Hokkaido University

Graduate School of Engineering

English Engineering Education (e³) Program

Application guidelines

［Double Degree Program

Special Selection］

MASTER'S PROGRAM

DOCTORAL PROGRAM

April 2023 enrollment

Contents

Notice:

Depending on future social conditions related to novel coronavirus infection, the examination may be conducted in a different manner from that described in these guidelines. Please check the following website for the latest information.

  e³ web page: https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission

Goal of Education and Admission Policy

・Goal of Education

The goal of Hokkaido University Graduate School of Engineering is to inherit academic achievements accumulated over human history and to advance science and technology beyond past achievements, and thereby, to nurture individuals with a solid education background and advanced technical skills over diverse engineering fields and with the ability to adapt to globalization, ongoing advancements in science and technology, the trend toward interdisciplinary research, and who can think, decide and respond to practical challenges.

・What we look for in a student

-Master's Program

(1) Students who have a wide range of education and specialized knowledge of science and technology from a broad perspective, and who have the thinking and decision-making skills necessary to solve problems.

(2) Students with communication ability to enable mutual understanding with people from all over the world who have various ideas.

(3) Students who are motivated to continuously acquire and improve the above knowledge and abilities.

(4) Students who are willing to think about and solve various problems that arise in society.

Students are expected to have acquired before entering the Master's Program academic skills and ethics required to study and conduct research in their field of specialization.

-Doctoral Program

(1) Students who have a wide range of education and a wealth of advanced specialized knowledge of science and technology from a broad perspective, and who have the excellent thinking and decision-making skills necessary to solve problems.

(2) Students with high communication ability to enable mutual understanding with people from all over the world who have various ideas.

(3) Students who are motivated to continuously acquire and improve the above knowledge and abilities.

(4) Students who are willing and able to think about and solve various problems that arise in society and create new science and technology through problem solving.

Students are expected to have acquired before entering the Doctoral Program high academic skills and ethical standards required to study and conduct research in their field of specialization.

・Basic Policy for Selection of Applicants

The Graduate School of Engineering selects individuals of any nationality who have graduated from a specialized field of science and engineering and intend to obtain a master's or doctoral degree in the field of engineering, as well as qualified individuals who intend to obtain a doctoral degree while working after completing their undergraduate or master's degree.

・Double Degree Program Special Selection

The Double Degree Program Special Selection selects students who are currently enrolled at one of the university's overseas partner universities, and who wish to obtain a degree at the graduate school in English based on an oral examination of their specialized knowledge, research ability, and willingness to tackle research problems, and a comprehensive evaluation of their basic academic skills and foreign language ability based on their application documents.

1. About Double Degree program

Double degree program is educational program established by official agreement between Graduate School of Engineering, Hokkaido University and partner universities and satisfied the requirements of each of the universities. Academic degrees of the same level are separately conferred to the students who have completed the requirements of both universities. Such degrees will be conferred on qualified students by each of the universities. Individual program's plan is established by the agreement between Graduate School of Engineering, Hokkaido University and partner universities. Candidates accepted to Double degree program enroll into the English Engineering Education program of Graduate School of Engineering, Hokkaido University and their study plan is based on the curriculum of the program.

2. About e^3 Program

International graduate program in English (Master's and Doctoral degree) was first established at Graduate School of Engineering, Hokkaido University in the year of 2000 as English Graduate Program in Social Environmental Engineering (EGPSEE) in order to attract qualified international students, who speak little or no Japanese. The program has gradually expended to cover the other fields of engineering, and was renamed English Engineering Education Program (hereafter referred to as the e^3 program) from 2007. The e^3 program comprises of 13 divisions, encompassing all fields of engineering.

The e^3 program aims to educate together international and Japanese students together in both Master's and Doctoral degrees in a multicultural and inter-disciplinary environment in English. The goal of the e^3 program is to foster globally competitive individuals, engineers, and researchers, who possess in-depth knowledge, are equipped with up-to-date technologies, have a global mindset, and are able to work, taking leadership in various fields.

To foster the individuals described above and achieve its goal, the e^3 program embraces the diversity of origins of the applicants and recruits students from all over the world.

