Graduate School of Global Environmental Studies
Kyoto University

IEMP Entrance Examination for Master's Program
in Summer 2024

Guideline for International Applicants

Admission Policy

1. Our policy

The Graduate School of Global Environmental Studies seeks to secure the current and future health and sustainability of the global environment in two essential ways: first, by training future researchers and practitioners for future environmental careers in academia, management, policy-making, advocacy and project implementation; and second, by establishing sustainability as the basis of an integrated and interdisciplinary field informed by ethics, science, technology and the humanities that can address the environmental challenges confronting the 21st century.

2. Who are we looking for?

Our goal is to produce graduates who through their excellence and distinctive talents will have an impact in their chosen fields. We are seeking students who demonstrate high moral character and richness of spirit, including
- Future researchers from all academic fields with a keen interest in global environmental problems and their solutions;
- Future internationally-minded practitioners with a deep enthusiasm for environmental management and a sincere commitment to acquiring and implementing the knowledge and practical skills required to tackle environmental problems from the local to the global level in every walk of life;
- A diverse body of students from many different backgrounds and possessing many different perspectives. Our students enter through a variety of admission tracks, including a mid-career admissions option for students with extensive work experience in environmental issues, some of whom may choose to study while continuing their professional careers, and an international admissions program for international students.

3. What are we looking for?

The Graduate School of Global Environmental Studies offers master and doctoral programs in the field of environmental management, as well as a doctoral program in global environmental studies. The admission requirements for each of these programs relates to the objective of the study program provided.

3.1 Global environmental studies
Our three-year doctoral program in global environmental studies aims to foster researchers who are capable of grasping the full complexity and reach of global environmental issues and tackling global and local environmental issues with an innovative mindset and a range of methodologies that are drawn from a wide variety of scholarly fields, as well as practitioners who have such academic quality. Applicants to this program should hold a master's degree in their chosen field of study in addition to English language proficiency and a keen interest in global environmental issues, but exemptions may be made for those with demonstrated professional experience and expertise in a field related to their expected area of study.

3.2 Environmental management
Our two-year master's program and three-year doctoral program in environmental management are designed to foster outstanding and internationally-minded practitioners who are capable of applying management skills in the search for practical and sustainable solutions to local and global environmental problems, as well as researchers who have such practical capabilities. Applicants to either of these programs will need basic academic knowledge of global environmental issues and English language proficiency in addition to a keen interest in environmental management.

4. Basic policy on admissions

The admissions process for the master's program will be carried out by means of a comprehensive assessment of documents, foreign language ability, and an interview. The admissions process for the doctoral program will be carried out by means of a comprehensive assessment of documents and foreign language ability as well as a research presentation and interview.

The Graduate School of Global Environmental Studies (GSGES), Kyoto University, invites international students to apply for a two-year master's program in Environmental Management through a special admission process called the International Environmental Management Program (IEMP), which is an English-taught degree program.

All applicants for this examination must understand the following:

- This examination is for international applicants with superior academic records with academic scholarships* who wish to pursue their graduate degrees by taking courses taught in English.
  *Including those currently applying for a scholarship.
- All applicants are required to select a study area and academic supervisor from the list of applicable faculty on page 6 and 7.
- Applicants **must** contact your intended faculty member (Section 3) prior to application in order to request future supervision and advice for the application process.

Detailed descriptions of each study area are also available at:

GSGES website: https://www.ges.kyoto-u.ac.jp/en/

GSGES guidebook: https://www.ges.kyoto-u.ac.jp/en/guidebook/

Applicants* who have graduated or are expected to graduate from an overseas university need to contact the faculty member through the University's **Admissions Assistance Office (AAO)**.

Admissions Assistance Office (AAO): https://u.kyoto-u.jp/osr7r

*Not required for the scholars of JICA KCCP.

