

# 2018 Academic Year Tokyo University of the Arts Graduate School of Global Arts Guidance for Prospective Research Students

## I. Eligibility to apply (for examination)

Persons meeting either of the descriptions under ① or ② below are eligible to apply.

- ① Those who have graduated from the University (including those expecting to finish in March 2018 for entry during the first semester and those expecting to finish in September 2018 for entry during the second semester)
- ② Those recognized by the University to possess academic ability at least equal to that described under ① above (see VII. Application procedures: (4) Screening for eligibility to apply below).

## II. Research fields for which applications are accepted

Major	Research field	Faculty advisor	
Arts Studies and Curatorial Practices	Arts Management	Sumiko Kumakura	Professor
		Kazumi Minoguchi	Lecturer
	Curation	Yuko Hasegawa	Professor
		Fumihiko Sumitomo	Associate Professor
	Research	Akitoshi Edagawa	Professor
		Yoshitaka Mōri	Professor

## III. Number of students admitted

A small number of students

## IV. Research periods

Half-year or full-year.

Entry during the first semester ◆ Starting April 1, 2018	Half year	① April 1, 2018 - September 30, 2018
	One year	② April 1, 2018 - March 31, 2019
Entry during the second semester ◆ Starting October 1, 2018	Half year	③ October 1, 2018 - March 31, 2019
	One year	④ October 1, 2018 - September 30, 2019

\* Provide your desired research period on the admission application form.

## V. Screening method

A decision will be made based on comprehensive assessments of documents submitted.

## VI. Examination subjects

Research field	Examination subject	Pieces for examination and other instructions
Arts Management Curation Research	Documentary screening (No need to come to the University for this examination)	Submit the Research plan together with the application form, etc. when applying: • Research plan (Any format acceptable. On an A4 sheet of paper; about 1,000 characters (Japanese) or 500 words (English). )  *Also, it is desirable to have an interview with faculty before application. (Skype is also acceptable)

## VII. Application procedures

### (1) Period applications are accepted

Applications will be accepted if postmarked during the following periods (postmark-based acceptance):

Applicants for entry during the first semester (entering April 1, 2018)	Arts Management Curation Research	February 2, 2018 (Friday) - February 23, 2018 (Friday)
Applicants for entry during the second semester (entering October 1, 2018)	Arts Management Curation Research	February 2, 2018 (Friday) - February 23, 2018 (Friday)
		June 1, 2018 (Friday) - June 15, 2018 (Friday)

Note: If you wish to apply for a status of residence in a study abroad, apply for a research student more than half a year before you start studying abroad. If you do not have a visa or status of residence, we may not accept admission.

Applications will not be accepted if they are delivered to the University in person or if they are postmarked any other dates beyond the period above.

Send the application by registered mail, writing in red on the front of the envelope “2018 Global Arts research student application enclosed”.

We are planning to recruit a research students for April 2019 from Friday, June 1, 2018 to Friday 15 June 2018.

Classes at university are conducted in Japanese or English. Please note that if the foreign student from another university wish to apply for us, sufficient language skills are required to continue research without hindrance.

For documents to be submitted, those written in languages other than Japanese and English should be accompanied by translated text.

#### Mail the application to:

Academic Affairs Section , Senju Campus Administration Center ,Tokyo University of the Arts  
1-25-1 Senju, Adachi-ku, Tokyo 120-0034 Japan

#### ◆ Sending from overseas (check both ① and ② below)

① Make the original documents to PDF data and send the e-mail attached with them to the following e-mail address.

E-mail address: [kyomu.senju@ml.geidai.ac.jp](mailto:kyomu.senju@ml.geidai.ac.jp)

② The original documents must be sent to the above address with the fastest way which can track the delivery situation (EMS etc) and must be delivered within the period(postmark-based acceptance).

**(2) Screening fee**

- ① **Amount: 9,800 yen**
- ② **Remittance period:**

Applicants for entry during the first semester (entering April 1, 2018)	Arts Management Curation Research	February 2, 2018 (Friday) - February 23, 2018 (Friday)
Applicants for entry during the second semester (entering October 1, 2018)	Arts Management Curation Research	February 2, 2018 (Friday) - February 23, 2018 (Friday)
		June 1, 2018 (Friday) - June 15, 2018 (Friday)

