

**2024 Spring Semester
Application Guidelines – Doctoral Program
Special Selection of Working Professionals**

**Department of Medicinal Sciences
Graduate School of Pharmaceutical Sciences
Kyushu University**

1. Admission Policy

The objectives of pharmaceutical sciences are to integrate and deepen sciences for materials and life, and systematically explore sciences related to the environment and the development and proper use of medicines for disease prevention and treatment in order to maintain and improve human health. The research achievements including the technology and techniques would be returned to people, so as to resolve various problems in the 21st century in which the society is rapidly aging and people is surrounded by huge numbers of advanced knowledge. To achieve these objectives, the Graduate School of Pharmaceutical Sciences seeks to nurture capable human resources involved in research and education in the field of pharmaceutical sciences.

The Department of Medicinal Sciences aims to promote basic research in the fields of life science, biological information science and medicinal chemistry, as well as to develop highly qualified researchers and educators in those fields.

2. Purpose

Kyushu University Graduate School of Pharmaceutical Sciences strives to nurture highly competent researchers, engineers and educators who are involved in the development, manufacture and management of medicines, as well as high-quality clinical pharmaceutical researchers who, as medication specialists, participate and function in health care teams in hospitals and other healthcare settings.

University reform in 1989 and deregulation of the University Establishment Standards have promoted postgraduate education for working adults, making it easier for them to pursue graduate studies while employed. The Graduate School of Pharmaceutical Sciences has also opened its doors to working professionals. With the aim of further promoting interaction with society in regard to research and education, the Graduate School allows researchers/engineers working in public agencies or companies to enter a doctoral program to earn a Ph.D., while continuing in their professions. The Graduate School also opens its doors to retired persons who have worked in pharmacy-related fields for many years, so that they can pursue doctoral studies.

At the Graduate School of Pharmaceutical Sciences, classes and research guidance may be offered in the evening or at other specified times, if deemed especially necessary for educational purposes. In such cases, scheduling and other details are determined through consultation between individual students and the Graduate School.

3. Eligibility Requirements

Qualified applicants will be:

- (a) Individuals who are employed in a public agency, private enterprise or another type of organization at the time of application, who intend to maintain their employment after enrollment, and who meet at least one of the eligibility requirements listed below, or
- (b) Individuals who are 55 or older, who have five years or more of experience in pharmaceutical research, development or clinical work, and who meet at least one of the eligibility requirements listed below
 - (1) Those who have been conferred a master's degree or professional degree
 - (2) Those who have been conferred a master's degree or a degree equivalent to professional degree in a foreign country
 - (3) Those who, by studying relevant subjects in Japan via a correspondence course provided by a school in a foreign country, have been conferred a degree equivalent to a master's degree or professional degree
 - (4) Those who have completed a graduate school program approved by the Minister of Education, Culture, Sports, Science and Technology at an educational institution in Japan that provides graduate courses of a foreign university within the school education system of that country, and who have been conferred a degree equivalent to a master's degree or other graduate-level professional degree
 - (5) Those who have completed a course at the United Nations University, which was established pursuant to a resolution adopted by the United Nations General Assembly on December 11, 1972, and is prescribed in Article 1, paragraph (2) of the Act on Special Measures Incidental to Enforcement of the "Agreement between the United Nations and Japan regarding the Headquarters of the United Nations University" (Act No. 72 of 1976) (hereinafter referred to as the "United Nations University"), and have been conferred a degree equivalent to a master's degree;
 - (6) Those who have completed a course of foreign school, educational facility No.4 above or the United Nations University, have passed an examination or review corresponding to Article 16-2 of "Standards for the Establishment of Universities" (Act No.28 of 1974), and is recognized to hold an equal or greater academic ability than a person who holds a master's degree.

- (7) Those designated by the Minister of Education, Culture, Sports, Science and Technology (Notification No. 118, Ministry of Education, 1989)
 [Those who, after graduating from a university, were engaged for more than two years in research at a university or research institute and who are recognized, based on their research accomplishments, by the Graduate School of Pharmaceutical Sciences as having academic ability equivalent or superior to that of a master's degree holder]
- (8) Those who are recognized by the Graduate School of Pharmaceutical Sciences, through its own individual entrance examination, as having academic ability equivalent or superior to that of a graduate in Pharmaceutical Science, Medical Science, Dentistry, or Veterinary Medicine, and who have reached 24 years of age
- (9) Those who are recognized by the Graduate School of Pharmaceutical Sciences as having academic ability equivalent or superior to that of a master's degree holder, and who have been employed for more than two years in a public agency, private enterprise or another type of organization
- (Notes) 1. Applicants who qualify under requirement (7), (8) or (9) above must submit to a preliminary eligibility screening. The application procedures for preliminary eligibility screening are outlined in Section 10 below. Applicants will be notified of the screening results.
 2. Applicants should contact the desired laboratory head and supervisor prior to applying.