Enrollment Date	Enrollment Capacity
October 1, 2024 or April 1, 2025	A limited number for each enrollment date

Important dates for examination

Eligibility screening* and application for examination are to be made through **Online Application System**. *Only for those applicable
-Eligibility screening: https://kjs.gakusei.kyoto-u.ac.jp/iemp_summer2024master_eligibility
-Application for examination: https://kjs.gakusei.kyoto-u.ac.jp/iemp_summer2024master

	Deadline (JST)	Notes
Application for AAO	At least one month before application for examination	Only for those applicable. See the description above.
Contacting a supervisor	Before application for examination	If AAO is required, contact after AAO's result.
Eligibility screening period	April 17 - April 24	Only for those applicable. Also required for ADB-JSP applicants. See details in 1-2 below.
Announcement of eligibility screening result	May 8	Notified on Online Application System.
Application period	May 1 - 14	Includes payment of examination fee
Examination voucher available	From May 29 onward	Only if application is accepted. Download from Online Application System.
Announcement of interview schedules	May 29	Detailed instructions will be sent by email to applicants required to take the interview.
Online interview date	June 4 - 6	The designated date and time are not negotiable.
Announcement of examination result	June 27	Notified on Online Application System
Notification of enrollment procedure	-Enrollment in October 2024: late August, 2024 -Enrollment in April 2025: late February, 2025	Sent to successful applicants

1. Eligibility Requirements and Screening

1-1. Eligibility requirements

1-1-1. General eligibility requirements

Applicants must satisfy all the following requirements.

1) You must have completed or intend to complete one of the following i to iii by September 30, 2024 (for enrollment in October 2024) or by March 31, 2025 (for enrollment in April 2025), or fall into iv.

   i. A bachelor's degree at a Japanese University

   ii. A bachelor's degree program at a university (minimum of 16 years total education) outside Japan.

   iii. A degree equivalent to a bachelor's degree by completing studies with a term of enrollment of at least three years (including completion of such studies of relevant subjects in Japan via a correspondence course provided by a school in a foreign country and completion of studies at an educational facility that has been accredited as having an approved curriculum under the educational system of said country and is designated by the Minister of MEXT) at a university or other school in a country outside Japan (only those universities or schools for which the overall conditions of education and research activities have been assessed by a party authorized by the government of the said country or the organization concerned, or those corresponding to such entities as designated by the Minister of MEXT)

   iv. Individuals deemed eligible through GSGES eligibility screening if conditions i to iii do not apply.

2) You must not be a Japanese national.

3) You must be able to confirm that you have received a Japanese government scholarship, other government scholarship, or non-government scholarship when you enroll in the program, or you must be applying for ADB-JSP described in section 1-1-2 below.
   *Those currently applying for a scholarship are also eligible.

1-1-2. Eligibility requirements for ADB-JSP Applicants (For those who wish to apply for ADB-JSB)

Applicants for enrollment in April 2025 who do not have a scholarship can apply for the **Asian Development Bank's Japan Scholarship Program (ADB-JSP)**. **A limited number of applicants** who pass the IEMP admission process will be nominated for the final selection of scholarship recipients. Applicants will receive the results of scholarship selection a few months before enrollment.

Scholarship duration

Up to two years

Scholarship coverage
1) Monthly stipend of approximately 147,000 yen
2) Economy class travel expenses to and from Japan
   (Airfare for return travel will be provided only after the study program has been successfully completed.)
3) Admission and tuition fees
4) Medical and accident insurance
5) Books, instructional materials and research allowance

Refer to the ADB-JSP web-page below for details.
   https://www.adb.org/site/careers/japan-scholarship-program/frequently-asked-questions
   https://www.adb.org/site/careers/japan-scholarship-program/procedures-applying

