



Academic Year 2024
Application for Enrollment in International Graduate
Program in Global Education Studies (I-GES)

Application Guidebook
for Doctoral Program Admission
(October Entrance)

September 2023

Graduate School of Education
Tohoku University

Admission Policy

The Graduate School of Education, Tohoku University

The Tohoku University Graduate School of Education aims to nurture researchers and highly-skilled professionals who can acutely register social needs and address problems by themselves, through high-level, specialized knowledge and skills related to education, and possess the ethical and theoretical foundations that support them. With this in mind, selections will be made with an emphasis on whether or not applicants have the high-level abilities and qualities required for carrying out research in line with our educational principles and goals. Specifically, we seek those aspiring to become highly-skilled professionals who can contribute to society with specialized knowledge and skills supported by ethical and theoretical foundations, and researchers who will contribute to new discoveries in educational science.

The International Graduate Program in Global Education Studies (I-GES)

As part of the Future Global Leadership (FGL) Program at Tohoku University, the Graduate School of Education has been offering an international program called I-GES (Doctoral Program), aiming to cultivate global researchers or highly skilled professionals, who possess advanced specialized knowledge and skills in education, along with the ethical values and theoretical foundations that support them, sensitively perceive societal needs, proactively identify problems, and actively promote concrete solutions to various issues in education. I-GES seeks students with the following aspirations of becoming researchers and highly skilled professionals to contribute to future education development:

- A strong desire to grasp the multilayered challenges of education in a globalizing society, conduct research at an international level, and contribute to policy-making and implementation by using the values and logic required by contemporary society, from interdisciplinary and international perspectives of school education, adult education, international educational development, and multicultural education.
- The will to contribute to analyzing and solving practical problems of education, by implementing a cross-disciplinary curriculum and courses that enable them to learn collaboratively through discussions and local fieldwork.
- The eagerness to cultivate international communication skills in a global environment, including mutual exchange of faculty and students based on agreements with partner universities and departments.

With this in mind, when accepting students, the priority of selection will be given on whether or not applicants have the high-level of abilities and qualities required for carrying out research in line with the educational principles and goals of I-GES.

The examination for enrollment in I-GES will include an interview examination. The applicants will be required to give a research presentation on the content of their previous research achievements (such as master's thesis and other reference theses) and future research plan. The selection will also focus on evaluating applicants' master's thesis, reference theses, and research plan.

Table of Contents

Application Information.....	1
I. Program Overview.....	1
II. Application Overview.....	1
III. Application Procedures.....	3
IV. Examination Overview.....	8
V. Enrollment Procedures.....	8
VI. Long-Term Course Program.....	9
VII. Handling of Personal Information.....	9
VIII. Utilization of Education and Learning Data.....	10
List of Faculty Members.....	11

Application Information

I. Program Overview

I-GES, which was launched in 2023 and is conducted exclusively in English, was developed as part of the FGL Program at Tohoku University. The I-GES Doctoral Program offers professional development opportunities for students who aspire to take on global leadership roles in the area of education. Those who wish to complete the I-GES Doctoral Program must be enrolled for at least 3 years and acquire a minimum of 9 credits of coursework. An international joint supervision system is applied in this program. This system involves internal academic supervisors and one external academic supervisor who jointly guide I-GES students in their doctoral research and career development. The internal academic supervisors come from the I-GES program. The external academic supervisor is based at a partner university with which Tohoku University has an interdepartmental agreement. The degree of Ph.D. in Education is conferred upon completion of the program.

II. Application Overview

1. Admission Screening Method

I-GES conducts an admission screening method for evaluating whether applicants have sufficient research and English proficiency to receive supervision and take English-based courses in this program. The admissions committee accepts students based on submitted documents and through an interview examination.

Each applicant should obtain a professor's consent to be his/her prospective academic supervisor before starting the application process. Please refer to the list of faculty members (p.11). For inquiries about the e-mail addresses of potential supervisor, please contact sed-iges@grp.tohoku.ac.jp.