**③ Remittance method: Remit the screening fee by bank transfer.**

**1. Remittance at a financial institution counter (For inside Japan)**

- Use the remittance request forms (Forms A, B, C) attached to this guidance.
- Fees can be transferred at the following financial institutions: City banks, trust banks, regional banks, shinkin banks, credit cooperatives, agricultural cooperatives, Japan Post Bank (post offices), etc. (Please keep in mind that you cannot transfer fees at finance corporations.)
- If you transfer the fee at Japan Post Bank (at a post office), you can do so only from a Japan Post Bank account.  
Please ask the staff at the post office where you plan to transfer the fee for details of the procedures.
- A separate transfer charge must be paid. (However, no charge is required for transfer made from the head office or branches of Sumitomo Mitsui Banking Corporation.)
- We do not accept remittances from financial-institution ATMs.
- Once you have transferred the fee, Forms B and C will be returned to you. Please cut up Form C and submit by attaching to “the 2018 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students>”.

<p><b>A票</b></p> <p style="text-align: center;"><b>振込依頼書</b></p> <p style="text-align: center;">(「東京藝術大学」入学試験検定料)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ご依頼日</td> <td style="width: 30%;">研究生</td> <td style="width: 40%;">国際芸術創造研究科</td> </tr> <tr> <td>年 月 日</td> <td>電信扱</td> <td>手数料</td> </tr> <tr> <td colspan="2">三井住友銀行 東京公務部</td> <td>円</td> </tr> <tr> <td>振込先</td> <td>普通 151793</td> <td>金額</td> </tr> <tr> <td>受取人 (おなまえ)</td> <td>トウキョウゲイジュツダイガク</td> <td>円</td> </tr> <tr> <td>国立大学法人</td> <td>東京芸術大学 検定料収納口</td> <td>円</td> </tr> <tr> <td>整理番号</td> <td>志願者氏名</td> <td></td> </tr> <tr> <td>89999</td> <td>(フリガナ)</td> <td></td> </tr> <tr> <td>依頼人 (おとこ)</td> <td>(電話)</td> <td></td> </tr> <tr> <td>志願者</td> <td></td> <td></td> </tr> </table> <p>【取扱金融機関へのお願ひ】</p> <ol style="list-style-type: none"> <li>1. 5桁の整理番号は、氏名頭部へ連続して打電して下さい。</li> <li>2. 収納印はA・B・C票の3ヶ所にもれなく押印して下さい。</li> <li>3. B・C票は、必ず依頼人へお返し下さい。</li> <li>4. 三井住友銀行本支店にて振込の場合の振込手数料は無料となります。(ATM等は不可です。)</li> </ol> <p style="text-align: right;">(取扱金融機関保管) 国際・研究生</p>	ご依頼日	研究生	国際芸術創造研究科	年 月 日	電信扱	手数料	三井住友銀行 東京公務部		円	振込先	普通 151793	金額	受取人 (おなまえ)	トウキョウゲイジュツダイガク	円	国立大学法人	東京芸術大学 検定料収納口	円	整理番号	志願者氏名		89999	(フリガナ)		依頼人 (おとこ)	(電話)		志願者			<p><b>B票</b></p> <p style="text-align: center;"><b>振込金受取書</b></p> <p style="text-align: center;">(「東京藝術大学」入学試験検定料)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>平成 年 月 日</td> <td>金額</td> </tr> <tr> <td></td> <td>円</td> </tr> <tr> <td>振込先</td> <td>三井住友銀行 東京公務部</td> </tr> <tr> <td>受取人</td> <td>東京芸術大学</td> </tr> <tr> <td>整理番号</td> <td>89999</td> </tr> <tr> <td>志願者</td> <td>(フリガナ)</td> </tr> <tr> <td>手数料</td> <td>円</td> </tr> <tr> <td>収納印</td> <td>収入印紙</td> </tr> </table> <p style="text-align: right;">(志願者保管) 国際・研究生</p>	平成 年 月 日	金額		円	振込先	三井住友銀行 東京公務部	受取人	東京芸術大学	整理番号	89999	志願者	(フリガナ)	手数料	円	収納印	収入印紙	<p><b>C票</b></p> <p style="text-align: center;"><b>「東京藝術大学」入学試験 検定料振込金受付証明書</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>志願</td> <td>国際芸術創造研究科・研究生</td> </tr> <tr> <td>金額</td> <td>円</td> </tr> <tr> <td>振込先</td> <td>三井住友銀行 東京公務部</td> </tr> <tr> <td>受取人</td> <td>東京芸術大学</td> </tr> <tr> <td>整理番号</td> <td>89999</td> </tr> <tr> <td>志願者</td> <td>(フリガナ)</td> </tr> <tr> <td>収納印</td> <td></td> </tr> </table> <p style="text-align: right;">(大学提出用) 国際・研究生</p>	志願	国際芸術創造研究科・研究生	金額	円	振込先	三井住友銀行 東京公務部	受取人	東京芸術大学	整理番号	89999	志願者	(フリガナ)	収納印	
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**入学試験検定料振込  
受付証明書提出用紙**