Eligibility requirements for ADB-JSP applicants
1) Be nationals of ADB borrowing member countries listed below:
   Afghanistan / Armenia / Azerbaijan / Bangladesh / Bhutan / Cambodia / Cook Islands / Fiji Islands / Georgia / India / Indonesia / Kazakhstan / Kiribati / Kyrgyz Republic / Lao PDR / Malaysia / Maldives / Marshall Islands / Federal States of Micronesia / Mongolia / Myanmar / Nauru / Nepal / Niue / Pakistan / Palau / Papua New Guinea / Philippines / Samoa / Solomon Islands / Sri Lanka / Tajikistan / Thailand / Timor-Leste / Tonga / Turkmenistan / Tuvalu / Uzbekistan / Vanuatu / Vietnam
2) Not hold dual citizenship of any developed country

2) Expecting to receive no other scholarship during the period of study at Kyoto University
3) Have at least two (2) years of full-time professional working experience (acquired after a university degree) in the field related to the study program at the time of application
4) Be aged not more than 35 years old as of January 1, 2025
5) Agree to return and work in their home countries for at least two (2) years after completion of studies under the Program in order to contribute to its development.
6) Not be living or working in a country other than their home countries
7) Have proficiency in oral and written English communication skills to be able to pursue studies
8) Be in good health
9) In principle, not have previously studied abroad
10) Not be enrolled in other graduate degree programs
11) Not be pursuing a second MA
12) Not be Executive Directors, Alternate Directors, management, staff, or consultants of ADB, relatives of the aforementioned, staff of ADB-JSP designated institutions

1-2. Eligibility screening

Those who fall under the description of **1-2-1** or **1-2-2** below must first complete the eligibility screening through Online Application System (access the link below).

Eligibility screening: https://kjs.gakusei.kyoto-u.ac.jp/iemp_summer2024master_eligibility
Application period: from April 17 to April 24, 2024 (JST)
*Contents of application cannot be changed once the application is completed.
*The result of the screening will be announced on Online Application System at 3 pm on May 8, 2024.

1-2-1. Eligibility screening for general eligibility requirements

Applicants who are **1-1-1. General eligibility requirements, 1)-iv** or applicants with less than 16 years of total education and not satisfying **1)-iii** are required to enter required information and upload 1) to 5) in "List of documents for eligibility screening" below through Online Application System.

1-2-2. Eligibility screening for ADB-JSP Applicants (For those who wish to apply for ADB-JSB)

Applicants who wish to apply for ADB-JSP are required to enter required information and upload 1) to 6) in "List of documents for eligibility screening" below through Online Application System.

List of documents for eligibility screening:
*Only documents **written in English or Japanese** are accepted. When not available, a certified translation in either of the two languages should be attached.

1) Photo (in JPEG)	A photo in a 6:5 ratio taken within the last six months with no hat or head covering unless there is a religious or medical reason.
2) Passport (in JPEG/PNG/GIF/PDF)	Pages with the picture and personal information.
3) Academic transcript (in PDF)	Submit **official** transcript and graduation certificate (or certificate of expected graduation) of your bachelor's degree issued by the university which you have graduated from or you currently belong to.
4) Graduation certificate or certificate of expected graduation (in PDF) *If available	*A copy of transcript, graduation certificate or degree certificate is acceptable if the copy is attested by an authorized official of the university with seal and signature.
5) Curriculum materials (in PDF) *If available	Curriculum materials of your current/graduated program describing the graduation requirements and syllabuses.

6) ADB-JSP related documents **(ADB-JSP applicants only)** *Only documents written in English is accepted.	a) **Application form (Information sheet)** (in Word file)**:** Download from the website: https://www.adb.org/work-with-us/careers/japan-scholarship-program/procedures-applying *Handwriting is not acceptable b) **Annual income certificates** (in PDF): Provide proof of your income and that of your family (parent and spouse) of the most recent year available, from the company/organization/institution to which you and your family belong or belonged. Employment period and signature by an authorized signatory must be included. c) Applicant's Income Information (Download from the link on the GSGES website. The link is below the link of this guideline.)
* Documents certifying achievements and qualifications or showing abilities equal to or higher than university graduation as well as documents certifying achievements and activities in society can be submitted.	

2. Application for Examination

Make an application on Online Application System (access the link below). Enter required information and upload the documents below.