3. Laboratories That Will Accept New Students

Department of Medicinal Sciences		
Laboratory	<input type="radio"/> International Chemical and Physical Pharmacy (Bioorganic and Synthetic Chemistry)	Clinical Pharmacokinetics
	Pharmaceutical Synthetic Chemistry	Pharmaceutics / Global Healthcare
	Cellular Biochemistry	<input type="radio"/> Disease Control
	<input type="radio"/> Pharmacognosy	☆ Global pharmacy
	<input type="radio"/> Pharmaceutical Cell Biology	☆ Clinical Pharmacy and Pharmaceutical Care
	☆ International Biological and Clinical Pharmacy (Pharmacology and Toxicology)	Drug Discovery and Evolution
	Molecular Biology	☆ Translational Pharmaceutical Sciences
	Molecular Pathobiology	<input type="radio"/> Clinical Pharmacology and Biopharmaceutics
	Medicinal Chemistry & Chemical Biology	<input type="radio"/> Molecular Recognition of Chemotherapy
	Green Pharmaceutical Chemistry	☆ Drug Delivery System
	Molecular and System Pharmacology	☆ Kampo-Medicinal Chemistry
	Physiology	☆ R&D Laboratory for Innovative Biotherapeutics Science
	Laboratory of Global Healthcare	<input type="radio"/> Frontier in Biofunction of Nucleic Acid and Organic Chemistry
	Molecular Transformation Chemistry	

- (Notes) (1) Laboratories marked with ☆ are not accepting new students this year.
 (2) Individuals who apply to the laboratory marked with ☐ should contact the Student Affairs Section in advance.

5. Enrollment Capacity

A few students

6. Selection Methods

Applicants are selected by means of comprehensive evaluation of the results of academic examinations and interview, as well as graduation thesis, research paper, or research proposal, and other submitted documents.

7. Entrance Examination

Date	Time	Examination Subjects		Place
January 19 (Fri)	9:00 – 10:00	Foreign Language (English)	<p>If applicant has a publication(s) written in English, it will be evaluated instead of examination. In this case, it is needed that 1) the applicant was either the first author or the corresponding author of the article, and 2) the paper was published after peer review.</p> <p>In the case that applicant has no publication, she or he has to take an examination for reading and writing in the schedule described in the left column.</p>	School of Pharmaceutical Sciences, Kyushu University
	10:30-	Thesis presentation	<p>Presentation of graduation thesis, research paper, or research proposal, and Q&A on thesis and relevant topics</p> <p>Presentation and Q&A shall be conducted in English or Japanese. (Presentation: 10 min, Q&A:20 min.)</p>	
	After thesis presentation	Interview (15 min.)		

※Preliminary day : January 20 (Sat)

Due to unforeseen circumstances such as wind and snow, it will be a preliminary date of when the examination carried out in the above schedule became difficult.

Note: Individuals who have completed the master's program of Kyushu University Graduate School of Pharmaceutical Sciences and those who have withdrawn from the doctoral program of the Graduate School within the last five years need only take the interview and are exempted from the academic examination and thesis presentation.

8. Application Period

November 22 (Wed), 2023 – November 30 (Thu), 2023

(Applications by postal mail are also accepted. Note however that applications must reach the Student Affairs Section within the period specified above.)

