

Keio University
Graduate School of Health Management
Doctoral Program
Application Guidebook for April 2020 Entry

Keio University



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1. Admission Policy

The Graduate School of Health Management aims to improve and broaden its level of research and education as a graduate institution of advanced and interdisciplinary fields, and widely accepts students from a variety of medical and non-medical backgrounds including new graduates and experienced practitioners. For this reason, the selection of new students is decided by a multifaceted evaluation of the desire of candidates to study and research at the school and the ability to identify tasks, logical thinking, as well as analytical and explanatory skills, required for conducting research activities.

2. Management of Personal Information at Keio University

Personal information at Keio University is handled securely and appropriately in compliance with the Keio University Basic Policy Concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses, and other personal information provided by the individuals in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

1. Carrying out duties concerning the entrance examinations (processing applications, conducting examinations, and announcing successful candidates);
2. Screening, communicating, and carrying out procedures concerning the running of scholarship programs;
3. Enrollment procedures;

4. Administering, communicating, and carrying out procedures concerning academic affairs;
5. Administering, communicating, and carrying out procedures concerning general student life;
6. Administering, communicating, and carrying out procedures concerning the use of university facilities and equipment;
7. Conducting communications for soliciting donations and recruiting members for the Keio Iji-kai (support group) and the Keio Card;
8. Sending various documents to students and guarantors, and carrying out other communications with them;
9. Sending documents to individuals related to the Mita-kai (alumni association); and
10. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all (the minimum necessary) of the personal information Keio University receives from individuals may be provided to the subcontractors.

In principle, Keio University does not disclose personal information of individuals to third parties. In exceptional circumstances, the personal information of an individual or a third party may be disclosed when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of a student or a third party; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained. In addition, when the university is to conduct analyses and research regarding the selection of applicants, personal data will be used after it is converted into a statistically processed format to ensure the applicant's anonymity.

3. Special Measures for Applicants in Areas Hit by Large-scale Natural Disasters

In order to reduce the financial burden on applicants who live in areas affected by largescale natural disasters (designated by the Japanese Government as a “Disaster of Extreme Severity”), Keio University may take special measures in accordance with the situation in the affected areas. Please check for further details on applications and procedures (only available in Japanese) under the information for undergraduate admissions on the Keio University Admissions Center website: <http://www.keio.ac.jp/ja/admissions/>

4. Applicants with Disabilities

If you have a disability and need special provisions for admissions procedures and enrollment, please contact Administration Office of Graduate School of Health Management at least one month before the start of the application period.

5. The Outline of Graduate School of Health Management

Name of Graduate School	Graduate School of Health Management
Name of Major	Major in Nursing Major in Public Health, Sport and Health Sciences
Degree	Major in Nursing Ph.D. in Nursing Major in Public Health, Sport and Health Sciences Ph.D. in Public Health Ph.D. in Health Care Management Ph.D. in Sports Management
The term of education	3 years
Campus	Shonan Fujisawa Campus (Note) Although the majority of classes and research supervision after admission will take place in the Faculty of Nursing and Medical Care building on Shonan Fujisawa Campus, a portion of the classes and supervision will be held in the Koyosha, etc., on Shinanomachi Campus.

6. The Outline of Entrance Examinations

Application Schedule

	Application Period I	Application Period II
Application Period	October 24-30, 2019	January 8-14, 2020
Examination Date	November 23, 2019	January 25, 2020
Announcement of Results	November 28, 2019	January 30, 2020
Enrollment Registration	December 3-9, 2019	February 4-10, 2020

Admission Quota

Major in Nursing: 5

Major in Public Health, Sport and Health Sciences: 5

*The admission quota includes students to be admitted in First Semester and Second Semester.

7. Pre-application Process

Important notes concerning the entrance examination in general

1. The following policy applies in the event that information provided in the application or the individual eligibility review is discovered to be incorrect or fraudulent, regardless of the reason:

a. While the applicant is in the application or screening process

The applicant will be deemed to be ineligible for this program, and the application fee he/she has paid will not be refunded.

b. After the applicant has been accepted for enrollment

The applicant's acceptance for enrollment will be revoked, and the application fee he/she has paid will not be refunded.