◇銀行等金融機関での振り込みの場合

C票

「東京藝術大学」入学試験  
検定料振込金受付証明書

Once you have transferred the fee, Forms B and C will be returned to you. Please cut up Form C, write your name, and submit by attaching to “the 2018 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students>”.

## 2. Sending money from overseas financial institution

- To transfer funds from overseas, please follow the instructions provided below.
- Please be prepared to remit:  
The cost of Screening fee (9,800 yen) + remittance fees charged in your country (please check with your bank for details) + fees charged in Japan (4,000 yen in total)  
(Additional fees are charged by an intermediary involved in processing the transfer.)
- Please specify in the remittance form that all local and overseas charges be borne by the remitter.  
If no specification is given, these charges will be deducted from the transfer amount, which will result in arrival of less funds than the amount originally transferred.
- Once you have transferred the fee, submit a copy of “the foreign remittance request form” (featuring the seal or signature of the bank clerk handling the remittance) which affixed with “the 2018 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students>”, together with other necessary documents.

### Money transfer information

送金種類(Type of remittance)	電信送金(Telegraphic transfer)
通貨(Currency)	日本円(Japanese Yen)
支払方法(Method of payment)	通知払(Advice and pay)
手数料 (Charge)	依頼人負担 (Borne by Payer) (check “OUR”)
送金目的(Purpose of payment)	検定料(Screening fee)
銀行名(Bank name)	三井住友銀行(Sumitomo Mitsui Banking Corporation)
支店名(Branch)	東京公務部(Tokyo Koumubu Branch)
スウィフトコード(SWIFT CODE)	SMBCJPJT
銀行住所(Bank Address, telephone number)	〒105-0003 東京都港区西新橋 1-3-1 西新橋スクエア 18 階 Nishi-shimbashi square 18F, 1-3-1 Nishi-shimbashi,Minato-ku, Tokyo Japan TEL.03-3591-3201
受取人口座番号(Account number)	普通預金 151793 (A/C 151793)
受取人(Account name)	国立大学法人 東京芸術大学 検定料収納口 (Tokyo University of the Arts)
住所(Address)	〒110-8714 東京都台東区上野公園 12-8 (12-8 Ueno-park, Taito-ku, Tokyo Japan )
連絡事項(Message to payee)	・ 志願者の氏名 (Name of applicant) ・ 受験研究科,専攻,研究分野 (Name of the department which you are applying)

#### ④ Refunds:

**Once we receive the application form, we will not return the screening fee transferred for any reason other than (a) - (c) below:**

- The screening fee was transferred and the application documents were submitted, but the University did not accept the application.
- The screening fee was transferred but the necessary documents were not submitted.
- The screening fee was transferred twice in error.

In the above cases, please request a refund as follows:

Download the University’s designated “Screening Fee Refund Request Form (Research Students/Non-degree Students)” from the University’s entrance examination information site, provide the necessary information, attach a bank receipt to the form, and mail to the Accounting Section of the Strategic Planning Division, Tokyo University of the Arts (12-8 Ueno Koen, Taito-ku, Tokyo 110-8714).

- \* The amount refunded from the university to the applicant is the amount less the transfer fee.
- \* Charges incurred when paying the screening fee cannot be refunded.
- \* Remittance of refunds normally takes about 2-3 months following receipt of the screening fee refund request form.

栖 The deadline for submission the refund request is as follows. If there is no submission by the deadline, examination fee will not be refunded.