9. Application Documents

<ul style="list-style-type: none"> • Application form (Form 1-1, 1-2) • Verification card, Examination admission card (Form 2) 	<p>Use the forms provided by the Graduate School.</p> <p>(2 photos; photos must be pasted in the designated areas)</p>
<ul style="list-style-type: none"> • Research achievements report 	<p>3 copies (Outline your past research projects in approx. 2,000 characters in Japanese, or 1,000 words in English).</p>
<ul style="list-style-type: none"> • Research paper etc. <ul style="list-style-type: none"> (a) Representative research paper(s) or other research products, and their summary (b) Graduation thesis or research paper (c) Publication(s) written in English 	<p>(a) or (b) - 3 copies each (photocopy acceptable)</p> <p>Summary should be approx. 2,000 characters in Japanese, or 1,000 words in English.</p> <p>(c) If applicant has a publication(s) written in English, enclose it (them). This will be used for the evaluation of English capability. See also the Section 7 for the conditions of the article which is utilizable by applicant.</p>
<ul style="list-style-type: none"> • List of research papers 	<p>3 copies</p>
<ul style="list-style-type: none"> • Research plan 	<p>3 copies (Describe your research plan after admission [approx. 2,000 characters in Japanese, or 1,000 words in English]).</p>
<ul style="list-style-type: none"> • Academic transcript and Graduation certificate 	<p>Academic transcript and graduation certificate issued by the school from which you last graduated</p>
<ul style="list-style-type: none"> • Letter of approval for entrance examination 	<p>Only applicants who meet eligibility requirement (a) are required to submit this item. If you are currently employed, submit a letter of approval from the department of your company or organization indicating that the head approves of your application to doctoral program and of your attending school while maintaining employment, if you pass the entrance examination.</p>
<ul style="list-style-type: none"> • Return envelope (for sending Exam Admission Card) 	<p>Enclose a self-addressed (name, address and postal code) and stamped envelope.</p>

• Address label (Form 3)	Write your name, address and postal code on the designated form.
• Screening fee	Screening fee: 30,000 JP yen https://e-shiharai.net/english/ * Applicants are required to pay the screening fee with your credit card [VISA, Master or American Express] from November 20, 2023 to November 30, 2023. <u>For more information, please refer to the attached guidance in this booklet.</u>
• Statement of reason for application	Only applicants who fall under item of the Notes in Section 7 above are required to submit this item. This should include a brief description of the progress of your research to be made by the date of the entrance exam (one sheet of A-4 size paper).

10. Application for Preliminary Eligibility Screening

Applicants filing under eligibility requirement (7), (8) or (9) above are required to submit the documents listed below to the Student Affairs Section of the Graduate School of Pharmaceutical Sciences no later than November 2 (Thu), 2023.

- Application Form for Eligibility Screening (designated form)
- List of research papers (including presentations at academic conferences)
- Academic transcript and graduation certificate issued by the school from which you last graduated

11. Application Procedures

Applicants must submit all required documents listed above to the Student Affairs Section of the Graduate School of Pharmaceutical Sciences, Kyushu University. An Examination Admission Card will be sent to each applicant.

12. Announcement of Successful Applicants

January 31 (Wed), 2024, 9:00 a.m.

The examinee numbers of successful applicants will be posted on the bulletin board in front of the main entrance of the School of Pharmaceutical Sciences. Successful applicants will also receive Acceptance Letters.

13. Admission Procedures

Successful applicants who receive an acceptance letter must complete the required admission procedures within the specified period. Failure to do so will result in denial of admission to the Doctoral Program.

Admission fee must be paid at the time of admission procedures.

* Admission fee: 282,000 JP yen (for the present)

Reference: Tuition: 267,900 yen for one semester [annual tuition: 535,800 JP yen] for the present)

Tuition shall be paid after admission via account transfer, in principle.

(Note) Amounts indicated above are tentative and may be revised. If the above amounts are revised at or after the time of enrollment, the new amounts shall apply as of the date of such revision.

14. Time of Admission

April 2024

15. Important Notes

- (1) Incomplete documents will not be accepted.
- (2) Applicants with physical disabilities who require special arrangements for taking examinations or attending courses should contact the Student Affairs Section for the Graduate School of Pharmaceutical Sciences by phone or other means, by November 2 (Thu).
- (3) When mailing application documents, use registered mail and write "Application for Doctoral Program (Working Professionals) enclosed" in red on the front of the envelope.
- (4) The contents of the submitted documents may not be changed under any circumstances. The paid screening fee will not be refunded, except in the following circumstances: (a) applicant fails to submit his/her application documents, or (b) applicant's application was not accepted.
- (5) Inquiries and application packet requests should be directed to the Student Affairs Section (contact information

provided below).

To receive by postal mail a copy of the Application Guidelines and an application packet, write to the Student Affairs Section, enclosing a self-addressed (name, address and postal code) and stamped envelope.

※Application forms are also available for download from the homepage.

