



Waseda University

**Graduate School of Information,
Production and Systems
Application Guide**

**“Fostering innovative leaders in IoT society”
International Applicants for MEXT Scholarship
September 2020 Admissions**

The program of the Graduate School of Information, Production and Systems (IPS) at Waseda University has been selected for the International Priority Graduate Program (PGP) of the Ministry of Education, Culture, Sports, Science and Technology (MEXT). The PGP program, which was created by MEXT to support programs which have international appeal to foreign students, provides priority allocation for government financed foreign students. The period of the scheme is from 2020 to 2022. A detailed outline of the program offered by the IPS and the application procedure are as follows:

Purpose of the Program

As the international labor market becomes increasingly fluid in the fields of science and technology, globally oriented R&D and education at universities are being put to the test.

The Graduate School of Information, Production and Systems (IPS) is a science and engineering graduate school established in Kitakyushu in 2003. For nearly 100 years Kitakyushu has played a part in the industrial development of Japan with a focus on materials production; and the city's unbroken tradition of craftsmanship and manufacturing can still be seen today across a wide range of industries including automotive, robotics, and environmental business. Since its founding, IPS has fostered stimulating research and an educational environment in which students from around the world collaborate with a faculty with diverse backgrounds in this city where the tradition of craftsmanship and manufacturing lives on, with the aim of developing individuals through educational programs that integrate the latest sophisticated and specialized knowledge.

In recent years, along with the development of the IoT society, knowledge and creativity for integrating the latest elemental technologies and information systems have become increasingly important. In this program, not only students from Asia but also international students from Europe and the United States will be added to foster an environment where students can learn to systematize and create platforms, while also learning the traditions and technologies of manufacturing that have been nurtured in Japan. The objective is to develop human resources who can practice technological innovation in the interdisciplinary field while studying information technology, manufacturing technology and strategies for putting research results into practical use. Graduates of this program are expected to contribute to technological innovation and promotion of economic growth in cooperation with countries and regions as a core leader in the IoT society, which will further develop in the future.

Contents of the Program

To complete this master's program, you must be enrolled in the program for at least two years, earn the number of credits specified for the courses, receive a passing evaluation for your master's thesis (Supervisors are listed in Appendix 1), and pass a final examination. The curriculum is designed to take courses of fundamental subjects, advanced subjects, laboratory works, industry internship, specialized subjects and exercises. The language used is English or Japanese for both lecture classes and thesis writing.

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September 2020 Admission for MEXT Scholarship

Graduate School of Information, Production and Systems, Waseda University Application Guide for Admissions

1. Field of study and number of openings in the program

- (1) Major field of study: “Fostering innovative leaders in IoT society”
- (2) Number of openings: 6 for Master’s program

2. Required qualification and conditions

- (1) Nationals of countries recognized by the Japanese Government who are newly coming to Japan for the purpose of studying at the IPS.
Those with the following nationalities are eligible.
<Eligible Countries>
United States of America, Canada, Countries in Europe
 - Applicants holding dual citizenship of Japan and another country at the time of application are not eligible. However, those residing outside of Japan at the time of application are considered eligible only if they renounce Japanese citizenship and choose to be a foreign national above before coming to Japan.
- (2) Age: Those who were born on and after April 2, 1985
 - An exception may be made if the MEXT deemed an applicant is unable to meet the requirement because of circumstances caused by her/his home country’s law or political situations (e.g. military conscription, loss of opportunity to receive education due to military conflict etc.). Personal (financial, family, health, academic, or professional) reasons will not be considered at all.
 - Those who have completed the Young Leaders’ Program are exempt from the requirement as long as they are applying for the PhD program within 5 years of completing the Young Leaders’ Program.
- (3) Academic credentials: Applicants must correspond to one of the followings.
 - a. Those who have a bachelor’s degree or are expected to earn such degree before the designated time of arrival in September 2020.
 - b. Those who have completed or who are expected to complete 16 years of school education before the designated time of arrival in September 2020.
 - c. Those who are recognized by the IPS as having reached an academic level equivalent to a bachelor’s degree through an individual entrance requirements screening process and scheduled to reach age 22 before the designated time of arrival in September 2020.

*Those who have a minimum GPA of 2.30 on the evaluation scale below and likely to keep the GPA of 2.30 during the period of the MEXT Scholarship will be recommended to MEXT.

*Applicants are required to calculate GPA based on the evaluation scale below by themselves.