The required academic fees and expenses that have already been paid will be refunded.

c. After the applicant has enrolled in this program

The applicant will be expelled from this program, and neither the application fee nor the required academic fees and expenses he/she has paid will be refunded.

2. If you are an applicant whose status is "expected graduation from Master's course," you are required to graduate from Master's course by March 31, 2020. If you fail to do so, your enrollment will be cancelled.
3. We are unable to respond to any inquiries regarding the applicant eligibility screening and results.

Application Period

Application Period I : October 24-30, 2019

*Web Entry Period: 10:00 a.m. October 24, 2019 through 3:00 p.m. October 30, 2019 (JST, UST+09)

Application Period II : January 8-14, 2020

*Web Entry Period: 10:00 a.m. January 8, 2020 through 3:00 p.m. January 14, 2020 (JST, UST+09)

Eligibility Requirements

Either of the following requirements qualifies you to apply.

1. Those who have received or are expected to receive a Master's degree or a Professional degree by March 2020.
2. Those who have received a Master's degree, a Professional degree, or equivalent degree from an educational institute outside Japan.
3. Those who meet criteria set by the Ministry of Education, Culture, Sports, Science and Technology.
4. Those who are aged 24 or over at the time of enrollment and recognized by Keio University as equivalent to having the qualifications listed in 1-3 above.

Note: The curriculum for the Major in Nursing was created so that people who have learned the fundamentals of nursing can pursue greater specialization. Applicants for the Major in Nursing are expected to have completed a basic education degree program in nursing.

Acceptance from research supervisor

Applicants must discuss their research plans in detail with a graduate school committee member of the program they wish to participate in, and obtain that committee member's preliminary consent to become the applicant's research supervisor. For the online registration, applicants are required to input the date when the supervisor accepted them.

Preparing the documents required for the application

1. Important notes concerning the application

- (1) Applications will not be accepted unless all of the documentation is complete.
- (2) Unless otherwise stated, applicants should submit the original application documents. Copies of documents will not be accepted.
- (3) Applicants should take special care to ensure there are no mistakes for any of the entries relating to their personal identity, such as their name or date of birth. In cases where an applicant commonly use a separate name or has multiple names, he or she will need to submit certification confirming his or her identity along with the application.
- (4) Applicants submitting documentation other than in Japanese or English will need to have it translated and attach proof obtained from a public body, such as an embassy or the university from which they graduated, stating that its contents are an accurate reflection of the original.
- (5) Under no circumstances will documentation be returned to applicants once submitted.
- (6) Applicants must use A4 paper for any documents that are to be copied or printed out. Only use single-sided, not double-sided printing.

2. Preparing the application documents

The method for preparing the application documentation differs depending on the document concerned. Applicants should check which of the following four methods are to be used in the “preparation method” column for each application document.

[Preparation method]

- (1) Printout of online registration completion screen
- (2) Printout of downloads from the Graduate School of Health Management website
- (3) Acquired from the university, etc.
- (4) Other

Documents	Preparation method	Important Notes
A Applicant Sheet (Online registration completion screen)	(1)	<ul style="list-style-type: none"> • The online registration must be completed during the designated period. Applications will not be accepted unless the online registration has been carried out. • Print out and submit the online