16. Handling of Personal Information

- (1) Personal information written on your application form and documents will be used exclusively for the University's screening process and the following purposes:
 - (i) names, addresses and other information of successful applicants will be used for enrollment procedures;
 - (ii) transcript will be used for student support procedure, such as tuition exemption in the first academic year;
 - (iii) academic records and other personal information used in the screening process will be retained by the University and used for statistical purposes, in such a way that the individuals will not be identified;
- (2) Personal information written on your application documents will not be used for any other purposes or provided to any third party without your permission, except in cases stipulated in the Act on the Protection of Personal Information, etc.
- (3) Please refer to the following web page below for more details about handling of personal information in advance.
<http://www.kyushu-u.ac.jp/en/website/privacypolicy>

17. Contact Information

Student Affairs Section
Graduate School of Pharmaceutical Sciences
Kyushu University
3-1-1 Maidashi, Higashi-ku, Fukuoka 812-8582, Japan
Tel: +81-92-642-6541
E-mail: ijgyakugaku@jimu.kyushu-u.ac.jp

October 2023

Graduate School of Pharmaceutical Sciences, Kyushu University

Website: <http://www.phar.kyushu-u.ac.jp/eng/>

Graduate School of Pharmaceutical Sciences, Kyushu University
(2024 Spring Semester)

Department of Medicinal Sciences

Doctoral Program Application Form
Special Selection of Working Professionals

Date: year _____ month _____ day _____

To: Dean, Graduate School of Pharmaceutical Sciences, Kyushu University

Name: _____

Date of Birth: year _____ month _____ day _____

I hereby apply for the doctoral program of the Graduate School of Pharmaceutical Sciences, Kyushu University. I have attached all other required documents.

Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	* Examinee number	
Desired laboratory			Photo
Examination for foreign language (English)	Do you have a publication(s) written in English to which you contributed either as the first author or the corresponding author: <input type="checkbox"/> Yes or <input type="checkbox"/> No (If applicant does not have any publication, she/he should take an English examination as well as thesis presentation on the date of examination.)		Paste your photo (bare-headed, full-faced photo displaying upper body) taken within the past 3 months (4 cm × 3 cm)
Thesis title			
Last school attended	University: _____ Graduate School: _____ Division: _____ Master's Program <input type="checkbox"/> Completed or <input type="checkbox"/> Will complete on year _____ month _____ day _____		
Your current address (contact information)	(Postal code : _____) Phone beginning at the country code : _____ E-mail: _____		
Nationality			
Emergency Contact (other than the above)	Name		
	Current address	(Postal code : _____) Phone beginning at the country code : _____	
	Relationship to applicant		

Note 1. Leave field marked * blank.

Curriculum Vitae			
Educational Background			
※Describe your complete educational background from elementary to your most recent educational level			
Year	Month	School Name	Officially Required Number of Years of Schooling
From			years
To			
From			years
To			
From			years
To			
From			years
To			
From			years
To			
From			years
To			
From			years
To			
Employment History			
From			
To			
From			
To			
From			
To			
From			
To			
I affirm the above to be true and correct in every particular.			
Date: year _____ month _____ day _____			
Signature _____			

2024 Spring Semester
Kyushu University Graduate School of Pharmaceutical Sciences
Department of Medicinal Sciences

Doctoral Program Entrance Examination
(Special Selection of Working Professionals)

Verification Card

* Examinee Number		
Name	<div><input type="checkbox"/> Male</div> <div>(Date of Birth: year_____month_____day_____)</div> <div><input type="checkbox"/> Female</div>	Photo Bare-headed, full-faced photo displaying upper body, taken within the past 3 months (4 cm × 3 cm)
Graduate school from which you graduated	University: _____ Graduate School: _____ Division _____ Master's Program	

Leave field marked * blank.

2024 Spring Semester
Kyushu University Graduate School of Pharmaceutical Sciences
Department of Medicinal Sciences

Doctoral Program Entrance Examination
(Special Selection of Working Professionals)

Examination Admission Card

* Examinee Number		
Name	<div><input type="checkbox"/> Male</div> <div>(Date of Birth: year_____month_____day_____)</div> <div><input type="checkbox"/> Female</div>	

- (Notes)
- 1. Leave field marked * blank.
 - 2. Always carry this card with you on the day of examination; during the exam, this card should be placed on the desk so as to be easily visible to the proctor.

Letter of Approval for Entrance Examination

Name _____

Date of Birth: year _____ month _____ day _____

I hereby approve of the application of the above-named applicant to the doctoral program of the Graduate School of Pharmaceutical Sciences, Kyushu University (Special Selection of Working Professionals).

