Hokkaido University Graduate School of Medicine

Application Guidelines 2017
Doctoral (PhD) Program in Medicine
Basic Medicine Course
Special Selection for International Applicants
(For enrollment October 2017)
1. **Educational Philosophies, Educational Goals, Expectations of Students**

Under the basic philosophies of Hokkaido University, “Frontier Spirit”, “Global Perspectives”, “All-round Education” and “Practical Learning” and the educational philosophies of the Graduate School of Medicine “to lead the world with cutting-edge research in medical science” and “to equip the next generation of medical researchers and medical professionals with a strong sense of ethics and a well-rounded character to contribute to the health and welfare of humanity”, the Graduate School of Medicine sets its educational goal to nurture individuals who possess high ethical standards, highly specialized knowledge, and research and teaching capabilities regarding medicine and life science, as well as individuals who possess the deep insight to meet the diverse, wide range of health and safety requirements from local and international community.

The Graduate School of Medicine expects “students who are willing to be engaged in research tailored to clarify life phenomena, to overcome diseases, and to improve human health standards” and “students who have intellectual curiosity, show the ability to analyze things logically, persevere as a team, and aspire to work as international leaders in each medical field.”

2. **Expected Competencies, Diploma Policy**

Based on the “Educational Goals” of the Graduate School of Medicine, in the Doctoral Program, we aim to nurture highly qualified individuals who play active roles as (i) international researchers in domestic and international universities or research institutions, (ii) clinicians and medical scientists in medical institutions who excel in both clinical techniques and research competence, or (iii) highly specialized professionals engaged in health services administration and public health in administrative organizations, companies and so on.

In order to develop such human resources, we grant Doctor of Philosophy to those who have attained the competencies to continuously contribute to the development of basic medicine research through properly understanding the backgrounds or circumstances of medical research, making plans for research theme which are academically and internationally significant or hypotheses which should be validated, analyzing the obtained results through verification of the validity and preparing another theme or hypotheses.

3. **Course Introduction**

In order to nurture individuals who attain “Expected Competencies”, we offer interdisciplinary education beyond the boundaries of existing academic disciplines, aiming at the acquisition of basic knowledge and technology of mutually related fields. In addition, to nurture talented individuals responding to the diversified social needs, we introduce three types of coursework to study systematically through multiple subjects. Students choose the course that suits best to their purpose.

At Special Selection for International Applicants, only applications for the following course will be accepted.

【**Basic Medicine Course**】

This course aims to train researchers and educators in medical and life science field. Students acquire broad expertise required to become independent researchers, learn various research approaches including techniques for designing experiments, and develop their research capabilities. They are also expected to acquire the competence and skills to apply and utilize their expertise to medical and life science fields with interdisciplinary approach.

4. **Course Guidance**

The following 3 subjects are offered in the Doctoral (PhD) Program in Medicine.

- Required Core Subjects (Kyoutsu Koa Kamoku)
- Required Subjects (Hisshu Kamoku)
- Elective Subjects (Sentaku Kamoku)

“Required Core Subjects” are offered to cultivate the basic quality in the education at the Graduate School of Medicine, and are compulsory in all courses. “Required Core Subjects” include “Introduction to Medical Research” to provide basic and systematic knowledge of medical research, and “Experimental Methods and
Research Designs” to master designing of research, basics of epidemiology and biostatics. In line with “All-round Education”, one of educational philosophies of Hokkaido University, students learn “Medical Ethics” which cultivates bioethics for those engaged in medicine, “Presentation Skills I & II” which develops presentation skills and academic paper writing skills in English, and “Introduction to Translational Research” which promotes the understanding of bridging research aimed at establishing medical technology or pharmaceutical products in the clinical practice utilizing the results gained by basic research.

“Required Subjects” are offered according to the educational goal of each course, to acquire not only in-depth knowledge of specialized research field but also the knowledge of outside extensive fields. In addition, research work for doctoral thesis will be certified as credits. Furthermore, a supervisor in the department will be in charge of the subject and carry out exercises for gaining the necessary ability to complete the dissertation.

“Elective Subjects” are offered to secure flexibility in selecting credits, and enable students to acquire a broad view and expertise beyond the course and a framework of specialized field.