Application period	Deadline for submission of refund
February 2, 2018 (Friday) - February 23, 2018 (Friday)	March 31, 2018
June 1, 2018 (Friday) - June 15, 2018 (Friday)	September 30, 2018

### (3) Documents to submit

Applicants must submit all of the following documents by registered mail:

- ① Admission application form (designated form)
- ② Photograph (taken within three months before the application period; affix to the designated space on the admission application form)
- ③ “2018 (Research Student) Entrance Screening Fee Remittance Proof Submission Form <Research Students>” which affixed with “the Tokyo University of the Arts Entrance Screening Fee Remittance Proof Form (Form C) “  
\*In case of “ Sending money from overseas financial institution” , please attach with the copy of the foreign remittance request form (featuring the seal or signature of the bank clerk handling the remittance).
- ④ Diploma (or certificate of anticipated graduation or completion) from most recent school attended (not required from graduates or those who have completed or plan to graduate or complete their studies at the Tokyo University of the Arts)
- ⑤ Letter of recommendation (any format; not required from graduates or those who have completed their studies at the Tokyo University of the Arts.)
- ⑥ If you are currently employed, a letter of your supervisor’s consent to your taking the examinations (any format)

Notes:

- ① If the family name on a certificate differs from your current family name due to marriage or other reasons, attach an official document that can be used to verify the name change (e.g., a copy of the relevant part of your family register).
- ② All documents other than certificates, the letter of your supervisor’s consent to your taking the examinations, and letter of recommendation must be in Japanese or English.
- ③ If a certificate, letter of your supervisor’s consent to your taking the examinations, or letter of recommendation is in a language other than Japanese or English, attach a Japanese or English translation.
- ④ Write in English in red on the front of the envelope “2018 Global Arts research student application enclosed”.
- ⑤ The examination card will be sent to the applicant after receipt of the above documents to submit has been verified.
- ⑥ Once received, the application form and other documents may not be modified or returned for any reason.
- ⑦ Submission of certificates and letter of recommendation is unnecessary for those applying for master's program or doctoral program of Graduate School of Global Arts this year.

### (4) Screening for eligibility to apply ~~✖Correction on November 28, 2017~~

Those planning to apply under the eligibility to apply I.- ② (see I. Eligibility to Apply above) must submit the following documents to obtain approval to apply.

- ① Research plan for after enrollment
- ② *Curriculum vitae*
- ③ Art activity history
- ④ Letter of recommendation
- ⑤ Other materials for reference in determination of eligibility to apply (ex: Portfolio)

Submit during the periods shown below.

Applicants for entry during the first semester (entering April 1, 2018)	Arts Management Curation Research	November 20, 2017 (Monday) - December 1, 2017 (Friday)
Applicants for entry during the second semester (entering October 1, 2018)	Arts Management Curation Research	November 20, 2017 (Monday) - December 1, 2017 (Friday)
		April 16, 2018 (Monday) - April 27, 2018 (Friday)

## VIII. Announcement of successful applicants & Admission Procedure

### ① Announcement of successful applicants

Results will be announced on the bulletin board of the Senju Campus Administration Center and on the University website starting at the following dates and times.

**(Plans call for posting results to the website one hour after posting them on the bulletin board [i.e., beginning 3:00 pm].)**

Applicants for entry during the first semester (entering April 1, 2018)	Arts Management Curation Research	Starting at 2:00 pm March 12, 2018 (Monday)
Applicants for entry during the second semester (entering October 1, 2018)	Arts Management Curation Research	Starting at 2:00 pm March 12, 2018 (Monday)
		Starting at 2:00 pm July 17, 2018 (Tuesday)

Successful applicants will be sent admission procedure documents within one week after the announcement of successful applicants. Be sure to submit the name and address labels for sending admission procedure documents along with the application form when applying.

\* Since the mailing address must be in Japan, if you reside overseas, designate an agent who resides in Japan.

\* Successful applicants should contact the Academic Affairs Section of the Senju Campus Administration Center if they do not receive admission procedure documents within one week.

### ② Admission Procedure

◆ The first semester (entering April 1, 2018) will be implemented in mid-March.

\* Including the second semester (entering October 1, 2018 [passed in March]).

◆ The second semester (entering October 1, 2018 [passed in July]) will be implemented in mid-September.

\* Notify details on acceptance notification.

## IX. Costs (planned amounts)

\* Details will be provided in the admission procedure documents sent to successful applicants.

Upon enrollment	Enrolment fee	84,600 yen
	Other costs (optional)	Student casualty insurance premium: 1000 yen (one year)*1 Student casualty insurance additional liability insurance premium: 340 yen (one year)*2
After enrollment	Tuition (per semester)	178,200 yen
	Tuition (per year)	356,400 yen

\*1, 2

The term of the insurance policy will be the term of the student's time as a research student. However, since premiums are charged in annual amounts, the student must pay premiums for an entire year even if enrolling for only a semester.