I also approve of the above-named applicant attending school while maintaining employment at (_____), if he/she passes the entrance examination.

Date: year _____ month _____ day _____

Approver Title: _____

Print name: _____

Signature: _____

Address Labels

Name		* Examinee number	
------	--	-------------------------	--

Address labels are used for mailing letters of acceptance and admission procedure-related documents. Applicants are requested to accurately and clearly enter their name, and complete address including postal code as well as country name on all labels. After completing this form, please enclose it with other application documents.

(Note) Leave field marked * blank.

Name:	
Address:	
	*

Name:	
Address:	
	*

Name:	
Address:	
	*

KYUSHU UNIVERSITY

How to make the Payment for the Application Fee by Credit Card, Union Pay.

24 hours a day, 365 days a year, you can pay anytime! Easy, Convenient and Simple!

You can pay the Application Fee by using Credit Card, Union Pay.



Access

<https://e-shiharai.net/english/>



Online Transaction

1. Top Page

Click "Examination Fee".

2. Terms of Use and Personal Information Management

Please read the Terms of use and Personal Information Management.
Click "Agree" button located in the lower part of this page if you agree with these terms.
Click "Not agree" button located in lower part of this page if you do not agree with these terms.

3. School Selection

Select "Kyushu University (Undergraduate Schools)" or "Kyushu University (Graduate Schools)."

4. School Information

Read the information carefully and click "Next".

5. Category Selection

Choose First to Fourth Selection and add to Basket.

6. Basket Contents

Check the contents and if it is OK, click "Next".

7. Basic Information

Input the applicant's basic information.
Choose your credit card and click "Next".

Paying at Credit Card

Input Credit Card Number (15 or 16-digits), Security Code and Expiration date.

All of your application information is displayed. Check and Click "Confirm".

Click "Print this page" button and print out "Result" page.

Paying at Union Pay

Follow the onscreen instructions to complete the card payment.

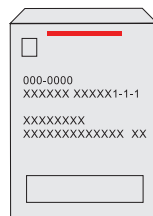
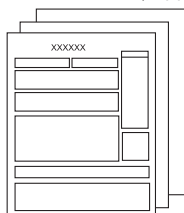
Please click the "Application Results" button in the upper part of this site (e-shiharai.net).

Please write down the "Receipt Number" given when you complete your application, and enter your "Payment Method", "Receipt Number" and "Birth Date". Please make sure your printer is ready.

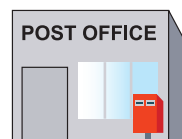
Please print out the "Payment Inquiry - Inquiry result" page.

Enclose the printed "Result" page in an application envelope with other necessary application documents.

Necessary application documents



Mail it via post



[NOTICE/FAQ]

- You can make a payment anytime, during the payment period mentioned in the application instructions. Please refer to the application instructions and complete payment in time.
- Please complete payment by 11:00 pm Japan time, on the last date of the payment period.
- Please note that refund is not possible once you have made a payment of Application fee.

- A fee is added to Examination fee. For further info, please visit our website.
- It is possible to use a card which carries a name different from that of the applicant. However, please make sure that the information on the basic information page is that of the applicant him/herself.
- If you did not print out "Result" page, you can check it later on Application Result page. Please enter "Receipt Number" and "Birth Date" to redisplay.
- Please directly contact the credit card company if your card is not accepted.

For questions or problems not mentioned here, please contact:

E-Service Support Center Tel : +81-3-5952-9052 (24 hours everyday)

Application

Application Form for Doctoral Program Eligibility Screening

To: Dean, Graduate School of Pharmaceutical Sciences, Kyushu University

I wish to enter the doctoral program of the Graduate School of Pharmaceutical Sciences, Kyushu University. I hereby apply for preliminary eligibility screening, and have attached all other required documents.

Date: year _____ month _____ day _____

Print name: _____ Signature: _____

Date of Birth: year _____ month _____ day _____ (_____ years old) ☐ Male / ☐ Female

Current Address		Phone beginning at the country code: e-mail:
Position	Company/ Organization	
	Job title	
	Address	Phone beginning at the country code:
Educational Background (International students should start from elementary school graduation.)		
year	month	Career
		Graduated from Elementary School
Employment History (Indicate duty positions, research projects, R&D experience, etc.)		
Academic societies and other notable activities		

Note: If additional space is needed, use the reverse side.

continued

[illegible]