDF or MSWord) of Statement of Purpose and Research Proposal to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp). Please write your name in the subject line.
- (4) Statement concerning applicant's working and/or research experience
- (5) Photograph Card\*, Examinee's Registration Card\* and Receipt Forms\*: Attach photo (4cm×5cm) taken within the last 3 months. Please write your name on the two Receipt Forms. (Forms provided)
- (6) Self-addressed Envelopes\*: Please use the two envelopes provided, with stamps worth 372 yen attached to each. If Japanese stamps are not available, please send instead 6 International Return Coupons which are available at post offices.
- (7) Contact Address Labels\*: Please fill out these forms, marked *あて名シール\**, with your contact address. (Labels provided)
- (8) Letter of Recommendation: Must be written and sealed by the applicant's supervisor, employer or equivalent person at the affiliated organization.
- (9) Official academic transcripts from each school, university, or professional school attended after graduating from high school, whether or not a degree was awarded. Photocopies will not be accepted.
- (10) Certificate of Graduation, or Certificate of Prospective Graduation issued by your present university. Photocopies will not be accepted.
- (11) Applicants without Japanese nationality must submit a photocopy of the page of their valid passport showing the passport number and the applicant's photograph. Those applicants who are currently residing in Japan must also submit a photocopy of Alien Registration Card or Residence Card (both sides).
- (12) A photocopy of certificate of English language proficiency. The applicants should submit a photocopy of their official score sheet of TOEFL, TOEIC or IELTS taken within two years prior to the application. An official test score sheet must include an ID photo. Institutional test scores are not acceptable.
- (13) A promissory letter that the applicant will not leave the affiliated organization during the period of attendance in the program (no specific format required).

\* Regarding the procurement of such Forms as (1), (2), (5), (6), and (7), please refer to 5. (1) of this *Application Guidebook*.

If you are an employee of an organization, you are requested to submit a letter of consent from the head of your organization after you passed the examination.

If you have questions regarding any of the information above, please contact the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences.

## 5. Application Procedures

- (1) Please procure the application forms, which are sent by mail. For applicants living in Japan who wish to receive the application forms, please send an envelope 32cm×24cm in size, self-addressed with stamps worth 250 yen attached and a letter requesting the 2020 Master's Program (Special Program for Global Business Professionals) Application Forms.

Stamp amounts

For requesting Application Forms: 250 yen

- \* For applicants living outside Japan, please send an e-mail to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp) first.

- (2) Items (1)-(13) should be completed and submitted to the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences. In addition to these documents an examination fee of 30,000 yen is required (non-refundable). In Japan, please use a Japanese Postal Money Order but DO NOT fill in anything.
- (3) If items (9) and (10) are sent directly from your home university, please make sure that those items reach the GSID Administrative Office, Student Affairs Division for the Schools of Humanities and Social Sciences during the filing period.
- (4) 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 12(Tuesday), 2019 in order to receive the Eligibility Screening for the Examination. Results of the Eligibility Screening for the Examination will be sent to applicants by November 29 Friday), 2018.

① Application for Eligibility Screening for the Examination\* (Form provided)

② Curriculum Vitae/Resume\* (Form provided)

③ Statement of purpose and research proposal. (Please use A4 sized paper, and write or type your statement of purpose and research proposal in 1,200 words or less in English or 3,000 characters or less in Japanese. Clearly specify the title of your research topic.) Also, send an electronic file (PDF or MSWord) of Statement of Purpose and Research Proposal to [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp). Please write your name in the subject line.

④ Official academic transcripts from each school, university, or professional school attended after graduating from high school, whether or not a degree was awarded. Photocopies will not be accepted.

⑤ Certificate of Graduation, Certificate of Prospective Graduation, or its equivalent (for example, certificate of employment or certificate of registration at academic institutions). Photocopies will not be accepted.

⑥ Statement concerning applicant's working and/or research experience.

\* Regarding the procurement of such Forms as ① and ②, please refer to 5. (1) of this *Application Guidebook*.

Those who have passed the Eligibility Screening for the Examination must send items (1), (5)-(8), and (11)-(13) as specified in the Required Documents section as well as the examination fee of 30,000 yen (non-refundable).

Note: Applicants who hold (or expected to hold) three-year bachelor's degree and/or applicants whose total period of primary, secondary and higher education is less than 16 years are required to pass the Eligibility Screening for the Examination.

## 6. Selection Process, Date and Location

The assessment consists of the screening of application materials and an oral examination.

Oral Examination

- (1) Date and Time: January 31 (Friday), 2020, from 10:00  
(Applicants shall register between 9:30 and 9:50)
- (2) Location: Nagoya University Higashiyama Campus  
(Details will be sent with Examinee's Registration Card.)

## 7. Final Announcement of Examination Results

- (1) Date: February 12 (Wednesday), 2020 around 14:00. No telephone inquiries will be accepted.

- (2) Location: Entrance Hall of the GSID building.
- (3) Notification: Official letters of admission will be sent out by mail after the announcement.

## 8. Entrance Registration Procedures

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

- (1) Registration Days: March 26(Thursday) to March 27(Friday), 2020

- (2) Required Fees:

- ① Entrance Fee: 282,000 yen
- ② Tuition Fee (6 months: April 2020-September 2020): 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 School 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.

## 9. Applicants with Special Needs

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

- (1) End of Consultation Period: 16:00 on November 12 (Tuesday), 2019

- (2) Consultation Process:

Please submit the following two documents: 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. Furthermore, please submit other requested documents if necessary.

- (3) Contact:

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

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.

## 10. 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) Please refer to our website <https://www.gsid.nagoya-u.ac.jp/> for details about GSID.
- (4) 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.



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

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

➤ Graduate School of International Development Website: <https://www.gsid.nagoya-u.ac.jp/>

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, Nagoya  
464-8601 Japan  
Tel : +81-52-789-4957  
Fax: +81-52-789-4921  
Email: [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)

名古屋大学大学院国際開発研究科

〒464-8601 名古屋市千種区不老町 B4-4(700)

電話 (052) 789-4957

FAX (052) 789-4921

Email : [gsidexam@adm.nagoya-u.ac.jp](mailto:gsidexam@adm.nagoya-u.ac.jp)

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