Osaka Univ. Humanware Innovation Program

Application Guidelines

1. Number of students accepted

- General admission: About 20
- Special admission: A few

2. Eligibility to apply

- General admission: You are eligible to apply for this program if you have been accepted for admission to any of the following graduate schools and departments of Osaka University in April 2019:
  - Graduate School of Information Science and Technology: Master courses in Information Networking, Multimedia Engineering, or Bioinformatics Engineering
  - Graduate School of Engineering Science: Master courses in Department of Mechanical Science and Technology, Department of Systems Innovation, or Department of Frontier Biociences
- Special admission: You are eligible to apply for this program if you have been accepted for admission to any of the following graduate schools and departments of Osaka University in April 2019:
  - Graduate School of Information Science and Technology: Master courses in Information Networking, Multimedia Engineering, or Bioinformatics Engineering
  - Graduate School of Engineering Science: Master courses in Department of Mechanical Science and Technology, Department of Systems Innovation, or Department of Frontier Biociences

You cannot be registered for other Leading Graduate Course Doctoral Programs concurrently.

3. Selection process timeline

- Period for acceptance of applications: February 20 (Wed.) to 27 (Wed.), 2019
- Announcement of applicants successfully passing the documentary screening: March 4 (Mon.), 2019
- Interview examination: March 12 (Tue.), 2019
- Announcement of applicants successfully passing the examination: March 15 (Fri.), 2019

4. Examination fee

No examination fee is required.

5. Application documents

- General admission: Acceptance letter from a graduate school of Osaka University
  - Copy of the acceptance letter from a graduate school of Osaka University
- Special admission: Certificate of enrollment in a graduate school of Osaka University
  - Registration form (Form 2): Fill in the designated form. If you state the results of an English proficiency test (TOEIC, TOEFL, ETS) or others on the form, attach a copy of the official score report.
  - Application statement (Form 3): Please read our Admission Policy carefully before you complete this form.
  - Supervision evaluation (Form 4): This document is submitted to a department of Osaka University
  - Graduation certificate or transcript of prospective graduation from a university
  - Academic transcript
  - Examination Admission Slip and Photograph Identification form (If available): Affix identification photographs of yourself (taken within the past 3 months) to the two spaces designated on the form and fill in the required information.

6. How to apply

- If you meet the eligibility requirements set out above, please submit an application as instructed below.
- Method of submission: Postal mail or in person (see "Where to submit" below)
- When to submit: Applications should reach the office in the period from February 20 (Wed.) to 27 (Wed.), 2019.
  (The office is open 9:30-11:30 a.m. and 1:30-4:00 p.m.)
- What to submit: Your application must include documents 1-9 in the list below.
  - Where to submit: Submit in person or by postal mail to the following office:
    - Humanware Innovation Program Administrative Office: 6th floor, Building 8, Graduate School of Information Science and Technology, Osaka University 1-3-1 Yamadaoka, Suita, Osaka 565-0871 Japan

If your application documents are submitted by postal mail, use a large size envelope (approx. 33 cm x 24 cm) and send it by registered express delivery.

7. Notes on the selection process

- The first stage of the selection process is a documentary screening, comprising assessment of the Resume, the Application Statement, and Supervisor Evaluation. The application numbers of applicants who have passed the documentary screening will be posted on the Humanware Innovation Program’s website.
- Applicants who have passed the documentary screening will then be required to undergo an interview-based examination. Detailed instructions including the examination location will be announced later on the Humanware Innovation Program’s website.

8. Decision notification

The application numbers of applicants who have passed the interview examination will appear on the Humanware Innovation Program’s website, and a letter of acceptence will be sent to each successful candidate. Receipt via phone or email will not be accepted.

9. Enrollment procedures

Successful applicants will receive instructions on how to enroll in the Humanware Innovation Program. No additional enrollment fee or tuition is required for study in the program.

10. Financial aid

In this degree program, we prepare the following financial support.

[Grant-type Scholarships]
We have a grant-type scholarship for students who meet selection criteria.

The amount of the scholarship is 20,000 yen per month for those who are in the master course of the Graduate School of Information Science and Technology, Engineering Science, and in the first year or second year of enrolment in the Graduate School of Frontier Biociences. Also 30,000 yen per month for those who are in the doctoral course of the Graduate School of Information Science and Technology, Engineering Science, and in the third year or higher in the Graduate School of Frontier Biociences and show excellent performance for their study.

Note: This scholarship amount is decided every fiscal year. The above amount is the amount of 2019 fiscal year.

[Tuition fee exemption system]
We also have a tuition fee exemption system during the standard study term for program students who are in the doctoral course of the Graduate School of Information Science and Technology, Engineering Science, and in the third year or higher in the Graduate School of Frontier Biociences and show excellent performance for their study.

Note: However, note these systems may be subject to change depending on University’s financial and other conditions.

Apart from the above supports, the program also provides various supports for the students.

11. Important notes

- Incomplete application documents will not be accepted.
- Changes to the entries in submitted forms will not be permitted after application.
- Application documents will not be returned.
- The examination admission slip will be sent by postal mail after your application has been received and processed.
- If misrepresentation in your application documents is discovered, you will be disqualified even if you have already been admitted to the program.
- If you are physically disabled and have special needs for the examination, please contact the administrative office of the Humanware Innovation Program by February 27 (Wed.), 2019.
- Application forms 1-6 will be available for downloading from the website of the Humanware Innovation Program.

12. Information privacy statement

- Names, addresses and other personal information provided at the time of application will be used for the purposes of selecting applicants (application processing, screening procedures), issuing notifications of acceptance, processing enrollments, and other work related to the administration of the Humanware Innovation Program.
- Personal information used in the course of selecting applicants, including examination results, will be used for collation and analysis of admission outcomes and surveys/research on applicant selection.
- Some tasks related to the activities specified in (1) and (2) above may be outsourced to third party organizations. Part or all of the personal information provided by applicants may be furnished to such organizations subject to a contractual agreement ensuring that the said information is handled appropriately.