<table>
<thead>
<tr>
<th>Subjects</th>
<th>Subject</th>
<th>Credit</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Core Subjects</td>
<td>Introduction to Medical Research</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experimental Methods and Research Designs</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Medical Ethics</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Scientific Presentation and Communication</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation Skills I</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Presentation Skills II</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Translational Research</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Required Subjects</td>
<td>Basic Medicine Course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Research Methods in Medical Sciences I</td>
<td>1</td>
<td>Take one of these 3 courses and enroll all the subjects offered by that course.</td>
</tr>
<tr>
<td></td>
<td>Research Methods in Medical Sciences II</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dissertation Research in Medical Sciences</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Elective Subjects</td>
<td>Principles of Medicine</td>
<td>[2]</td>
<td>Take 10 credits or more including 2 credits of Principles of Medicine offered by belonging department.</td>
</tr>
<tr>
<td></td>
<td>Classes offered by Other Graduate Schools</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inter-Graduate School Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Required Subjects from Other Courses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ As for the subject which credit number is indicated as [number], students can take multiple choices as far as the chosen subjects belong to different subject titles.

**Completion Requirements**

Students are required to be enrolled in the Graduate School of Medicine for 4 years or more to complete Doctoral Program. (Students who achieved superior performance can complete the Doctoral Program as much as 1 year before the end of the course term.)

Students should acquire 30 or more credits in majored fields, and pass the qualifying review and examination of the Degree thesis (Dissertation) after receiving required research instruction from the supervisor.

**How to take subjects**
Students should take 8 credits from Required Core Subjects, 12 credits from Required Subjects they enroll, 10 credits or more including Principles of Medicine offered by belonging department from Elective Subjects.
Application Guidelines 2017 to Doctoral (PhD) Program
Special Selection for International Applicants
(For enrollment October 2017)

1. Major and Number of Students Admitted
Major in Medicine, Basic Medicine Course: a few students

2. Qualifications of Applicants
Those who cannot arrive in Japan during the date of examination designated by Hokkaido University Graduate School of Medicine and those who have obtained consent from the prospective supervisor prior to application. Applicants must satisfy either of the following requirements:

(1) Those who have completed or are expected to complete 18 years of formal education overseas (with a final program in Medicine, Dentistry, Veterinary Medicine or Pharmaceutical Sciences) by 30 September, 2017.

(2) Those who have been awarded or are expected to be awarded by 30 September, 2017 a degree equivalent to Bachelor’s degree from overseas university or overseas educational institution by completing five or more years of curriculum in Medicine, Dentistry, Veterinary Medicine or Pharmaceutical Science (including completing the said curriculum by overseas school by way of distance education while residing in Japan or completing the curriculum at an educational institution which is designated in the said foreign country’s education system and specifically designated by the Minister of Education, Culture, Sports, Science and Technology).

(3) Those who have completed 16 years of formal education overseas (with a program in Medicine, Dentistry, Veterinary Medicine or Pharmaceutical Sciences) and subsequently have conducted research for at least two years at a university or research institute, and are deemed by Hokkaido University Graduate School of Medicine to have academic ability equal to or greater than university graduates in Medicine, Dentistry, Veterinary Medicine or Pharmaceutical Sciences.

(4) Those who have completed 16 years of formal education overseas (with a program in Medicine, Dentistry, Veterinary Medicine or Pharmaceutical Sciences) and deemed eligible to apply by Hokkaido University Graduate School of Medicine. (See Note.)

(5) Those who are deemed by Hokkaido University Graduate School of Medicine under individual qualification review to have academic ability equal to or greater than university graduates in Medicine, Dentistry, or a six-year program in Veterinary Medicine or Pharmaceutical Sciences, and will be 24 years of age or older by 30 September, 2017. (See Note)

Note: Those who apply under Qualifications of Applicants (3) (4) or (5), must undergo Qualification Review. Refer to “3. (6) Qualification Review” for further information.

3. Application Procedure

(1) How to Apply
Applicants have to access the web site designated by the prospective supervisor. The website will be notified to only applicants who have obtained consent from the prospective supervisor. Applicants have to send the original application documents listed in the following (3) Application Documents 1-7 to Student Affairs Office by post.