2. Number of Students to be Admitted

Graduate School	Department	Admission Category	Quota
Graduate School of Education	Comprehensive Educational Science	International Graduate Program in Global Education Studies (I-GES)	A few

3. Application Qualifications

The applicants must fulfill one of the following requirements.

- (1) Those who possess or expect to possess a master's or professional degree by September 2024.
- (2) Those who have been granted or expect to be granted a master's degree, a professional degree, or an equivalent degree outside of Japan by September 2024.
- (3) Those who have been granted or expect to be granted a degree equivalent to a master's degree or a professional degree within Japan through correspondence courses administrated by an overseas school by September 2024.

- (4) Those who have obtained or expect to obtain a degree equivalent to a master’s degree or a professional degree through completion of courses offered at an educational institution in Japan that is deemed to have courses offered by an overseas graduate school according to the educational system of that country and also has been designated by the Ministry of Education, Culture, Sport, Science and Technology of Japan (MEXT) by September 2024.
- (5) Those who have completed or will complete a program at the United Nations University and have received or will receive a master’s degree or an equivalent degree by September 2024.
- (6) Those who were enrolled in overseas educational institutions, graduate schools, or United Nations University, passed the tests or screenings stipulated in the standards for the Establishment of Graduate Schools (Ordinance No.28 of 1974 from the Ministry of Education) and are expected to have academic abilities equal to or greater than those who have completed a master’s degree. Those expecting to receive degrees by the end of September 2024 will be given consideration.
- (7) Those who have been accredited by MEXT (Public Notice of the Ministry of Education No.118 of 1989).
- (8) Those recognized by the Graduate School of Education as possessing scholastic attainment equivalent to or above those with a master’s degree or a professional degree in Education and will be 24 years old by the end of September 2024.

Note: Applicants eligible according to “3. Applicants Qualification” (7) or (8) should contact us (sed-iges@grp.tohoku.ac.jp) in advance to confirm their eligibility.

4. Application Schedule

Application Schedule	Dates and Period
Application period	9:00 a.m., December 7, 2023-5:00 p.m., December 21, 2023
Application fee payment	December 14, 2023
Interview	2:00 p.m., January 25, 2024
Final announcement of successful applicants	6:00 p.m., February 21, 2024

Note: All dates above are in JST.

III. Application Procedures

1. Online Application Procedures

Please complete your application using the online application system The Admissions Office (hereinafter referred to as TAO) within the designated application period (from 9:00 a.m., December 7, 2023, to 5:00 p.m., December 21, 2023). The general flow of the application procedure is as follows.

(1) Confirmation of Receipt of Application Guidebook and Application Documents



- Please review the application qualifications carefully (p. 1) and the necessary documents for the application (p. 4), as outlined in the application guidebook.
- For necessary application documents such as your certificate of graduation (or expected graduation and academic transcript), please request issuance from your university or other relevant institution in advance.

(2) Payment of Application Fee



- Please follow the instructions on p. 6 of the application guidebook and pay the application fee via an ATM (of your financial institution or a convenience store), internet banking, or other applicable methods to the designated bank account. Please note that the applicant is responsible for the handling fee for the payment.
- After completing payment, please affix the proof of payment to the confirmation of application fee payment document. This proof should include a photograph of the ATM transaction record, a copy of the completion screen of the internet banking transfer, or any other document that clearly shows the recipient's account information, payment amount, transfer data, and name of the payer. Please upload this document as a PDF or image file on the TAO website.

(3) Application Registration on the TAO Website



- Please create an account on the TAO website (<https://admissions-office.net/>). Please provide the required information.
- Please also upload your certificates and other documents on the TAO website.
- Once you have completed registration, you will not be able to change any information that you have input. Please check your registration information carefully to ensure that there are no errors.
- Please take advantage of the temporary save function, which can be useful for reviewing your application before final submission.

Note 1: The application process is complete when you have paid the application fee and registered the application information on the TAO website.

Note 2: Please note that the application process is not complete if only the payment of the application fee or the registration of the application information on the TAO website is completed.

Note 3: Please submit an original score report for the English-language proficiency test, as stated on p. 7, by registered mail or EMS. The English score report should be received by the Tohoku University Graduate School of Education, no later than December 21, 2023.