		<p>registration completion screen. If applicants mistakenly close the screen beforehand, they should print out and submit the notice of completed registration that is sent out to the e-mail address they registered with the university.</p> <ul style="list-style-type: none"> • If it is necessary to revise or change any of the details after printing, applicants should do this directly on the printout in red without newly registering online.
B Application Form	(2)	<ul style="list-style-type: none"> • Fill out the required items on the prescribed form, which is to be used as the original. Do not staple the sheets together. • <u>Because the document screening and interview examination will be based on the Application Form, it should be filled out only after careful consideration.</u> • The responses to the Application Form may be typed instead of handwritten. Applicants intending to paste word-processed entries directly onto the form must ensure they are stuck securely within the designated boxes. • The section for the applicant's name must be handwritten.
C Copies of the Application Form	(4)	<ul style="list-style-type: none"> • Applicants should prepare three sets of the Application Form arranged in order from D1 to D4 (four pages) comprising of the original and two identically sized copies (printed single-sided) • Each set should be stapled together with one staple positioned vertically within the blank margin (approx. 1 cm) in the top left-hand corner.
D Applicant Evaluation Form	(2)	<ul style="list-style-type: none"> • The applicant's academic advisor for his/her graduate school master's program should fill out the prescribed form (D5). If there is no one suitable, the form can be

		<p>filled out by someone who is able to assess the attributes of the applicant.</p> <ul style="list-style-type: none"> • The prescribed form (D5) should be sealed in an envelope with the mailing label for the Applicant Evaluation Form attached and the seal or signature of the person who completed the form affixed. Use an envelope readily available at shops. • This form is not required for persons who have completed (or are expected to complete) a master's program at the Graduate School of Health Management.
E Photo Sheet	(2)	<ul style="list-style-type: none"> • The photograph (height 4 cm x width 3 cm) must be a frontal picture of the upper body of the applicant in color and taken without a hat against a plain background within the last three months. The photograph is to be unedited and the applicant identifiable, including hairstyle and glasses. • The full name of the applicant and the graduate school must be written out on the back of the photograph.
F Application fee payment screen	(4)	<ul style="list-style-type: none"> • Print out and submit the application fee payment screen.
G Certificate of (Expected) Completion	(3)	<ul style="list-style-type: none"> • <u>Applicants should submit a Certificate of Completion from the graduate school where they obtained a master's degree (applicants who are expected to complete a master's program should submit a Certificate of Expected Completion).</u> • The certification must be issued within three months of the date of the application deadline. It is not necessary to seal the certificates. • In cases where the name on the certificate differs from that on the application, it will be necessary to attach an abstract of the applicant's family register.

H Transcript of Academic Record	(3)	<ul style="list-style-type: none"> • <u>Applicants should submit a Transcript of Academic Record for their university and graduate school.</u> • <u>The Transcripts of Academic Record need to specify the grades for all of the courses taken for credit during the period of enrollment (up to the previous academic year for persons currently enrolled).</u> • Certification must be issued within three months of the date of the application deadline. It is not necessary to seal the certificates. • In cases where the name on the certificate differs to that on the application, it will be necessary to attach an abstract of the applicant's family register.
I Master's thesis or equivalent dissertation	(4)	<ul style="list-style-type: none"> • Applicants should submit one copy of their master's thesis or an equivalent dissertation (including persons expected to complete a master's program). • It is not necessary for persons who have completed (or are expected to complete) a master's program at the Graduate School of Health Management to submit their thesis.
J Abstract of master's thesis or equivalent dissertation	(4)	<ul style="list-style-type: none"> • Applicants should submit 4 copies of the abstract for their master's thesis or an equivalent dissertation (Japanese or English; printed on A4 in portrait orientation; written from left to right; one sheet printed single-sided; no prescribed format). • This should also be submitted by persons who have completed a master's program at the Graduate School of Health Management (including persons expected to complete the master's program).
K Results for English language proficiency examination	(4)	<ul style="list-style-type: none"> • Applicants should submit the examination results for one of the following:

		<ul style="list-style-type: none"> ▪ TOEFL iBT ▪ IELTS Academic ▪ TOEIC Listening & Reading Test • The method of submission varies depending on the exam results. Applicants must ensure that they check the “Submission of results for an English language proficiency examination” section below.
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<Submission of results for an English language proficiency examination>

1. Common items

- All applicants are required to submit the results for an English language proficiency examination, even if from an English speaking country or region.
- Since the screening will be based on the content of the submitted documentation and interview, there is no pass mark for the results of the English language proficiency exam.
- For the online application, applicants should accurately fill out the exam date, type, and scores for the English language proficiency examination results they will submit for the application. If the examination results entered during the online registration are different to the results submitted with the application, it is the results that have been submitted that will take precedence.