*IPS Admissions Office is responsible to calculate and reconfirm the GPA of each applicant based on the evaluation scale below by checking all of his/her transcripts submitted. In case it is considered difficult for applicants to calculate GPA based on the evaluation scale/instruction below, they are allowed to leave it to IPS Admissions Office, by leaving the GPA column of in the MEXT scholarship application form blank and submitting it with all of your transcripts together.

<GPA Formula>:

$$\frac{([\text{No. of GP3 Credits}] \times 3) + ([\text{No. of GP2 Credits}] \times 2) + ([\text{No. of GP1 Credits}] \times 1) + ([\text{No. of GP0 Credits}] \times 0)}{\text{Total Number of Registered Credits}^*}$$

No. = Number
* GP = Grade Point

	Grade				
4-level rating (pattern 1)	/	Excellent	Good	Average	Fail
4-level rating (pattern 2)		A	B	C	F
4-level rating (pattern 3)		100 - 80	79 - 70	69 - 60	59 -
5-level rating (pattern 4)	S	A	B	C	F
5-level rating (pattern 5)	A	B	C	D	F
5-level rating (pattern 6)	100-90	89-80	79-70	69-60	59-
Grade Points	3	3	2	1	0

<Note>:

- (a) If applicants have taken courses that are not part of the credit system, replace the number of credits in the GPA formula with the number of courses taken.
 - (b) For applicants who have transferred, calculate your GPA with the credits you obtained after transfer.
 - (c) Grades of “Pass” or “Accreditation” must not be included into the GPA calculation.
 - (d) When calculating GPA, truncate the number to two decimal places. For example, 2.654 will be 2.65.
- (4) Health: Those whom IPS has determined to be mentally and physically fit to be studying overseas.
 - (5) Time of arrival in Japan: Applicants must be able to arrive in Japan in early-mid September 2020.
 - (6) Visa Requirement: Successful applicants must obtain a “Student (ryuugaku 留学)” visa at the embassy/consulate in the country of their nationality prior to their arrival in Japan and enter Japan with the Student visa. Therefore, those who already have other resident status (e.g. permanent resident, long-term resident) must newly enter Japan by changing the resident status to “Student”. In such case, they might not be able to automatically obtain their previous resident status if they decide to apply for it again after completing their study as a MEXT Scholarship student. Please note that scholarship will be ceased to grant if applicants enter Japan without newly obtaining the Student visa.

- Those who change their resident status to any status other than “Student” after their arrival in Japan will immediately lose their status as a MEXT Scholarship student.
 - Those who have to apply for a student visa at an embassy/consulate not in the country of their nationality because there is no embassy/consulate in the country of their nationality, please consult the IPS admission office for the procedure for the application for certificate of eligibility
- (7) While studying in Japan, scholarship recipients are expected to actively be involved in their local and school communities. By doing so, they are expected to contribute to the internationalization of Japanese society and promote mutual understanding between Japan and their respective home country. After graduation, they are expected to maintain close contact with their alma mater and help improve the relations between Japan and their home country by cooperating with projects (e.g. surveys) conducted by the Japanese embassy/consulate in their home country etc.

NOTE: Those who correspond to any of the followings will not be accepted.

- a. Those who are an active member of the military or a civilian employed by the military at time of entry into Japan and during the period of the scholarship
- b. Those who are unable to arrive in Japan on the date set by the IPS.
- c. Those who have received a Japanese Government (MEXT) Scholarship in the past will not be selected unless they have at least three years of research or teaching experience after completion of the first scholarship. This restriction does not apply to those who have graduated or are scheduled to graduate from a university by completing the MEXT Scholarship Program (Japanese Studies Students), the Japan-Korea Joint Science and Engineering Students Exchange Program, or the Young Leaders’ Program. Those who obtained MEXT Honors Scholarship in the past can apply, as they are not considered as MEXT scholarship students.
- d. Those who are applying for any other scholarship programs by the Japanese government (MEXT) starting in AY 2020.
- e. Those who are attending school in Japan at the time of application or attending or scheduled to attend school in Japan with a Student visa between the time of application and the start of the scholarship period. However, an exception may be made if one is scheduled to depart Japan well before the beginning of the scholarship period at IPS and enter Japan by newly obtaining a Student resident status.
- f. Those who are scheduled to receive a scholarship from the Japanese Government (MEXT), the Japan Student Services Organization (JASSO), or any other organizations (including their own government) after arriving in Japan.
- g. Those who are expected to graduate at the time of application and are unable to fulfill the qualification on academic credentials by the designated time of arrival in September 2020.
- h. Those who hold dual citizenship of Japan and another country at the time of application and are unable to demonstrate they have renounced their Japanese citizenship before coming to Japan.
- i. Those who wish to engage in field research or internship outside of Japan. (This scholarship is meant for foreign students who wish to study and research at a Japanese university.)