2. Application Documents

Please access the I-GES website (<https://www.sed.tohoku.ac.jp/course/i-ges/>) to download and start to prepare all necessary documents from the following table (All: All applicants; Optional: necessary, if applicable). Application documents must be written in English or Japanese. For documents marked with *, please use the prescribed forms on the I-GES website. For details about preparing each document, please refer to the “Directions” column.

※Please upload the following application documents on the TAO website.

Document Types	Required Documents	Directions	
(1) Applicant Information	*Curriculum Vitae	➤ Please use the forms specified by the I-GES office.	All
		➤ Please upload the completed curriculum vitae as a PDF or image on the TAO website.	
	Photograph Data	➤ Please upload a 4cm by 3cm passport-style photo taken within three months before the application, showing a frontal view of the applicant’s face and shoulders, with no head covering or hat (except for religious reasons), background, or border.	All
		➤ Applicants who will wear glasses during the interview examination should submit a photograph with their glasses on.	
		➤ Images can be uploaded in the following format: .png, .jpeg, and .jpg. The maximum file size is 20 MB.	
Passport	➤ A digital copy of your passport (the page with your photo and all pages with personal information including your visa status) must be submitted. Please ensure that your passport is not expired.	All	
Resident Card	➤ If you are a domestic applicant with a nationality other than Japanese, please submit copies of both sides of your Resident Card as a PDF or image on the TAO website.	Optional	

(2) Graduation/Degree certificate	Certificate of Graduation/ Degree or expected Graduation/Degree	➤ Original documents or certified true copies of graduation/degree certificates issued by the dean of the university from which you graduated are acceptable at the time of application.	All
		➤ Please submit Japanese or English certificates . If it is not possible to have Japanese or English certificates issued by your university, translate the documents, have them notarized to certify that the translation is accurate, and submit the notarized documents.	
		➤ Those who have not yet graduated at the time of application but expect to graduate from a university before September, 2024 can submit a certificate of expected graduation prepared by their home university. If your university does not have a format for expected graduation, please use the template on our website and ask your registrar's office/home department office to customize it as needed, fill it out, and sign it.	
(3) Academic Transcripts	Transcripts of academic record	➤ Original documents or certified true copies of academic transcripts are acceptable at the time of application.	All
		➤ Please submit Japanese or English transcripts . If it is not possible to have Japanese or English transcripts issued, translate the transcripts, have them notarized to certify that the translation is accurate, and submit the notarized documents.	
		➤ All courses taken in the master's program must be included in the academic transcript.	
		➤ If you graduated from more than one university, please submit all transcripts in PDF or image format on the TAO website.	
(4) Research Achievements	Full text and abstract of Master's Thesis	➤ Please submit your master's thesis with an English-language summary. The summary should be approximately 1,000-1,500 words in length. If you went to a professional school that did not require a master's thesis, please substitute a paper that you think is your best representative work in place of the master's thesis.	All
		➤ The thesis and academic papers must be uploaded as a PDF or image on the TAO website.	
	Abstracts of research papers or equivalents	➤ If you have some research papers etc. other than a master's thesis, please submit up to two abstracts.	All

(5) Research Field	* Research plan	➤ Please refer to the list of faculty members (p.11) and select one in your desired research field. Then please submit your research plan using the designated form posted on the I-GES website. This should be approximately 1,500 words in length and should be submitted as a PDF or image on the TAO website.	All
(6) Letter of recommendation	Written recommendation	➤ A recommendation letter should be written and sealed by a supervising faculty member or equivalent from your university (any format).	Optional
		➤ Please upload letters of recommendation on the TAO website.	
(7) Application Fee Payment	*Confirmation of Application Fee Payment	<p>➤ Payment of the application fee (30,000 yen) must be completed from either inside or outside Japan BEFORE submitting the application (December 21, 2023). Please submit a proof of application fee payment on the Confirmation of Application Fee Payment page on the TAO website.</p> <p>➤ Payment should be completed by ATM or Internet Banking Transaction:</p> <ol style="list-style-type: none"> 1) Sender's name should be the applicant's name in Katakana. 2) A copy of the ATM transaction statement or evidence of Internet Banking Transaction should be affixed to the "Confirmation of Application Fee Payment" form. 3) Bank transfer fees should be paid by the applicant. 4) Only domestic bank transfer is accepted. Amount (金額): 30,000 yen Payment Deadline (納入期限): December 14, 2023 Bank (銀行): Mitsubishi UFJ Bank (三菱 UFJ 銀行) Bank Code: 0005 Branch (支店): Wakatake-Branch (わかたけ 支店) Branch Code: 809 Account Type (預金種別): Savings account (普通) Account Number (口座番号): 2259021 Account Holder (口座名義): Kokuritsu Daigaku-houjin Tohokudaigaku (国立大学法 	All