3. Partner universities and available degree programs

As of June 2022,, the following overseas partner universities have established double degree agreements with Graduate School of Engineering, Hokkaido University at the following degree levels:

University/ Faculty or School	Master's Program	Doctoral Program
AGH University of Science and Technology (Poland)	Yes	Yes
Asian Institute of Technology / School of Engineering and Technology (Thailand)	Yes	No
Chulalongkorn University / Faculty of Engineering (Thailand)	Yes	No
Sirindhorn International Institute of Technology (SIIT), Thammasat University (Thailand)	Yes	Yes
Xi'an Jiaotong University / School of Materials Science and Engineering (China)	No	Yes*
Seoul National University / College of Engineering (Korea)	Yes	Yes
National Tsing Hua University / College of Engineering, College of Science, College of Nuclear Science（Taiwan）	No	Yes

*Only at the Division of Material Science and Engineering

4. Divisions Accepting Applications

There are 13 divisions accepting applications, however acceptance of Master's and Doctoral program students in a specific research field under a double degree program in each division depends on individual agreement between the Graduate School of Engineering and applicant's university.

Division	
Applied Physics	Engineering and Policy for Sustainable Environment
Materials Science and Engineering	Architectural and Structural Design
Mechanical and Space Engineering	Human Environmental System
Human Mechanical Systems and Design	Environmental Engineering
Energy and Environmental Systems	Sustainable Resources Engineering
Quantum Science and Engineering	Cooperative Program for Resources Engineering
Field Engineering for the Environment	(Master's program only)

5. Nomination as a Double Degree candidate

Applicants to double degree program shall be officially nominated by his or her home university which has a double degree agreement with the Graduate School of Engineering, Hokkaido University as double degree candidates.

For the details of the double degree nomination procedure, please inquiry to the office in charge at your home university. The below listed application qualifications, selection and screening procedures only refer to the part of selection process at the Graduate School of Engineering, Hokkaido University.

6. Qualifications for Applicants

6-1. Nationality

Applicants shall fulfill both criteria*.
1. Non-Japanese nationals
2. Those who have or will obtain the Japanese residence status "student" by the time of enrollment

*If you are a non-Japanese national, but do not fulfill the condition stated "2" above, please inquire to the e^3 program office between August 25 and September 1, 2022. There is a possibility you are qualified to apply for admission if you apply for the screening.

6-2. Educational Qualifications

Master's Program

Individuals who are currently enrolled or accepted to the master's program at the partner university which has a double degree agreement with Graduate School of Engineering, Hokkaido University.

Doctoral Program

Individuals who are currently enrolled or accepted to the doctoral program which has a double degree agreement with Graduate School of Engineering, Hokkaido University.

6-3. English Requirement

The medium of instruction of the e³ program is English, and applicants must possess comprehensive knowledge of the English language. Applicants are required to submit an official English test score above the minimum requirement or a Medium of Instruction certificate as proof of English proficiency.

Minimum English Proficiency Requirements		
TOEFL iBT Test*	IELTS	TOEIC L&R
79	6.0	730

*TOEFL university code: 8648

Updates due to COVID-19 situation:
If none of the English tests listed above are available due to the COVID-19 outbreak, one of the following tests can be accepted. For April 2023 intake, they will be considered valid.

Minimum English Proficiency Requirements (special case due to COVID-19 situation)	
TOEFL iBT Special Home Edition Test	Revised TOEFL Paper-Delivered Test
79	60

*Please see p.14 for details.

Medium of Instruction (MI) certificate

An MI certificate is an official letter or a certificate stating that English is the language of instruction at a university or a specific degree program. If English being the language of instruction is clearly specified in a transcript or diploma, there is no need to submit an MI certificate separately.

-**Examples**

-Master's applicants who graduated or are expected to graduate from a full-time Bachelor's degree program for which the medium of instruction is English

-Doctoral applicants who graduated or are expected to graduate from a full-time Master's degree program for which the medium of instruction is English

Exemptions

Applicants who fulfill one of the following conditions can be exempted from submitting an English score and MI certificate.