(2) Application Period
Online Registration:
From 9:00 (Japan Standard Time), Monday, 19 June, 2017 to 17:00 (Japan Standard Time), Wednesday, 21 June, 2017
Submission Deadline of Application Documents: 17:00 (Japan Standard Time), Tuesday, 27 June, 2017
Original application documents must arrive at Student Affairs Office by post.
### (3) Application Documents

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Form and Curriculum Vitae</td>
<td>Access the website and fill in your information. Print them out on A4 size paper. (210mm x 297mm)</td>
</tr>
<tr>
<td>2</td>
<td>Photo ID Card</td>
<td>Access the website, fill in your information, and print it out on A4 size paper. Paste your photograph (full-face, applicant’s name printed on the back, 4cm x 3cm) taken within 3 months before (2) Submission Deadline of Application Documents in the space provided.</td>
</tr>
<tr>
<td>3</td>
<td>Academic Transcripts</td>
<td>Must be issued and officially sealed by the university or college.</td>
</tr>
<tr>
<td>4</td>
<td>Statement of Purpose</td>
<td>Download from the website. Explain the following 3 points in English (800 words): 1. Past Research Activities, 2. The motive for the application and 3. Future Goals.</td>
</tr>
<tr>
<td>5</td>
<td>Certificate of (expected) Graduation or Completion</td>
<td>Must be issued by the university or college.</td>
</tr>
<tr>
<td>6</td>
<td>Proof of English Language Skills</td>
<td>If English is not your first language: Copies of the following test results as proof of English language proficiency taken within 2 years before the deadline of application. (e.g. TOEFL-PBT, TOEFL-iBT, TOEIC, IELTS)</td>
</tr>
<tr>
<td>7</td>
<td>Copy of Passport</td>
<td>The page which your photo and passport number are shown.</td>
</tr>
</tbody>
</table>

Other documents may be designated by Hokkaido University Graduate School of Medicine and required to submit later as needed.

### (4) Payment of Examination Fee

Follow the on-screen instructions after completing website registration, and pay the examination fee (JPY 30,000) by credit cards or Pay-easy. Please note that applicants have to pay transaction fee (JPY 500) besides examination fee (JPY 30,000).

Payment of examination fee is not required for applicants who wish to enroll on a Japanese Government (Monbukagakusho: MEXT) Scholarship, a Chinese Government (China Scholarship Council: CSC) Scholarship, or a Hokkaido University President’s Fellowship.

Those who apply under 2. Qualifications of Applicants (3) (4) or (5), must pay the examination fee after qualification review.

Examination fee is non-refundable unless:
1. The application was not made.
2. Application documents were not accepted due to the documents being incomplete.
3. Double-payments were made.

Please acknowledge that it takes considerable time for processing refund.
Please keep the receipt, as it is required when claiming the refund to Student Affairs Office.

### (5) Important Notice

1. Online registration, payment of examination fee, and submission of application documents by post must be completed by (2) Submission Deadline of Application Documents.
2. Printers and Email address are required for online registration.
3. Application documents submitted will not be returned.
4. Application documents should be sent to Student Affairs Office by safe and reliable methods such as Express Mail Service (EMS). Late arrival due to postal accident will not be accepted.
(6) Qualification Review

Those who apply under 2. Qualifications of Applicants Qualification (3) (4) or (5), must undergo individual qualification review. Applicants have to contact the prospective supervisor by email. Applicants have to send the original 2) Application Documents for Qualification Review 1-6 to Student Affairs Office by post.

1) Application Period for Qualification Review

Submission Deadline of Application Documents for Qualification Review:

17:00 (Japan Standard Time), Friday, 9 June, 2017

Original application documents for qualification review must arrive at Student Affairs Office by post.