Application: https://kjs.gakusei.kyoto-u.ac.jp/iemp_summer2024master

Application: from May 1 to May 14, 2024 (JST)

*Contents of application s cannot be changed once the application is completed.

List of documents for application:

*Only documents **written in English or Japanese** are accepted. When not available, a certified translation in either of the two languages should be attached.

*Applicants who need the eligibility screening are advised to prepare the application documents in advance as there is only a short period between the notification of the screening result and the deadline of application documents.

1) Photo (in JPEG)	A photo in a 6:5 ratio taken within the last six months with no hat or head covering unless there is a religious or medical reason. This picture will be used for identification during the interview and the student ID card after enrollment.
2) Passport (in JPEG/PNG/GIF/PDF)	Pages with the picture and personal information.
3) Academic transcript (in PDF)	Upload **official** transcript and graduation certificate (or certificate of expected graduation) of ALL degrees from your bachelor's degree onward including the current program.
4) Graduation certificate or certificate of expected graduation (in PDF)	*A copy of transcript, graduation certificate or degree certificate is acceptable if the copy is attested by an authorized official of the university with seal and signature. Those who pass the examination will be required to submit the original papers of the uploaded documents in the enrollment procedure. As the submitted documents will not be returned, do not upload the certificates of which original papers you cannot submit in the enrollment procedure.
5) Guarantee letter (in PDF) ***Not required for ADB-JSP applicants**	Applicants with a scholarship must upload an official letter/certificate from the sponsor confirming your scholarship acceptance. *If you are currently applying, upload the application forms you submitted to the scholarship organization.
6) Bachelor's thesis (in PDF)	Upload a copy of your bachelor's thesis or report of relevant work or research experience. *If you have not completed your thesis at the time of application or your thesis is not written in English or Japanese, you should submit a detailed description of your research (1,500 words or less in English).
7) Statement of reasons for application (in PDF)	Use **the designated form (Download from the GSGES website)**.

8) Two letters of recommendation	Two letters of recommendation by persons well acquainted with your intellectual ability and personality are required. You must use the function of Online Application System to ask the recommenders to upload the letters of recommendation. Before sending the request to the recommender through the system, you should contact them by email (or any other communication tool) to make sure the recommender understands your request. Your application will not be completed on the system without uploading letters of recommendation. A) Should be written by the academic supervisor (or its equivalent) of your current or most recent study program. A designated form will be automatically attached to the request to the recommender on the system. B) Another letter in any form should be written by the dean, head or manager (or their equivalent) of the institution/company to which you currently belong. The letter needs to be addressed to the dean of GSGES. *Applicants who currently belong to the Graduate School of Global Environmental Studies, Kyoto University (e.g. as a research student) need to submit A) only. In that case, the letter must be written by the previous academic supervisor (not the current academic supervisor).
9) Proof of payment (in JPEG/PNG/GIF/PDF)	EXAMINATION FEE : **10,000 JPY** Payment Period: from May 1 to May 14, 2024 (JST) Make a payment through EXSS (Examination Settlement Service*). **After payment, download the proof of payment from EXSS.** *Refer to https://www3.univ-jp.com/kyoto-u/en/ges/ for more details *A handling charge of 650 JPY will be charged. * The family and given name you enter on EXSS should be exactly the same as the one used in Online Application System. *The entrance examination fee will be refunded to the recipients of a Japanese Government Scholarship. *Not required for JICA KCCP scholars who (will be) enrolled in GSGES as a research student.

NOTES on examination fee:
1. The fee is non-refundable.
2. For households in regions where the Disaster Relief Act is effective and whose principal wage-earner has been adversely affected by the disasters listed in the website below, an exemption may be made to the payment of Entrance Examination Fees for cases where a Risai Shomeisho (Disaster victim Certificate) has been issued. For the list of the disasters and exemption requirements, refer to http://www.kyoto-u.ac.jp/ja/admissions/fees_exemption/
For further details, contact the GSGES administration office by April 23, 2024 at 5 pm (JST).