-Applicants whose native language is English

-Applicants who graduated or are expected to graduate from universities in a country where the first official language is English

If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e3 program office well in advance of the Matching Check deadline.

7. Application and Screening Schedule

・Double Degree Program special selection will be conducted on the schedule below.

・For further details, please refer to each section.

・For the schedule and details of the nomination as double degree candidate from your home university please contact the office in charge at your home university.

・Application is considered complete only when the examination fee is paid and originals of the application documents, including the **Double Degree program nomination Letter from currently enrolled university** have arrived at the e³ office during the specified application period.

Schedule	Dates
Matching Check	Sep 5 - 16, 2022
Notification of Matching Check	By Sep 30, 2022
Submission of Hard Copy Application Documents	Oct 3 – 18, 2022
Admission Screening Document screening and interview. *Whether or not you need to take an interview during this period depends on the division, so please inquire your prospective supervisor.	Nov 9 – 18, 2022
Announcement of the Results	Dec 5, 2022

8. Matching Check

All the applicants are required to take a Matching Check.

Matching Check

Graduate students conduct research under the guidance of a supervisor. All applicants are required to take a Matching Check to find a faculty member whose research topic matches their research interests and get acceptance from a prospective supervisor before submitting application materials.

Please submit the necessary documents on the e³ online system during the matching check so that the e³ office can forward your documents to your prospective supervisor. You will receive the matching result from the e³ office by e-mail.

Required documents

All applicants are required to submit the documents listed in section "16. List of the Documents" for a matching check before submitting original application documents.

Submission method

The documents shall be submitted through e³ online system (https://eprogram.eng.hokudai.ac.jp/). If there is any problem uploading, please consult to the e³ program office (eprogram@eng.hokudai.ac.jp).

Notification of Matching Check

Notification of matching check will be announced by e-mail. Only applicants who passed matching check are required to pay the examination fee and post the original documents. The examination fee is paid through the website (http://e-apply.jp/e/hokudai-eng/) during the application period. In the case that you did not receive an e-mail from the e³ program office by the deadline, please inquire about it.

9. Application Submission

List of the Documents
Please refer to the section "16. List of the Documents"

All the forms can be downloaded from the e³ program's web page.
(http://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission)

Submission Notes
1. All the required documents shall be delivered to the e³ program office before the application deadline. When you ship the document, make sure to use a courier service that provides tracking options such as DHL, FedEx, EMS. It is applicant's own responsibility to estimate the required delivery time. Application will not be accepted if the hard copies are delivered past the deadline.

2. After you have completed the submission of your application, you cannot change the contents of the application.

3. Once your documents are delivered and processed, you will receive a notification e-mail from the e³ program. The notification will usually be sent within 3 working days of the documents' delivery to the e³ program office.

4. Application documents shall be written in English or an official English translation shall be attached if it is written in language other than English.

5. Submitted documents are not returnable to the applicants for any reason. If any of the documents cannot be re-issued (such as graduation certificates, transcripts etc.), please submit a certified copy.

6. If any false description is found in application documents, entrance approval may be cancelled.

7. Please do not staple the documents. If necessary, please use removable clips instead.

> **Postal Address:** English Engineering Education (e³) Program Office
> c/o International Affairs Office (A1-58)
> Graduate School of Engineering, Hokkaido University
> Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan
> Tel: +81 11 706 8089 Fax: +81 11 706 8094

10. Admission Screening

Documents Screening

In the process of document screening, various components of the application are considered and evaluated, such as the quality of the applicant's prior academic degree, grades, record of accomplishment and publications, research proposal, recommendation letters relevant work experience, and so on.

Interview

An Interview is required as a part of application review process. An Interview will be conducted on online in principle.

Interviews are scheduled individually. In some cases, an online interview during the period other than mentioned in the section 7 may be conducted. Applicants will be notified about the schedule of the interview through their potential supervisors.

<GPA>

In most cases, e³ applicants should have a high academic performance (e.g. 80%, or 3.0 on a 4.0-point GPA Scale) to qualify for the Double Degree Program Special Selection.

11. Examination Results and Admission Certificate

The examination results are notified to the applicants by e-mail.

Admission Certificate

Admission certificate is sent in a PDF file by e-mail to those who are accepted.