【 NOTE 】

If you submitted a certificate to demonstrate that you are expected to meet the qualification to enter graduate school in order to meet the applicant eligibility stated in the guidelines at the time of application, you will be required to submit a certificate to verify that you have indeed met the requirements before enrollment. You will not be allowed to enroll in Waseda University even if you pass the entrance examination unless you submit such a certificate.

3. Scholarship Period

Master’s Program: Two years from September 2020 (scheduled)

***Please note that those who fail to achieve a minimum GPA of 2.30 or standard designated by their university each academic year will lose their status as a MEXT scholarship student and their scholarship will be suspended.**

*Please note that the first stipend will not be issued until mid-late Oct. 2020.

*If you wish to enter the doctoral program right after completing your master's program, you will have an opportunity to apply for an extension of the scholarship period.

4. Allowance, travel expenses and school fees

(1) Allowance: MA Program: JPY144,000 per month

*The amount above is subject to change depending on the annual budget each year.

*2,000 yen or 3,000 yen will be added for those who study/research in particular regions.

In the case the scholarship student is long absent from the university, the scholarship during the period will not be issued.

A scholarship student will lose his/her scholarship and may be required to pay back any amount already paid if

- a) any of his/her application documents is found to be falsely or dishonestly stated;
- b) he/she is in breach of his/her pledge made to the Minister of MONBUKAGAKUSHO(MEXT) ;
- c) he/she has been imprisoned for life or more than one year for violating the Japanese law;
- d) he/she is subjected to disciplinary action, such as expulsion or removal from register, taken by Waseda University (under such circumstance, it should be also noted that the scholarship may be withheld for the duration of deliberation of disciplinary action by Waseda University)
- e) it becomes definitive that the grantee will not be able to complete his/her program within the standard course term because of his/her poor academic achievement, suspension, or leave of absence;
- f) his/her resident status becomes any other status than "Student" or he/she entered Japan without newly obtaining a "Student" status;
- g) he/she receives another scholarship (except for research grants) ;
- h) he/she withdraws from IPS or transfers to another graduate school;
- i) **could not achieve a minimum GPA of 2.30 or university's designated standard each academic year;**

(2) Travel expenses:

- a) Transportation to Japan: In principle, MEXT will designate the traveling route and provide the scholarship student with an economy class air ticket from the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence to the international airport nearest to IPS.

Expenses such as transportation from his/her place of residence to the nearest international airport, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within Japan (including expenses for connecting flights) and insurance premiums for travel to Japan, and baggage handling charges, etc... shall be borne by the grantee.

For those who apply for the visa in the third country in the case there is no embassy/consulate in the country of their own nationality, or who do not have the direct flight from their own countries to Japan, travelling expenses from their own country to the third country, inland transportation expenses in the third country, accommodation expenses shall be borne by the grantee, and an economy class air ticket from the international airport in the third country to the international airport nearest to IPS will be provided by MEXT or Waseda.

("His/Her place of residence" is, in principal, the address written in the application form, but in case the address at the time of leaving for Japan has already decided to be changed from the current address, the new address (only limited to the place in the country of his/her nationality) is used.)

The air ticket will not be provided if the grantee enter Japan other than from their place of residence for personal reasons.

- b) Transportation from Japan: The grantee who returns to his/her home country within the fixed period before the expiration of the scholarship will be supplied, upon application, with an economy class air ticket from the international airport nearest to IPS to the international airport (in the country of his/her nationality, in principle) nearest to his/her place of residence in principle.

Transportation from grantee's place of residence in Japan to the international airport nearest to IPS, airport tax, airport usage charges, special taxes on overseas travel, travel expenses within their own country of residence (including expenses for connecting flights), insurance premiums for travel from Japan, and baggage handling charges, etc...shall be borne by the grantee. Those who return to their home country before the end of the scholarship period due to personal reasons or termination of scholarship for any of the causes outlined in (1) a)-i) above will not be provided with any air ticket.

The grantee planning to stay in Japan (ex. continue to study, being employed) after the expiration of the scholarship will not receive any air ticket from Japan and therefore must bear the costs of travel from Japan him/herself.

(3) School fees: MEXT Scholarship students will be exempt from paying the entrance fees and tuitions.

(4) Housing: Waseda University will provide information on accommodation in Japan to successful applicants. Arrangement for accommodation in Japan and payment of the rent must be made by applicants themselves.