3. List of Study Areas and Faculty Member

You should **choose one study area and a faculty member as an academic supervisor from the list** below. Indicate your choice on Online Application System. You must contact him/her **prior to** application in order to request future supervision for the designated study program and advice for the application process.

Applicable study areas and faculty member

Study area	Professor	Associate Professor	Senior Lecturer
Department of Global Ecology			
Global Environmental Policy	Makoto Usami		
Environmental Economics	Kenji Takeuchi		
Global Ecological Economics		Akihisa Mori	
Sustainable Rural Development	Emi Takeyama	Kenichiro Onitsuka	

Water Environment Conservation	Taku Fujiwara	Taira Hidaka
Historical Geography and Culture*	Aki Yamamura	Yu Tokunaga
Environmental Marketing Management		Akira Yoshino
History of Art and Culture	Erika Takashina	
Environmental Education		Gregory Patrick Trencher Roger Cloud Baars

Department of Technology and Ecology

Environmentally-friendly Industries for Sustainable Development	Shinya Echigo	Shuhei Tanaka
Environmental Infrastructure Engineering	Takeshi Katsumi	Atsushi Takai
Global Environmental Architecture	Hirohide Kobayashi	Chiho Ochiai
Biodiversity Conservation	Takao Ichioka Kanto Nishikawa	
Landscape Ecology and Planning	Junichi Imanishi	Katsue Fukamachi
Elemental Materials Chemistry	Kazuo Tanaka	

Department of Natural Resources

Regional Planning	Izuru Saizen	Satoshi Asano
Urban Infrastructure Design	Masashi Kawasaki	Keita Yamaguchi
Environmental Photo-ceramic Material Chemistry	Setsuhisa Tanabe	
Terrestrial Microbiology and Systematics	Chihiro Tanaka	Akira Yoshimi
Terrestrial Ecosystems Management	Shinya Funakawa	Hitoshi Shinjo
Ecosystem Linkages and Human Society	Naoko Tokuchi Ryunosuke Tateno	

* Applicable only for enrollment in October 2024

4. Admission Selection

Interview

Admission selection will be carried out by means of a comprehensive evaluation of the documents and online interview.

Date & Time	Contents
June 4 - 6, 2024 9:00 -18:00 (JST) each day * The date and time of the interview for each applicant will be specified from the above period. (Applicants cannot specify the interview date of time) * The interview session is approximately 35 minutes long.	General knowledge of global environment; knowledge of intended study area; research and study plans after admission; qualities and abilities required by the admission policy; the contents of application documents.

(1) Evaluation criteria for the interviews:
Basic academic skills, general knowledge and understandings of the subject, problem understanding and analytical abilities in the subject of the intended study area, problem setting and research ability, comprehension of questions and communication skills as well as the contents of the application documents.

・Before taking the interview, ensure that you will be in an appropriate environment (e.g., a quiet and private room) with a stable internet connection and the necessary equipment (including camera, speaker, microphone). For the details, refer to the attachment " Guidelines for taking the online interview ".

・The examination voucher can be downloaded on the Online Application System from May 29 onward.

・Detailed instructions on the interview, including dates and times, will be emailed on May 29.

5. Announcement of Examination Results

The result will become available on Online Application System at 10 am on **June 27, 2024**.

6. Admission and Tuition Fees

Instructions regarding enrollment procedures and payment of admission/tuition fees will be sent to successful applicants in late August, 2024 for enrollment in October 2024 or in late February, 2025 for enrollment in April 2025. Admitted international students must obtain their college student visas by the enrollment date. The nominee for ADB-JSP will be required to submit extra documents before enrollment procedure. For details of student visa and documents for ADB-JSP, check the document "Notification for successful applicants" which will be available on the examination result page of Online Application System.

Admission fee:	282,000 JPY
Tuition fee:	267,900 JPY per semester (535,800 JPY annually)

Please note that fees may be subject to change.