12. Examination Fee, Enrollment Fee and Tuition

Required Fees are defined as per agreement with partner university. Double degree candidates are normally exempt from paying examination and enrollment fees at Hokkaido University. Tuition fees at Hokkaido University are exempt for the period of simultaneous enrolment at Hokkaido University and the Partner university, and after graduating from a partner university, for up to 6 months of enrollment at Hokkaido University.

Please make sure to confirm the details of the agreement at your home university.

Estimated Amount of Fees at Graduate School of Engineering, Hokkaido University:

Examination fee	30,500 JPY (500 JPY is for transaction fee)
Enrollment fee	282,000 JPY (At the time of enrollment)
Tuition for a semester	267,900 JPY (Annual fee: 535,800 JPY)

Above fees are subject to change. If any revision is made at the time of admission or while the student is enrolled, the new amount will be applied as of the time of the revision.

13. Visa Application Assistance

Applicants needed Certificate of Eligibility (CoE)

Once the applicants receive the admission certificate, the e³ program office will apply for a CoE on behalf of the applicants. After the CoE is issued, the e³ program office will send it to each applicant's home address. After receiving the CoE, applicants must proceed to apply for a student Visa at a Japanese Embassy or Consulate.

14. Protection of Personal Information

(1) All personal information collected by Hokkaido University will be completely protected in compliance with the Act on the Protection of Personal Information Held by Independent Administrative Agencies, etc., and other related acts and pursuant to the Hokkaido University Regulations on Personal Information Management.

(2) Names, addresses, and other personal information provided to the university through application procedures will be used solely for (a) enrollee selection (application processing and the screening process), (b) the announcement of exam results, (c) admission procedures, (d) surveys and research on enrollee selection methods, and (e) related processes.

(3) Some of these processes may be outsourced by the university to a contracted service provider (hereinafter referred to as "contractor"). All or some of the personal information provided by applicants may be provided to the contractor only as needed to perform the tasks for which it has been contracted.

(4) Personal information obtained through application procedures will be used only for those who are admitted for (a) school administration purposes (student registration, academic counseling, etc., (b) student support services (health management, scholarship applications, etc.), and (c) tuition and other administrative purposes. (Personal information of applicants for Cooperative Program for Resources Engineering will be used in Kyushu University for the purpose of (a) and (b).)

(5) Of the personal information described in item (4) above, only names and addresses will be used to facilitate communication with students from the Hokkaido University Frontier Foundation and organizations related to Hokkaido University, such as (a) the Hokkaido University Athletic Union, and (b) Hokkaido University Faculty of Engineering "Hokkokai".

15. Contact Information

English Engineering Education (e³) Program Office

c/o International Affairs Office (A1-58)

Graduate School of Engineering, Hokkaido University

Kita 13 Nishi 8, Kita-ku, Sapporo, Hokkaido 060-8628, Japan

E-mail: eprogram@eng.hokudai.ac.jp

Tel: +81 11 706 8089

Fax: +81 11 706 8094

16. List of the Documents

Documents marked *are required only when it is applicable, and unmarked documents are required for all applicants. Please read the details for each item, and upload e³ online submission system.: https://eprogram.eng.hokudai.ac.jp/apply/.

If designated format is required, you may either download from our website or the online submission system.

e³ website: https://www.eng.hokudai.ac.jp/e3/admission-int/apply-admission

No.	Required Documents
1	**e³ Double Degree Application Form** Please note that original handwriting signature is required on the last page when submitting the original. No electronic signature is allowed. e³ Application Form is automatically generated on e³ online submission system. Please download and print it out for submission.
2	**Double Degree Program Nomination Letter from Currently Enrolled University** **Format:** All applicants shall use the designated format.
3	**Education History** Please make sure to include currently enrolled program (expected to enroll program) at the partner university which has a double degree agreement with the Graduate School of Engineering, Hokkaido University. Education History is automatically generated on e³ online submission system. Please download and print it out for submission.
4	**Three Photos, approximately 3.5x4.5 cm**
5	**Research Proposal** **Format:** Please use e³-designated proposal format.
6	**Abstract(s) of Bachelor's/Master's Thesis(es)** **Format:** Any format is acceptable (one to two pages long). Please include the title, the author, the name of the supervisor, submission date (or expected to be submitted), and specify the type of work (Bachelor's thesis, graduation project etc) Doctoral applicants are required to submit both Bachelor and Master's thesis abstracts. If a formal thesis was not a part of your degree program, please prepare a summary of the research project etc. you conducted at your home university.
7*	**Abstract(s) of the Publication(s)** If you published papers including conference as a first author, please attach an abstract. Do not attach the full paper. If your paper was published in a language other than English, please prepare an English abstract. Please make sure that the abstract is accompanied with full reference information including name(s) of the author(s), title, and publication information.

