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Hokkaido University Graduate School of Medicine
Application Guidelines 2020
Doctoral (PhD) Program in Medicine
Basic Medicine Course
Special Selection for International Applicants
(For enrollment October 2020)

Hokkaido University Graduate School of Medicine

Outline of Doctoral (PhD) Program in Medicine (Excerpted version)

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 biostatistics. 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.

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

※ 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 2020 to Doctoral (PhD) Program
Special Selection for International Applicants
(For enrollment October 2020)**

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, 2020.
- (2) Those who have been awarded or are expected to be awarded by 30 September, 2020 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, 2020. (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 1-8 to Student Affairs Office by post.

(2) Application Period

Online Registration:

From 9:00 (Japan Standard Time), Monday, 15 June, 2020 to 17:00 (Japan Standard Time), Wednesday, 17 June, 2020

Submission Deadline of Application Documents: 17:00 (Japan Standard Time), Tuesday, 23 June, 2020

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

(3) Application Documents

1	Application Form and Curriculum Vitae	Access the web site and fill in your information. Print them out on A4 size paper. (210mm x 297mm)
2	Photo ID Card	Access the web site, 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.
3	Academic Transcripts	Must be issued by a university/college president or Dean.
4	Statement of Purpose	Download from the web site. Explain the following 3 points in English (800 words.): 1. Past Research Activities, 2. The motive for the application and 3. Future Goals.
5	Certificate of (expected) Graduation or Completion	<p>Must be issued by a university/college president or Dean. (For graduates, be sure that the certificate includes information on your degree). *Those who graduated or will graduate from a university in China (excluding Taiwan, Hong Kong and Macau) must submit the following documents in addition to a Certificate of (Expected) Graduation (Completion).</p> <p>Graduates:</p> <p>a. Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表)</p> <p>b. Certified copies of your Graduation Diploma (毕业证书) and Degree Diploma (学位证书) that has been authorized by a university/college</p> <p>Expected Graduates :</p> <p>a. Online Verification Report of Student Record (教育部学籍在线验证报告)</p> <p>Obtain documents “a” above by requesting it at “中国高等教育学历证书查询” : http://www.chsi.com.cn/xlcx/bgys.jsp.</p> <p>Also be sure that there are 15 or more days left until the expiration date of the online verification at the time of its submission.</p>
6	Copy of Passport	The page which your photo and passport number are shown on.
7	Proof of English Language Skills	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-ITP, TOEFL-iBT, TOEIC, IELTS)
8	(If applicable) Consent to Transfer and Process Personal Data	Applicants from EEA must confirm the Handling of Personal Information on page 8 and submit their consent. The form will be sent by the prospective supervisor via e-mail.

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 1-7 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), Wednesday, 3 June, 2020

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

2) Application Documents for Qualification Review

1	Application Form for Qualification Review	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.)
2	Academic Transcripts	Must be issued by a university/college president or Dean.
3	Certificate of (expected) Graduation or Completion	Must be issued by a university/college president or Dean. (For graduates, be sure that the certificate includes information on your degree). *Those who graduated or will graduate from a university in China (excluding Taiwan, Hong Kong and Macau) must submit the following documents in addition to a Certificate of (Expected) Graduation (Completion) . Graduates: a. Online Verification Report of Higher Education Qualification Certificate (教育部学历证书电子注册备案表) b. A certified copy of Graduation Diploma (毕业证书) and Degree Diploma (学位证书) that has been authorized by a university/college Expected Graduates : a. Online Verification Report of Student Record (教育部学籍在线验证报告) Obtain documents “a” above by requesting it at “中国高等教育学历证书查询” : http://www.chsi.com.cn/xlcx/bgys.jsp . Also be sure that there are 15 or more days left until the expiration date of the online verification at the time of its submission.
4	Copy of Passport	The page which your photo and passport number are shown.
5	Proof of English Language Skills	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-ITP, TOEFL-iBT, TOEIC, IELTS)
6	(If applicable) Consent to Transfer and Process Personal Data	Applicants from EEA must confirm the Handling of Personal Information on page 8 and submit the Consent. The form will be sent by the prospective supervisor by e-mail.
7	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 Thursday, 11 June, 2020.

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
Kita 15 Nishi 7, Kita-Ku, Sapporo, 060-8638 JAPAN
Phone: +81-(0)11-706-5018
Email: d-tanto@med.hokudai.ac.jp

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, 26 June, 2020, and Thursday, 3 July, 2020, excluding Saturday and Sunday. 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, 10 July, 2020. 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, 4 September, 2020 to 17:00 (Japan Standard Time), Thursday, 10 September, 2020, excluding Saturday and Sunday

(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 2020.

If the fee is revised, the new one will be adapted accordingly.

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 <https://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

- (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, and the EU General Data Protection Regulation (GDPR) pursuant to the Hokkaido University Regulations on Personal Information Management.
- (2) Your name, address, and other personal information you provide to the university through application and individual admissions screening processes will be used solely for ① enrollee selection (application processing and the screening process), ② the announcement of exam results, ③ admission procedures, ④ surveys and research on enrollee selection methods, and ⑤ other related processes.
- (3) The personal information in section (2) above will also be used after enrollment, only for those who pass the exam, for processes related to ① academic affairs (registration, academic guidance), ② student support services (health management, scholarship applications, dorm admission selection, welfare services, etc.), ③ job search support services, ④ tuition, ⑤ use of the university library, ⑥ use of information education facilities, ⑦ confirming your safety and communication in a disaster or emergency situation, and ⑧ public relations (distributing newsletters, information on events, etc.).
- (4) Personal information contained in exam results will be used to conduct surveys and research on enrollee selection methods.
- (5) For recruiting purposes, when we receive a request for information from the Hokkaido University Frontier Foundation (Kita 8 Nishi 5, Kita-ku, Sapporo, Hokkaido; Tel: +81-(0)11-706-2017) or Hokkaido University Athletic Union (Kita 17, Nishi 7, Kita-ku, Sapporo, Hokkaido; Tel: +81-(0)11-716-4815), the only personal information listed in section (2) will be provided for use within the scope of that organization's activities.
- (6) The personal information set forth in (2) will be retained for five years from the next academic year of our acquirement.
- (7) The university shall use Article 6, Paragraph 1 (a) of the EU GDPR as the basis for handling personal information and obtaining consent to use it. Personal information will only be used for the purpose for which consent has been given, except when required by laws and regulations.
- (8) The consent set forth in (7) may be revoked at any time. However, this does not affect the legal handling of personal information before consent was revoked.
- (9) Individuals who provide personal information may make the following requests to the university based on the EU GDPR and related laws and regulations:
 - ① Disclosure of personal information, ② Correction of personal information, ③ Erasure of personal information, ④ Limitation of the handling of personal information, ⑤ Objection to the handling of personal information, ⑥ Transfer of personal information to other service providers
- (10) If you have provided personal information within the European Economic Area, you may file an objection to a supervisory authority in accordance with Article 51, Paragraph 1 of the EU GDPR if you are dissatisfied with the university's handling of your personal information, etc.
- (11) Some of the processes in (2)–(5) mentioned above 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.
- (12) This university is subject to Japan's Law for the Protection of Personal Information Retained by Independent Administrative Institutions, but not subject to adequacy decisions by the European Commission.

May 2020
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