Exemption
• Admission fee and tuition fee
  Not required for the recipients of MEXT Scholarships, or the scholars of JICA KCCP.

7. Handling of Personal Information

In accordance with Kyoto University regulations, each applicant's name, gender, date of birth, address and other personal information (including information relating to performance evaluation) as provided in application documents are used only for admission procedures, scholarship applications, and preparations for accepting students.

8. Contact information

All inquiries are to be addressed to the GSGES administration office.

Administration office
Graduate School of Global Environmental Studies
Kyoto University
  Yoshida Main Campus Research Bldg. No.5,
  Yoshida-honmachi, Sakyo-ku, Kyoto 606-8501, Japan
    Tel: +81-75-753-9167, Fax: +81-75-753-9187,
    E-mail: 160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp

Note: **The information in this guideline is subject to change without notice. Refer to the latest information available on the website (https://www.ges.kyoto-u.ac.jp/en/admissions/schedule-and-guide/).**

Guidelines for taking the online interview

Please read and confirm the following items carefully that concern taking the online interview.

What to do by the day of the interview:
1. Ensure that you are in an appropriate environment (e.g. a quiet and private room) when taking the interview.

2. Check in advance whether the interview can be conducted stably with the necessary equipment (including camera, speaker microphone) and whether the internet connection is suitable. Be sure to update your OS and Zoom application and check your connection status, microphone, speaker, and camera settings.

3. If taking an interview from overseas and it is difficult to satisfy the above 1 or 2 items, be sure to notify the GSGES administration office at the time of application for examination through online application system.

What to do on the day of the interview:
1. Have your admission ticket handy.

2. Access the Zoom link specified in the examination guidelines 10 minutes before the interview time.

3. Set the display name on Zoom to your Applicant ID and name. (e.g. 1001: GSGES)

4. Follow the instructions given by the staff. Sit directly in front of the camera, showing your facing and upper body (do not wear a mask) so that we can verify your identity. During the interview, keep your upper body about 1m away from the camera so that it fits in the video frame. Do not use virtual backgrounds.

5. When prompted by the staff, show the entire surroundings of the room with your web camera used for the interview.

6. When prompted by the staff, use Zoom's screen sharing function to demonstrate that no apps or tabs other than Zoom are running on your device.
   See below for how to use Zoom screen sharing.
   Zoom Help Center https://support.zoom.us/hc/en-us => Audio and Video=> Screen Sharing

7. Be sure to remain visible in the camera during the entire interview.

8. Do not keep anything near you other than the admission ticket and the electronic equipment used for the interview.

About cheating
The following acts may be regarded as cheating and should be avoided.
- Being in an environment where background noise such as telephones interfere with the interview
- Being in the company of a third party during the interview
- Communicating with a third party regarding the interview questions
- Recording the interview video or audio
- Entering and leaving the room during the interview
- Carrying out actions that give the impression of having in hand other items except for the admission ticket and the computer equipment used
- Acts of using the computer equipment for purposes other than the communication about the questions asked (e.g. looking up information online)
- Leaking the contents of questions to other parties
- Committing other acts that impair the fairness of the test (e.g. reading reference materials, intentionally interrupting the internet connection, etc.)

Troubleshooting on the day
- If it is difficult to conduct the interview on the scheduled day due to an Internet connection failure, etc., the interview may be conducted on another day and time during the examination period. Details will be announced later.

- In the event of an incident on the day, we will contact you by phone or email. If the applicant incurs a situation that prevents taking the interview, immediately contact the GSGES administration office by phone or email:
  Phone number: +(81)-75-753-9167
  e-mail: 160tikyukankyoumu@mail2.adm.kyoto-u.ac.jp

Important notice
- Each interview will be recorded by GSGES in anticipation of connection problems. The recorded data will be appropriately discarded after the selection is completed.

- If there is a connection error or trouble due to the applicant's own reason and the GSGES administration office is not notified, he / she may not retake the interview.

Other necessary matters will be given in the examination guidelines after application.