Hokkaido University Graduate School of Economics and Business
Application Guidelines for the Doctoral Program
Special Entrance Exam for October 2022 Enrollment

【Attention】
To prevent the spread of the COVID-19 infection, we will have an online interview exam(oral exam) by online meeting service, Cisco WebEx.
When applicants take the online interview exam(oral exam), they need to prepare “Stable network environment to send and receive the audio and video” and “a personal computer or a tablet with camera and microphone” by themselves.
Depending on the BCP level of Hokkaido University, the date and format of the entrance examination may change after the application deadline. For details of the BCP, please refer to Hokkaido University's website.
(https://www.global.hokudai.ac.jp/university-life/health-and-wellness/covid-19-health-alerts-and-advisories/).

Purpose of the Graduate School

By offering an advanced level of education and research in economics and business administration, this graduate school aims to train educators and researchers with a considerable depth and breadth of academic learning and a wealth of creativity as well as professionals with advanced, specialized knowledge useful for the development of an economic society. It also aims to contribute to the development of the disciplines of economics and business administration.

Admissions Policy

The specialized course of the Division of Modern Economics and Management at the Hokkaido University Graduate School of Economics and Business Administration aims to train highly specialized professionals who have in-depth, advanced knowledge in the fields of economics and business administration and who are likely to contribute to the development of an economic society. For this reason, through the entrance examination, the graduate school selects individuals who have, in addition to basic academic learning, (1) keen sensibilities with regard to economics and business administration; (2) knowledge in their preferred fields of research and research topics; (3) interest and insight into advanced, specialized professions; (4) mental faculties that include a keen intellect, expressiveness, and communication skills; and (5) the character to conduct ongoing and developmental education and research. The school focuses on selecting candidates who can respond to the various needs of society for advanced professionals in the fields of economics and business administration.

Prospective students should have learned their major field in economics or management in the master's program. In addition, they should have a good command of English and other languages that are necessary for research in the doctoral course.

1. Expected Number of Students

Division of Modern Economics and Management: several

2. Application Qualifications

Individuals who graduated or expect to graduate cum laude from the master’s program (doctoral course) in the Graduate School of Economics and Business Administration/School of Economics and Business Administration by September 2022.

3. Application Period

May 6 (Fri.) through May 11 (Wed.), 2022
Office Hours: 8:30 to 17:00(JST) , excluding Saturday and Sunday
(Materials sent in via postal mail must be received by this date)

4. Application Procedures

Applicants should send the documents listed below to the graduate school.
If you are mailing your application, please write “Graduate School Application Materials” in red letters on the envelope and send it by registered mail.

1) Admission application, examination admission card, and examinee verification form: Use the prescribed forms.
2) Self-addressed return envelopes: two pieces.
(Self-addressed return envelopes will be used to mail your examination admission card and notify you of the exam result. Use the envelopes designated by our university. Write your name and address on both envelopes. Affix 344 JPY worth of postage stamps to each envelope.)
3) Examination fee: ¥30,000.
(Not required of those who expect to graduate from the master’s program or professional degree program of our graduate school.)
(a) The examination fee should be paid to the account of the bank designated by our university as per the attached exclusive transfer

form. Certification of examination fee reception should be submitted.

(b) Applicants must confirm the "Accepting Institution Date Stamp" when receiving the certification of examination fee reception from the teller window of the banks, etc. (including Japan Post Bank). An admission application without the "Accepting Institution Date Stamp" will not be accepted.

(c) Applicants must finish transfer procedures via the teller window of the banks, etc. (including Japan Post Bank) since the examination fee cannot be paid via exchange bill payable or in cash.

(d) Examination fees already paid will not be refunded for any reason except as follows:

- If an individual paid the examination fee but did not apply for admission (did not submit an application or submitted an application that was not accepted)
- If the examination fee was accidentally paid twice

Inquiries regarding refunds: Academic affairs coordinator, Graduate School of Economics and Business Administration/School of Economics and Business Administration (011-706-3163, ecokyomu@jimu.hokudai.ac.jp)

4) Master's thesis (or of equivalent thesis): 3 copies
For those who prospect to graduate in September 2022 and the master's thesis will not be completed within the application period, please contact to the student affairs office in advance and submit it by May 23 (Mon), 2022.

5) Abstract of master's thesis (or of equivalent thesis): 3 copies
For those who prospect to graduate in September 2022 and the master's thesis will not be completed within the application period, please contact to the student affairs office in advance and submit it by May 23 (Mon), 2022.

6) Recipient contact seal: Use the prescribed forms.

7) Other
International applicants should also submit the documents listed below to the graduate school.

- Copy of foreign resident registration card or passport
- Certificate of financial responsibility: A document, such as a bank account balance statement or copy of a bankbook, verifying that you have the funds to pay for your school and living expenses

5. Selection Process

Acceptance decisions shall be made based on a comprehensive review of the applicant's interview (oral exam), transcript, and so on.