2. TOEFL iBT

(1) Methods of submitting exam results

- a. Applicants should ask the ETS to send the Official Score Report directly to Keio University. The TOEFL Institution Code for Keio University is 0773, and the Department Code is 43. The ETS will send an Official Score Report directly to Keio University after the test by following the designated procedures when you apply for taking the test or by one day prior to the test date. You can also request ETS to send an Official Score Report after the test date by following ETS instructions.
- b. In addition to the Official Score Report, each applicant must print and submit an Order Summary bearing his/her name along with the other application documents required by the Graduate School. This proves that s/he has asked ETS to send the Official Score Report directly to Keio University.
- c. In addition to the Official Score, applicants should submit a copy of their individual scores (either the TOEFL Test Taker Score Report or the scores available on the testing agency website). If the Official Score does not arrive at the Graduate School of Health Management

within the arrival period stated below, the screening will be conducted using the copy of the individual scores. However, these scores will be checked against the Official Score once it arrives. The Graduate School of Health Management will respond to the discovery of any irregular or untrue results in the manner described in “Important notes concerning the entrance examination in general” (refer to page 4-5.).

(2) Period of validity

The exam results must meet the following two requirements.

a. Period examination taken

Only the results of examinations taken during the following period are valid:

Application Period I : From October 1, 2017, to September 30, 2019

Application Period II : From January 1, 2018, to December 31, 2019

b. Arrival period

Application Period I : Only results that arrive at Keio University no later than November 18, 2019, are valid.

Application Period II : Only results that arrive at Keio University no later than January 20, 2020, are valid.

*Because it may take up to 6 weeks for the Official Score to arrive at the Graduate School of Health Management, applicants should carry out the necessary procedures to ensure that they are sent as early as possible.

3. IELTS Academic

(1) Methods of submitting exam results

a. Applicants should ask the testing agency to send the official scores directly to Keio University.

b. Submit a printed copy of the screen or e-mail which clearly shows that you have arranged to have your IELTS scores sent directly by the testing agency to Keio University.

c. Submit a copy of your IELTS original Test Report Form, or a copy of your IELTS scores printed out from the testing agency's website. If the official score does not arrive at the Graduate School of Health Management within the arrival period stated below, the screening will be conducted using the copy of the individual scores. However, these scores will be checked against the official score once it arrives. The Graduate School of Health Management will respond to the discovery of any irregular or untrue results in the manner described in “Important notes concerning the entrance examination in general” (refer to page 4-5.).

(2) Period of validity

The exam results must meet the following two requirements.

a. Period examination taken

Only the results of examinations taken during the following period are valid:

Application Period I : From October 1, 2017, to September 30, 2019

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b. Arrival period

Application Period I : Only results that arrive at Keio University no later than November 18, 2019, are valid.

Application Period II : Only results that arrive at Keio University no later than January 20, 2020, are valid.

*Because it may take up to 6 weeks for the official score to arrive at the Graduate School of Health Management, applicants should carry out the necessary procedures to ensure that they are sent as early as possible.

4. TOEIC Listening & Reading Test

(1) Methods of submitting exam results

a. Submit the TOEIC Score Report (Official Score Certificate). The “Score Descriptors” and “Abilities Measured” portions of the score report are not required. Contact the Institute for International Business Communication (IIBC) to request that IIBC issue or reissue your Official Score Certificate.

b. Institutional Program (IP) are not acceptable.

c. A printout of the test scores from the TOEIC website will not be accepted.

(2) Period of validity

The exam results must meet the following two requirements.

a. Period examination taken

Only the results of examinations taken during the following period are valid:

Application Period I : From October 1, 2017, to September 30, 2019

Application Period II : From January 1, 2018, to December 31, 2019

b. Arrival period

Application Period I : Only results that arrive at Keio University no later than November 18, 2019, are valid.