2) Application Documents for Qualification Review

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application Form for Qualification Review</td>
<td>Sent by the prospective supervisor by email. Fill in your information. Print them out on A4 size paper. Paste your photograph in the space provided. (Full-face, applicant’s name printed on back, 4cm x 3cm, taken within 3 months before 1) Submission Deadline of Application Documents for Qualification Review.)</td>
</tr>
<tr>
<td>2</td>
<td>Academic Transcripts</td>
<td>Must be issued and officially sealed by the university or college.</td>
</tr>
<tr>
<td>3</td>
<td>Certificate of (expected) Graduation or Completion</td>
<td>Must be issued by the university or college.</td>
</tr>
<tr>
<td>4</td>
<td>Copy of Passport</td>
<td>The page which your photo and passport number are shown.</td>
</tr>
<tr>
<td>5</td>
<td>Proof of English Language Skills</td>
<td>If English is not your first language: Copies of the following test results as proof of English language proficiency taken within 2 years before the deadline of application. (e.g. TOEFL-PBT, TOEFL-iBT, TOEIC, IELTS)</td>
</tr>
</tbody>
</table>
| 6   | Others                                           | i) Those who apply under 2. Qualifications of Applicants (3)  
    |                                                | Certificate of research experience issued by the enrolled university or research institute.  
    |                                                | ii) Those who apply under 2. Qualifications of Applicants (5)  
    |                                                | 1. Research proposal. (800 words in English.)  
    |                                                | 2. Letter of Recommendation issued by supervisors or mentors of the enrolled university or research institute. (Free format.)  
    |                                                | 3. Certificates of academic ability equivalent to or greater than university graduates, or statement of academic achievements. (Such as scientific papers, books, and reports.)  
    |                                                | iii) Other documents may be designated by the prospective supervisor as needed. |

3) Announcement of Results for Qualification Review

Results for qualification review will be notified to applicants by email by Wednesday, 14 June, 2017.

After qualification review, eligible applicants have to see (1) How to Apply, and do necessary procedures. Applicants have to send the original Application Documents (3) 1) Application Form and Curriculum Vitae, 2) Photo ID Card, and 4) Statement of Purpose to Student Affairs Office by post.

(7) Application Documents should be submitted to:

Student Affairs Office  
Hokkaido University Graduate School of Medicine
4. Selection Procedure
Admission shall be determined individually based on the comprehensive evaluation of internet video interview (skype interview), and application documents submitted. Applicants must prepare equipment such as a web camera and the proper network environment for internet video interview by 5. Examination Date and Time.

5. Examination Date and Time
Designated date between Friday, 30 June, 2017, and Thursday, 6 July, 2017. Detailed examination date and time will be notified to applicants by the prospective supervisor by email.

6. Announcement of Acceptance
A Letter of Acceptance will be sent to each successful applicant by email at 10:00 (Japan Standard Time) on Friday, 14 July, 2017. And the original letter of acceptance will also be sent by post. Any inquiry by telephone or other source concerning examination result will not be accepted.

7. Enrollment Procedure
(1) Registration Period
From 9:00 (Japan Standard Time), Friday, 8 September, 2017 to 17:00 (Japan Standard Time), Thursday, 14 September, 2017, on weekdays

(2) Enrollment and Tuition Fees
1) Enrollment Fee: JPY 282,000 (estimate)
   Please note that it is not required for those who is granted a Japanese Government (Monbukagakusho: MEXT) Scholarship, a Chinese Government (China Scholarship Council: CSC) Scholarship, or a Hokkaido University President’s Fellowship.

2) Tuition Fee: JPY 267,900 per half year (JPY 535,800 per year) (estimate)
   Tuition of the first period should be paid using the bank remittance form sent from Hokkaido University Graduate School of Medicine in middle of November 2017.
   If the fee is revised, the new one will be adapted accordingly.

   Payments of enrollment and tuition fees could be exempted or postponed. Further information will be included in the notification of enrollment procedure.

8. Important Notice
(1) Before filling in a column of the preferred field on the application for enrollment in 3. (3) 1) Application Form and Curriculum Vitae, refer to the following URL
   http://www.med.hokudai.ac.jp/en/faculty/ and consult your prospective supervisor about research contents and plan.

(2) Incomplete application documents and/or lack of documents will not be processed.
(3) Submitted documents are considered final and revision after submission will not be accepted.
(4) Enrollment may be cancelled at any time, should submitted documents be found to contain false information.
(5) Application documents must arrive at Student Affairs Office by post. Consider postal service situation and send early enough to be arrived. Late arrival after 3. (2) Submission Deadline of Application Documents will not be accepted.
(6) Any inquiry regarding examination and enrollment should be sent by email.

9. Use of Personal Information
Personal information on the application documents, including name, gender, date of birth, and address will only be used for the purpose of selection of applicants, announcement of acceptance, and enrollment procedure. Please note, however that name and address may be shared between Hokkaido University Frontier Fund and Hokkaido University Athletic Union.

June 2017
Student Affairs Office
Hokkaido University Graduate School of Medicine
Kita 15 Nishi 7, Kita-Ku, Sapporo, 060-8638, JAPAN
Phone: +81-(0)11-706-5018