Notes:

- The enrollment fee will not be refunded for any reason after admission procedures have been completed.
- If any costs change between the time of publication of this Guidance and the time admission procedures are completed, the revised amounts shall apply. Additionally, any change in tuition during your time as an enrolled student will enter into effect at the time of the change.
- In principle, tuition is paid by direct debit. Submit the deposit direct debit application form during admission procedures to have tuition debited automatically from your registered account on the designated dates. (Debiting will take place in late May for the first semester and late November for the second semester.) Information on other payment methods will be provided if an applicant is unable to pay by direct debit (e.g., because he or she does not have a deposit account.)
- No system for waiver or reduction of tuition applies to research students.

## **X. Other information**

- ① Applicants are not eligible for student travel fares (student discounts).
- ② If you want to continue your research after the end of your research period at the University, you must apply (and undergo the examinations) again.
- ③ Procedures for entering Japan and applying for status of residence and renewal period of stay are to be carried out by the applicant at your own risk, apart from the entrance procedure.

## **Handling of personal information**

Under the Act on the Protection of Personal Information by Incorporated Administrative Agencies (“Personal Information Protection Act” hereinafter), the University will use personal information obtained during the process of selecting students for tasks related to the selection process and for other purposes, as described below.

### **1. Purposes of use**

- (1) Personal information concerning successful applicants such as names and addresses will be used for tasks related to admission procedures.
- (2) Personal information, such as names and addresses concerning persons who have completed admission procedures will be used following matriculation for tasks related to their studies, including management of student records and tasks related to health, such as medical examinations.
- (3) Personal information such as names and addresses concerning persons who have completed admission procedures will be used for tasks related to the management of payments, such as collection of enrollment and tuition fees.
- (4) Personal information such as grades obtained during the selection process will be used for tasks related to support for studies, including waivers of enrollment fees and tuition fees in the first year and selection of students for scholarships.
- (5) Personal information such as grades obtained during the selection process will be used for tasks related to statistical processing, provision of information to prospective students, and surveys and research related to the selection process. In such cases, the personal information will be used in ways that render it impossible to identify individuals.

### **2. Provision of personal information to third parties**

Apart from the cases set forth in Article 9 of the Personal Information Protection Act, personal information obtained by the University will not be used for other purposes or provided to third parties without the permission of the applicants themselves.

However, the minimum required information may be provided in the following cases:

- (1) Tasks involving the handling of personal information described in 1. (1) to (5) above may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- (2) As required by law and/or as consented to in advance by the person concerned.

## 2018 Academic Year: Tokyo University of the Arts Admission Application Form for Prospective Research Students

<b>(Furigana) Name</b>		M / F	Affix photo here. (Write your name on the back of the photo) <ul style="list-style-type: none"> <li>4 cm × 3 cm</li> <li>Top half of your body, facing front, without a hat</li> <li>Taken within three months before the application</li> </ul>
<b>Date of birth</b>	Date of birth (YY/MM/DD):      /      /      (      years old) Showa Heisei		
<b>Permanent residence (nationality)</b>	(Prefecture/country only)		
<b>Current address</b>	(Postal code:      -      )      (TEL      -      -      ) (Email address:      )		
<b>Academic history1 (Under graduate)</b>	National / Public / Private University: Department: Major: Admitted (YY/MM/DD):      /      /      Completed (YY/MM/DD):      /      /		
<b>Academic history2 (Graduate School)</b>	National / Public / Private University: Department: Major: Admitted (YY/MM/DD):      /      /      Completed (YY/MM/DD):      /      /		
<b>Desired research period (YY/MM/DD)</b>	/      /      -      /      /      *Half-year or Full-year		
<b>Desired research field</b>	Research field:      Arts Management      Curation      Research * Circle on what you apply		
<b>Desired seminar, etc.</b>	Seminar:      Faculty member:		
<b>Summary of research topic or research plan</b>			



## *Curriculum vitae*

Year	Month	Studies/research history (teachers, published works, essays, etc.)			
Year	Month	Academic history (Enter information on university graduation and education beyond.)			
		<table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">University: (Graduated)</td> <td style="width: 33%;">Faculty:</td> <td style="width: 33%;">Dept.:</td> </tr> </table>	University: (Graduated)	Faculty:	Dept.:
University: (Graduated)	Faculty:	Dept.:			
Year	Month	Employment history			
<p>I hereby certify that the above information is correct.</p> <p style="margin-left: 40px;">Date (YY/MM/DD):     /     /</p> <p style="text-align: right; margin-right: 100px;">Applicant's signature:</p>					