Application Period II : Only results that arrive at Keio University no later than January 20, 2020, are valid.

Pay the application fee

1. The application fee is 35,000 yen (including tax).
2. The application fee must be paid within the following period (JST, UST+09):
Application Period I : 0:00 a.m. on Thursday, October 24 – 11:00 p.m. on Wednesday, October 30, 2019
Application Period II : 0:00 a.m. on Wednesday, January 8 – 11:00 p.m. on Tuesday, January 14, 2020
3. For details, please see Payment of Application Fee at <https://gshm.sfc.keio.ac.jp/en/admission/>.
4. Excluding the following situations, the application fee will not be refunded for any reason.

Cases where a refund may be claimed for the application fee:

- A. The application fee has been paid but no application was made (the application documents were not mailed)
- B. The application fee has been paid but the application was not accepted
- C. The application fee was accidentally paid twice

How to claim a refund of the application fee

In cases A and C:

Send an e-mail stating the following information to Administration Office of Graduate School of Health Management. The e-mail should be sent within one week of the final day for each of the application periods. The office will send a refund application form in reply.

E-mail: nmc-hm@adst.keio.ac.jp

Title: Request for a refund application form for the application fee

Main text: (1) Full name, (2) Telephone number

In case B:

The refund application form will be sent to the e-mail used for the online registration.

Post the application documents

Send the application documents by recorded delivery (postmarked for the date of the deadline).

Applications are not directly accepted at the university. If sending the application from outside of Japan, it should be mailed using a method that keeps a delivery record such as EMS.

Notification of examination number

Applicants will be notified of their examination number via the e-mail they used for the online registration if their application is accepted. The notification is due to be sent out on the following date.

Application Period I : Monday, November 18, 2019

Application Period II : Monday, January 20, 2020

8. Entrance Examinations

Examination Subject

Interview	This is an examination that comprehensively evaluates the desire of candidates for study and research and their adaptability and aptitude, including the contents of the application form and other submitted materials.
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Examinations Timetable

	Examination date	Assembly time and examination venue
Application Period I	Saturday, November 23, 2019	Online interviews are approved for applicants residing overseas. Details about the interview will be sent at the same time as the notification of the examination number.
Application Period II	Saturday, January 25, 2020	

Important notes for when taking the examination

1. Examination slip

Candidates should ensure they are able to check the e-mail notification for their examination number at any time on the day of the exam.

2. Interview examination

Dictionaries and other materials cannot be used during the interview examination.

3. Other information

If the Graduate School of Health Management judges it difficult to hold the entrance examination on the scheduled date due to unforeseen circumstances, the exam will be postponed or other appropriate measures taken. In principle, the Graduate School of Health Management bears no responsibility for personal losses incurred by candidates as a result.

Notices will be posted on the Graduate School of Health Management website when necessary to inform candidates regarding new notifications or adoption of the above measures. Candidates must ensure that they check this website regularly.

9. Announcement of Results

Date and time of announcement and how to confirm

	Date and time	Confirmation
Application Period I	10:00 a.m. on Thursday, November 28, 2019 (JST, UST+09)	Graduate School of Health Management website (posted until the final day of the

Application Period II	10:00 a.m. on Thursday, January 30, 2020 (JST, UST+09)	period for the admissions procedures)
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Note 1. Candidates have failed if their examination number is not included in the table of examination numbers for successful candidates. There are no reserve candidates for admission.

Note 2. The Graduate School of Health Management will not respond to any inquiries regarding the announcement of the final results, whether by phone or e-mail.

Forwarding of the documents for the admissions procedures to successful candidates

1. A full set of documents for the admissions procedures will be sent out to the address used during the online registration on the following date.

Application Period I	Thursday, November 28, 2019
Application Period II	Thursday, January 30, 2020

This documentation is not issued directly at the university.

2. Candidates who have passed but do not receive the documents for the admissions procedures should contact Administration Office of Graduate School of Health Management by e-mail on the following date.