		人東北大学) Account Holder in Kana (カナ): ダイ) トウ ホクダイガク ➤ <u>This banking information is only valid within Japan. If you live overseas, please contact the I-GES office in advance.</u>	
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※Please send the following application document by registered mail or EMS. The documents must be received by 5:00 p.m., December 21, 2023.

Document Types	Required Documents	Directions	
(1) Proof of language proficiency	Score report of TOEFL®Test, IELTS Academic or Duolingo	➤ TOEFL®Test: 79 or higher	Non-native English speakers
		➤ IELTS Academic: 6.5 or higher	
		➤ Duolingo: 115 or higher	
		➤ TOEFL®Test, IELTS or Duolingo must have been taken within 2 years from the application deadline.	
		➤ The original score report of English language proficiency test should be sent by registered mail or EMS and arrived to the following address: Educational Affairs Section Graduate School of Education, Tohoku University 27-1, Kawauchi, Aoba-ku, Sendai, Miyagi 980-8576, Japan	

Note 1: The documents required for domestic and overseas applicants differ. Moreover, please note that applicants with Japanese nationality and applicants with nationalities other than Japanese need to submit different documents.

Note 2: All certificates and the academic transcript must be the original documents.

Note 3: If you provide multiple English skill scores, we will calculate and use the highest score.

Note 4: Applicants who are not native speakers of English are required to submit a score report showing their English-language proficiency.

Note 5: The application process for I-GES on the TAO website must be completed no later than 5:00 p.m., December 21, 2023.

Note 6: Application documents must be completed for you to qualify to be screened. If we contact you concerning your application, please follow our instructions immediately.

Note 7: Submission of false or inaccurate statements or documents will result in your application or admission being revoked.

Note 8: Once fees have been paid and documents have been received, they will not be returned.

IV. Examination Overview

1. Screening schedule

Screening schedule	Period
Notice of interview examination sent to applicants	January 5, 2024
Interview dates	2:00 p.m., January 25, 2024
Announcement of successful applicants	6:00 p.m., February 21, 2024

2. Screening methods

Screening Methods	Notes
Interview	➤ The interview will be conducted in English through an online video conference system on January 25, 2024.
	➤ Applicants are required to make an oral presentation on their previous research achievements (such as master's thesis) and future research plan, and also may be asked basic questions regarding their research field in the interview.
	➤ The I-GES office will notify and send the interview guidelines after receiving your application documents by email.

3. Notification of results

Notification of Selection Results: Around 6:00 p.m., February 21 (Wed), 2024

Note: The results of the interview screening will be announced on the I-GES website according to the above schedule. All applicants will be notified of the selection results via the I-GES office email address (sed-iges@grp.tohoku.ac.jp).

V. Enrollment Procedures

“Enrollment Procedures” require successful applicants to complete two steps within the designated period below. First, payment of the “admission fee”, and second, submission of documents required for enrollment.

Enrollment schedule	Period
Admission fee	By Early March, 2024

Successful applicants are requested to pay the following fees at the time of registration:

(a) Admission Fee: ¥282,000

(b) Tuition Fee: ¥ 267,900 (half of the annual tuition fee ¥535,800)

Note 1: (a) and (b) are provisional. In case the tuition fee is revised during your period of study, you will be charged the revised tuition fee from the date of revision.