No.	Required Documents
8	**Academic Transcripts** Official academic transcripts for every graduated /expected to graduate university program (originals or certified copies, or verification report from CHESICC) shall be prepared. * Transcripts are not required from the applicants who are currently enrolled as research students of the Graduate School of Engineering. **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >** If the transcript is issued in a language other than English, please submit the copy of transcript in your native language and the original English translation certified by an issuing institution or public notary. **Transcripts for graduate program(s)** -Bachelor's degree holders: please submit transcripts from the undergraduate school(s). -Master's degree holders: please submit transcripts from both undergraduate and graduate schools even if you are still in school. **Transcripts for currently enrolled program** If applicant has already been enrolled in current degree program for a semester or longer the most recent transcript shall be prepared. Please make sure the date of issue is specified. **<Applicants who graduated/ are expected to graduate from Chinese University>** Please go to the website 全国高等学校学生信息諮詢与就業指導中心 (CHESICC) (https://www.chsi.com.cn/en/) and apply for verification report of transcript in English. (It costs 150 RMB) Please request CHESICC to send the transcript directly to the e3 program office (eprogram@eng.hokudai.ac.jp) via e-mail by the deadline of Hard Copy Application. As a part of Matching Check, upload a screenshot (PDF) of the e-mail that you send to CHESICC to make the above request. If applicant has already been enrolled in current degree program for a semester or longer the most recent transcript shall be also included. Please make sure the date of issue is specified. For Matching Check, please upload your official academic transcripts or certified transcripts issued by school on e^3 online submission system.

No.	Required Documents
9	**Graduation/Expected Graduation Certificates** Applicants are required to submit the originals, certified copies, or verification diploma from CDGDC for each graduated program. High school certificates are not required. **<Applicants who graduated/ are expected to graduate from a university in any country/region other than China >** Applicants who are expected to graduate: - Please prepare the most recent expected graduation certificate. It must show the expected month and year of your graduation. - If your university does not issue an expected graduation certificate, please obtain a certificate of enrollment which shows the month and year of the enrollment and graduation. - Once you are conferred a diploma, please submit a copy if it is written in English or bi-lingual (English and other languages). - If the diploma is written in a language other than English, please submit the copy of diploma in your native language and the original English translation certified by an issuing institution or public notary. **<Applicants who graduated/ are expected to graduate from Chinese University>** **●Applicants who already graduated** **Necessary documents: Online verification diploma from CDGDC** Please go to the website 中国教育部学位与研究生教育発展中心(CDGDC) (http://www.cdgdc.edu.cn/ **)** and apply for online verification diploma in Chinese (English report is unavailable). After verification, please request CDGDC to send an email to the e3 program office (eprogram@eng.hokudai.ac.jp) **by the deadline of Matching Check.** You can also download in PDF format, and upload it on e^3 online submission system. When posting the original documents to e^3 program, please attach the photocopy. **●Applicants who are expected to graduate** **Necessary documents: Online verification report of student record from CHESICC** Please go to the website 全国高等学校学生信息諮詢与就業指導中心（CHESICC） (https://www.chsi.com.cn/en/) and apply for online verification report of student record（学籍在线验证报告）in English. After verification, please request CHESICC to send an email to the e3 program office (eprogram@eng.hokudai.ac.jp) **by the deadline of Matching Check**. You can also download in PDF format, and upload it on e^3 online submission system. When posting the original documents to e^3 program, please attach the photocopy. *Those who submitted online verification report from CHESICC are required to submit the online verification diploma (CDGDC) by the time of enrollment at e^3 program.