Application Period I	Monday, December 2, 2019
Application Period II	Monday, February 3, 2020

3. Candidates should inform Administration Office of Graduate School of Health Management of their new address if there have been any changes since the online registration.

10. Admissions Procedure

Important notes concerning the application procedures

Candidates should be especially careful about the following points regarding the admissions procedures at the Graduate School of Health Management.

1. Regardless of the circumstances, the admissions procedures will not be approved in the following cases as candidates are deemed to have renounced their intention to enroll and will lose their eligibility for admission. Furthermore, in each case the predetermined amounts already paid by the applicant are regarded as having been relinquished and will not be refunded.

- In cases where the money transfer necessary for the admissions procedures and the postage or submission of required documentation has only been completed in part or not at all during the period stipulated in these guidelines.

- In cases where the procedures were carried out after the designated period (deadline) stipulated in these guidelines for completing money transfers and the admissions procedures.

2. Except in cases of inadequate or missing documentation, individual notifications regarding the procedures and money transfers will not be sent to people who have yet to complete the admissions

procedures. It is the individual responsibility of candidates to complete these procedures.

3. Documents submitted for the admissions procedures will not be returned irrespective of the reason.

4. By carrying out the admissions procedures during the prescribed period, the enrollment agreement will commence from April 1, 2020.

Period for admissions procedures

Application Period I	Tuesday, December 3 – Monday, December 9, 2019
Application Period II	Tuesday, February 4 – Monday, February 10, 2020

How to proceed

1. If sending the documentation from outside Japan, it should be mailed using a method that keeps a delivery record such as EMS. Applications are not directly accepted at the university.
2. The required documents for the admission application process will be described in the documents sent to successful applicants.

Withdrawal from admission and return of tuition fees

In principle, the fees that have been paid will not be refunded. Only if the procedures for withdrawing from admission are completed before the designated deadline after the conclusion of all admissions procedures, will the fees that are required for admission be refunded in their entirety.

11. Admission Fees

Although the fees necessary for persons who will be admitted in the 2020 academic year have not been finalized, the fees for the 2019 academic year were as follows.

	Type	Amount
Academic Fees and Expenses	Registration Fee	60,000
	Tuition Fee	660,000
	Subtotal	720,000
Other fees and expenses	Keio SFC Academic Society (publication subscription fees, etc.)	8,000
	Student Health Care Mutual Aid Association (Gakuseikenpo)	
	Registration Fee	100
	Student Health Care Mutual Aid Fee	2,500
	Subtotal	10,600

	Total	730,600
(Amount for Spring Semester if paid in installments)		(365,350)
(Amount for Fall Semester if paid in installments)		(365,250)

1. The registration fee for the Student Health Care Mutual Aid Association is only collected in the first academic year.
2. Excluding 1, academic fees and other expenses can be paid in two installments in the Spring and Fall Semesters. The installment for the Fall Semester is to be paid no later than the end of October each year.
3. Persons who have completed a program at a Keio University graduate school and will continue their enrollment at the Graduate School of Health Management do not need to pay the registration fee for the Student Health Care Mutual Aid Association. Persons who will enroll on the doctoral program within one year of completing a master's program at a Keio University graduate school are also not required to pay the registration fee (excluding enrollees of or persons who have completed a Professional Degree Program)
4. The fees that the university are entrusted to collect (Student Health Care Mutual Aid Fee, publication subscription fees, etc.) are subject to amendment as required each academic year during student enrollment.

Application of sliding scale for academic fees

Please note that among the academic fees and expenses of the Graduate School of Health Management, the amount to be paid for tuition and registration fees is determined each year by applying the sliding scale stipulated in the University Rules and Regulations. The standard for the increase rate is based on the slide rate (the rate of increase for the salaries of civil servants recommended by the National Personal Authority in the previous fiscal year).

12. Contact

All queries should be directed to Administration Office of Graduate School of Health Management.

The contact details are as follows:

Address: 4411 Endo, Fujisawa-shi, Kanagawa 252-0883 Japan

E-mail: nmc-hm@adst.keio.ac.jp