5. Selection and result notification

Selection result will be determined by evaluation of all the required documents submitted (First Screening) and interviews by telephone or skype (Second Screening).

Application Period

February 3rd – February 17th, 2020 *

First Screening: evaluation of all the required documents submitted

The result of first screening will be announced on or after March 5th, 2020 by e-mail.

The Second screening date & time will be notified to applicants who pass the first screening by IPS.

Second Screening: interview by telephone or skype in person

Second screening date & time will be assigned between March 9th and March 10th, 2020 by IPS.

Second screening (final) and scholarship nomination results notified to applicants

(By the end of March, 2020)

- The second screening (final) and scholarship nomination results to be notified the applicants by IPS by the end of March 2020 by e-mail.
- The information for entrance procedure of IPS will be announced to applicants who passed the second screening (final).
- IPS will recommend the nominated candidates to MEXT.

Successful MEXT scholarship recipients to be notified by MEXT to IPS

(In June, 2020)

Notification of scholarship selection result by MEXT to be announced to applicants from IPS

(In June, 2020)

Note:

*Applicants who are not nominated for the scholarship will not be considered as privately financed international students. If you wish to enter IPS as privately financed international students, please apply for another entrance examination.

*The IPS Admissions Office will not answer any inquiries with regard to the results and/or details of the screening over telephone, via e-mail, or by any other means.

6. How to Submit the Application

Applicants are required to enclose all the application documents in an envelope and send them to the following address by an international courier service for which you can track the delivery status such as EMS in the case of delivery from overseas or Simplified Registered Mail from a post office in the case of delivery from within Japan. The application documents must reach IPS Admissions Office no later than the prescribed deadline. The IPS Admissions office does not inform applicants whether the application documents have reached or not in any circumstances. Applicants must check delivery status by themselves with tracking number of courier services. IPS Admissions Office does not accept submission in person.

<Address to send the application documents>

IPS Admissions Office, Waseda University
2-7 Hibikino, Wakamatsuku, Kitakyushushi,
Fukuoka 808-0135 JAPAN

7. Application Documents

【Notes】

- Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. Please make photocopy of them before submission in case you need them during the admission period.
- Applicants must confirm by themselves whether all necessary application materials are packed before dispatching them.
- The IPS Admissions Office may require additional materials after the application documents are received.
- Please use a black or blue pen or type to fill out the forms. "Erasable ball-point pen" may not be used.

Regarding designated forms, please download the necessary forms from our website.

1	Application form (MEXT designated form) Must be filled out by the applicants and typed in Japanese or English and must be printed on A4 papers by using a word-processing software.
2	Field of Study and Research Plan (MEXT designated form) Must be filled out by the applicants. The contents must address the theme of “Fostering innovative leaders in IoT society”.
3	Letter of recommendation from dean or above The letter must be prepared under the name of the Dean or someone in higher ranking, and the address in the letter should be "Dear Prof. Aiji Tanaka, President of Waseda University. The letter should be in the official format (letterhead) of the university, NOT the format of IPS. The letter must be in a signed and sealed envelope.
4	Passport-type photo 4.5 x 3.5 cm, upper-body, full-faced, without a cap. Write name and nationality on the back and glue it to the application form. A photo in electronic data format is acceptable. It must be taken within 6 months prior to the application.
5	Copy of Passport For applicants who do not possess a passport at the time of application, photocopy of certificate of family register or citizenship
6	Transcript Must be original. Applicants must submit official certificates including all grades for all undergraduate and graduate schools attended. Submit the latest version of transcripts if you are expected to graduate. The transcript of the school which you have already graduated should be issued after your graduation. The document should include the date of issue.
7	Graduation certificate or diploma of the last university attended (undergraduate or graduate) Must be original. Photocopies are not acceptable. Applicants must submit official certificates for all undergraduate and graduate schools attended.
8	Record showing the applicant's academic excellence at the last university attended Submit the document like GPA, class placement, individual ranking or any other indicators showing the applicant's academic performance at the university.
9	Abstract of thesis Must be summarized briefly.
10	One of following language ability score certificates *Except if you graduated or will graduate from Universities in countries where English is the native language. Submit the language ability certificate with a specified score or higher. TOEIC L&R:785 or more TOEIC L&R/TOEIC S&W: 1560 or more IELTS: 5.5 or more TOEFL iBT: 72 or more TOEFL ITP: 543 or more Japan Education Exchanges and Services, and the Japan Foundation:N2(Level2) or N1(Level1)

8. Payment for screening fee

Please refer IPS Admission Guide P. 8-9.