No.	Required Documents
10	**Two Recommendation Letters** **Format:** You may either download the e3 designated letter format or use free format. The first letter shall be provided by the supervisor at your current program. The second letter can be provided by others familiar with your academic or professional work. Please note that an original handwriting signature is required. No electronic signature is allowed. Please do not attach a letter from a potential supervisor at Hokkaido University.
11	**Documents to Prove English Proficiency** Applicants are required to submit an official English test score above the e3 minimum requirement or a Medium of Instruction certificate as proof of English proficiency. ●Required Documents Please submit one of the following documents. - TOEFL iBT Test (TOEFL iBT Special Home Edition): 79 - Revised TOEFL PDT: 60 - IELTS (Academic): 6.0 - TOEIC Listening & Reading: 730 - Medium of Instruction certificate (please read "Medium of Instruction certificate" and "Exemption" under Notes on Submission)

Accepted Tests	Not Accepted Tests
TOEFL iBT TOEFL iBT Special Home Edition Revised TOEFL PDT	TOEFL ITP TOEFL ITP Plus for China
IELTS (Academic)	IELTS (General Training)
TOEIC Listening & Reading test	TOEIC Institutional Test Sessions TOEIC IP TOEIC Speaking & Writing Tests TOEIC Speaking Test TOEIC Bridge Test

●**Notes on Submission**

TOEFL iBT, TOEFL iBT Special Home Edition and Revised TOEFL PDT
Institutional Score Report must be sent directly to the e3 program office from ETS. You are required to order it by the deadline of Matching Check, using an institution code. Please note that e3 program does not use MyBest scores, we will use Test Date scores only.

Institutional code: 8648

IELTS (Academic)
Test Report Form must be sent directly to the e3 program office from IELTS center. You are required to order it by the deadline of Matching Check.

TOEIC Listening & Reading
Please submit original Official Score Certificate in **unopened envelop from ETS**. You are required to request the original Official Score Certificate to ETS even if you can get it online. Please keep in mind that once the envelop is opened, it is no longer considered as a valid certificate.

No.	Required Documents
	Period of Validity of the tests The test must be taken within the last two years from the deadline for submitting a hard copy of the application documents. Please note that if you can't provide the official English test score by the deadline of Matching Check, your application will not be reviewed. **A Medium of Instruction certificate (MI)** Applicants who completed full time degree programs in English can submit an MI certificate as proof of English proficiency. An MI certificate is an official letter or a certificate stating that English is the language of instruction at the university or a specific degree program. Please submit the original of certificate. If English being the language of instruction is clearly specified in the transcript or diploma, there is no need to submit an MI certificate separately. Examples: -Master's course applicants who graduated or are expected to graduate from a **full-time Bachelor's degree program** for which the medium of instruction is English. -Doctoral applicants who graduated or are expected to graduate from a **full-time Master's degree program** for which the medium of instruction is English. **Exemptions** Applicants who fulfill one of the following conditions can be exempted from submitting English scores and an MI certificate. -Applicants whose native language is English -Applicants who graduated or expected to graduate from universities in a country where the first official language is English If you have any concerns whether you qualify as a native speaker of English, please directly inquire to the e3 program office well in advance of the deadline.
12	**Photocopy of Passport** Please provide a photocopy of the page showing your photo, nationality, and name.
13*	**Declaration of Finance and original Bank Deposit statement** These documents are only required from self-supported applicants. Applicants with a full support scholarship are not required to submit these documents. **Format:** Declaration of finance: please use the e^3 designated format. Bank deposit statement: please get original bank deposit statement.
14*	**Copy of Scholarship Approval Letter and Scholarship Information Form** This document is required only from applicants who were granted a scholarship or are in the process of application for a scholarship. - If you are granted a scholarship, please submit a letter from the organization confirming the scholarship nomination and scholarship form describing the details of the scholarship. - If you are still in the process of application/selection, please first submit the scholarship information form only.
15*	**Copy of Residence Card (Both sides)** Applicants currently residing in Japan are required to submit a copy of their residence card.