Note 2: (a) Successful applicants are requested to pay admission fee at the time of registration.

Successful applicants who are currently enrolled in Tohoku University Graduate School of Education are not required to pay the admission fee.

Note 3: (b) Tuition should be paid within the designated period after the enrollment.

Note 4: Information on the waiving of admission or tuition fees, or permission to defer payment to a later date, etc., will be provided in the enrollment procedure documents sent after the notification of results.

Note 5: Detailed information related to the enrollment procedures will be provided in the enrollment documents after the announcement of successful applicants.

Note 6: In case the applicants fail to complete the enrollment procedures within the designated period, the admission will be revoked regardless of any reason.

VI. Long-Term Course Program

We have adopted a Long-Term Course Program for students who have difficulty completing the course in the normal 3 years due to concurrent employment, housework, caregiving and so on. Though the Doctoral Program normally lasts 3 years, it can be extended to 6 years. Those who wish to extend their period of study from 3 years to 6 years may apply to enroll as Long-Term Course Students. Note that the maximum period of residency for the Doctoral Program is 6 years. Those who wish to enroll in the Long-Term Course Program must follow the instructions in the notification of acceptance, which will be delivered by mail after the announcement of acceptance, and submit the prescribed documents when conducting the other entrance procedures.

Coursework for students who are deemed eligible for the Long-Term Course Program is set in accordance with the curriculum and time schedule for regular students. The annual tuition fee for long-term course students is calculated as follows: the total amount of tuition fees for the standard term of study (3 years) is divided across the full length of the extended term of study (6 years). For details, please contact the I-GES office.

VII. Handling of Personal Information

- 1) All personal information submitted by applicants for the admission procedures will be used solely for academic purposes, such as the selection of applicants, enrollment procedures, post-enrollment student support and academic advice.
- 2) Personal information used to screen applicants will be handled with care as per Tohoku University's regulations on personal information protection and will not be disclosed to any third party without the applicant's consent.
- 3) Please note that all applicants are assumed to agree to the terms above.

VIII. Educational Data Usage

Data, including personal information, that Tohoku University collects through its education/learning activities and stores on its information systems (hereafter, Educational Data) is analyzed with the latest analytical and A.I. technology and is considered vital to our implementation of evidence-based education.

Consequently, the university strives to use Educational Data effectively and appropriately in compliance with our "Statement on Educational Data Usage," "Policy on Educational Data Usage," and "Tohoku University's 8 Principles of Educational Data Acquisition."

After being admitted to the university, students' personal information, such as entrance exam scores etc., is merged with the university's Educational Data.

URL : <https://www.tohoku.ac.jp/japanese/studentinfo/education/08/education0801/>

List of Faculty Members

Position	Name	Research Themes
Associate Professor	TANIGUCHI, Kazuya	Curriculum for a new era based on a multicultural society; class and test creation to “improve academic performance”
Associate Professor	MATSUMOTO, Dai	Adult and community education; community learning centres; life history and lifelong learning
Associate Professor	LIU, Jing	Improving equity and quality in public education; education and Sustainable Development Goals (SDG 4) in the post-2015 development agenda; school education in the SDG era; internationalization of higher education: international education and development
Professor	SUEMATSU, Kazuko	Intercultural education; international education in higher education; internationalization of education
Associate Professor	TAKAHASHI, Mino	Building a multicultural society; social education; human rights education
Associate Professor	WATABE, Yuki	Internationalization of higher education; international student mobility; international education

【Notes】

1. In the case of unforeseen circumstances (natural disasters, etc.) that make conducting the examination difficult on the prescribed schedule and necessitate urgent contact with the applicants, the information will be announced on the I-GES website.
2. If students need to be concerned for examination and study, please contact the I-GES office by Tuesday, October 31, 2023.

Contact

Graduate School of Education, Tohoku University
 Address: 27-1, Kawauchi, Aoba-ku, Sendai, Miyagi 980-8576, Japan
 Tel: +81-22-795-6115
 E-mail: sed-iges@grp.tohoku.ac.jp (Dr. Lei CAO)