9. Entrance Procedures

After the final decision of scholarship was made by MEXT, the detailed information on entrance procedures including necessary documents for it will be notified to the successful recipients.

10. Requirements for the “Fostering innovative leaders in IoT society”

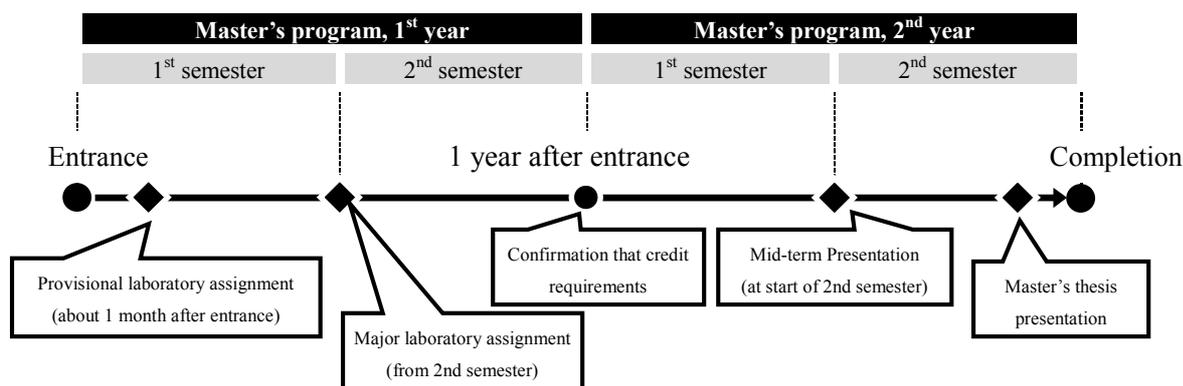
The students in the "Developing Innovative Leaders in the IoT Society" program are required to complete the requirements below (☆) within the program period (2 years). It is necessary to obtain a master's thesis and pass a degree examination after obtaining at least 30 credits (*1,2). One and a half years after admission, a mid-term presentation of the research will be conducted (*3). In addition, by the time of the mid-term presentation, the students will participate in internships conducted by companies and conduct IoT-related technical training (*4). It is necessary to announce the contents of the practical training at an internship briefing held for IPS faculty members and students within two months after the internship. (*5) If a student who has completed a master's program in this program wishes to proceed to a doctoral program, it may be accepted if a faculty member of IPS accepts the student and passes the doctoral program entrance examination of IPS.

Course Credit and Completion Requirements (☆)

Course Category		1 Year After Entrance	Completion Requirements
Courses	Fundamental subjects	18 credits or more (maximum of 4 credits in Fundamental subjects)	20 credits or more (maximum of 4 credits in Fundamental subjects)
	Advanced subjects		
	Laboratory works		
	Specialized subjects (required)	4 credits or more	2 credits or more
	Exercises (required)		8 credits or more
	Total	22 credits or more	30 credits or more
Master's thesis (required, no credits)			Receive a passing evaluation

*If you take more than 4 credits worth of Fundamental subjects, the additional credits will not be counted towards the credits required for completion.

*The credits in first column indicate the total number of credits required for the first year, and credits in the second column indicate the total number required for both years.



*1 All subjects are elective subjects but it is desirable to take Advanced subjects in the field of provisional laboratory assignment or major laboratory assignment, and courses that the supervisor advises you to take. However, it is also possible to take advanced subjects in other fields.

*2 If you wish to receive credits for courses acquired in master's courses from other universities as part of the credits of this program, you may apply for credit transfer. (The maximum number of credits for credit transfer is determined by the credit transfer rules of IPS.)

*3 To take a master's degree examination, it is necessary to undergo a mid-term presentation examination on the contents of the master's thesis research. One year after admission (excluding leave of absence and studying abroad),

at least 18 credits of lecture courses (fundamental subjects / advanced subjects) and laboratory works subjects, and at least 4 credits of specialized subjects and exercises are required for the mid-term presentation examination.

*4 Participation in the internship is mandatory but not included in the credits. The cost of participating in the internship will be at your own expense.

*5 The timing and duration of the internship will be decided later.

Please refer the following URL for the IPS courses and syllabus.

<https://www.waseda.jp/fsci/gips/en/about/>

IPS Admissions Office, Waseda University

2-7 Hibikino, Wakamatsuku. Kitakyushushi,

Fukuoka 808-0135 JAPAN

TEL: +81-93-692-5017 FAX: +81-93-692-5021

E-mail: koho-ips@list.waseda.jp

URL: <https://www.waseda.jp/fsci/gips/en/>