6. Exam Schedules

May 26(Thu.), 2022

7. Announcement of Selection Results

June 3 (Fri.), 2022
Results will be posted on the website of the Graduate School of Economics and Business Administration/School of Economics and Business Administration. Applicants will be individually notified at the same time.
(No response to any inquiry over the phone.)

8. Privacy Policy

(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 written on application documents will be used solely for (a) enrollee selection, (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 written on application documents may be provided to the contractor only as needed to perform the tasks for which it has been contracted.

(4) Personal information written on application documents 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.

(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, (b) the Hokkaido University Clark Memorial Foundation, and (c) the Alumni Association of the Hokkaido University Faculty of Economics and Business Administration.

9. Other

(1) This graduate school generally does not allow dual enrollment.

(2) Those who are physically disabled may need special accommodations to take exams and attend classes; applicants should apply to the academic affairs coordinator of Graduate School of Economics and Business of their condition by April 22 (Fri.), 2022.

(3) Enrollment fee: ¥282,000
(Not required of those who expect to graduate from the master's program or professional degree program of our graduate school.)
(4) Annual tuition: ¥535,800
(If these figures are revised at the time of admission or during enrollment, the new amount will apply as of the time of revision.)

March 2022

Graduate School of Economics and Business
Kita 9, Nishi 7, Kita-ku, Sapporo 060-0809
Academic Affairs Coordinator
Graduate School of Economics and Business
Tel: 011-706-3163
Website: www.econ.hokudai.ac.jp/

Concerning Long-Term Study Students (information for first-year students)

"Long-term study students" refers to students who—in consideration of their employment situation or other factors—have been permitted to complete their academic coursework over a fixed period of time that is longer than the standard term of study (two years for master's programs, three years for doctoral programs). Unlike ordinary students, individuals authorized for long-term study from the time of their enrollment may pay the tuition due for the standard term of study divided by the actual number of years they are enrolled. You may apply for long-term study either at the time you enroll or later, but be aware that students who receive permission for long-term study in their second or third year will pay a higher tuition amount. (Applications for long-term study will not be accepted in the final year of study.)

1. Eligibility

Those who are eligible for long-term study are applicants to or students currently enrolled in this graduate school's Division of Modern Economics and Management (excluding those in their final year of study under the standard term of study) who meet one of the following criteria:

(1) Individuals who are engaged in full-time employment, such as those currently employed by government agencies or companies (excluding those receiving salaries while being on sabbatical/temporarily relieved of their work duties), and self-employed individuals

(2) Individuals who are raising children, caring for family members, or facing similar burdens on par with that described in item (1) above, and deemed by the dean of the graduate school to be adversely affected by these circumstances causing their graduate school studies to suffer

2. Application Procedures

Those who wish to apply for long-term study should submit the three documents listed below along with their admission application. The application form for long-term study can be obtained from the academic affairs coordinator office of Graduate School of Economics and Business Administration/School of Economics and Business Administration.

(1) Application for long-term study
(2) Study plan
(3) Materials verifying your reasons for needing long-term study approval (e.g., certificate of employment)

3. Application Results

After the application is reviewed, a decision will be made to approve or reject the application. Applicants will be notified of the results at the same time as the selection result.

4. Term of Study

Study periods for long-term study applicants are approved in one-year increments. A master's course applicant may be approved for a three- or four-year term of study. A doctoral course applicant may be approved for a four-, five-, or six-year term of study.

5. Annual Tuition Amount

The annual tuition amount for long-term study students is generally calculated by multiplying the annual tuition amount by the number of years in the standard term of study, and then dividing that figure by the actual number of years the student will be enrolled. (The total tuition may end up higher than initially calculated due to tuition adjustments made over time, however.)

6. Shortening or Extending a Term of Study

If special circumstances arise, a long-term study student may request (only once) that his/her term of study be shortened or extended.

(1) Shortened term of study

The term of a long-term study student can be shortened upon approval to a minimum of three years for the master's program and four years for the doctoral program (i.e., the standard term of study + one year).

A student who wants to shorten his/her long-term study by one year must submit and receive approval for a request to change a long-term study term up to two years prior to the day his/her long-term study is scheduled to end. (A doctoral student who wants to shorten his/her long-term study by two years must complete this procedure up to three years prior to the day his/her long-term study is scheduled to end.)

(2) Extended term of study

A long-term study student may extend his/her term of study. He/she must submit and receive approval for a request to change to a long-term study term up to one year prior to the day his/her long-term study is scheduled to end. The long-term study term may not exceed four years for master's program students and six years for doctoral program students.

7. Other

To apply for long-term study, contact your prospective academic advisor in advance.