

**Tokyo University of the Arts
Graduate School of Film and New Media
Doctoral Program in Film and New Media Studies**

2018 Student Application Guide

Tokyo University of the Arts
2018

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Forms available from the entrance exam info website:

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Entrance exam info website: <http://admissions.geidai.ac.jp/>

About the Graduate School of Film and New Media Doctoral Program in Film and New Media Studies

Overview

In today's world where image-based creative expression and image-related technological innovation are developing at the same fast pace, there is a demand for artists and researchers who possess a broad, organized knowledge of images. Film and media is a field of study that has as its central themes the pursuit of image-based creative expression that incorporates a high level of contemporaneity, and the development of methods of expression and fundamental techniques. As part of the social demand for learning, it is hoped that the role played by images within the culture and the potential for their future development will be clarified, and that the expertise previously limited to the experiences of creatives will be converted into knowledge capable of being shared publicly.

Tokyo University of the Arts Graduate School of Film and New Media, a truly unique forum for creative production, provides an environment for deeper theoretical and practical research. The respective members of the faculty involved in the Master's Degree Program at the Department of Film Production, Department of New Media and Department of Animation are also involved in lectures and seminars for the Film and New Media Doctoral Program. Leading and assisting members of the teaching staff provide each individual student with continuing support. The program provided by the department includes, as the academic year progresses, presentations to research societies and the submission of a doctoral thesis, following a preliminary review based on the outcome of each student's academic activity. Research methods leading to the submission of a doctoral thesis are broadly divided into either theory-centric or practice-centric. Results using a theory-centric method are presented in a thesis in the traditional way. In the case of a practice-centric method, however, results are presented in the form of an exhibition or screening, as well as a complementary thesis. The practice-centric method has proliferated in recent years in doctoral programs all over the world, especially in the field of the arts. In either case, a review is conducted by a committee that includes experts from outside the department, which is a reflection of the complex nature of the field. Graduates of the program are in highly specialized positions as university faculty members, independent researchers and archivists.

Course completion requirements

The Graduate School of Film and New Media Doctoral Degree Program takes at least three years to complete and students complete the program by obtaining the prescribed number of credits, and, with direction provided by members of the teaching staff, passing the review of their doctoral thesis and the examinations.

Please note that a review of a student's works may be included in the review of the doctoral thesis, depending on the nature of the research subject.

Academic degree

Students who have completed the Doctoral Program in Film and New Media Studies at the Graduate School of Film and New Media are conferred with a Doctor of Philosophy (Film and Media) or Doctor of Philosophy (Arts and Sciences) degree.

Student selection

The competency and the quality of the work produced by applicants who are already experienced in working in an artistic sphere will be evaluated to determine whether they possess the necessary ability to undertake research at a consistently high level during their time in the Doctoral Program in Film and New Media Studies. The research outcomes (academic papers, publications etc.) of researchers will also be evaluated, as well as the level of their skill in communication, to ensure that they are competent to undertake research.

Please note that applicants will be required to submit an actual research plan.

Admissions policy of the Graduate School of Film and New Media (Doctoral Program)

The Graduate School of Film and New Media seeks students who are able to undertake in-depth theory and practice-based research and take advantage of the unique qualities of on-site creative production. The entrance examinations comprehensively assess the applicant's activities to date and evaluates his or her ability to undertake research and bring that research to fruition.

1. Number of students admitted

Department	Research field	Number of students admitted
Film and new media studies	Film and new media	3

2. Eligibility

Eligibility to apply for the Doctoral Program in Film and New Media Studies is based on one of the following:

- (1) you have attained (or are expected to attain by March 2018) a master's degree or professional degree;
- (2) you have attained (or are expected to attain by March 2018), in an overseas country, a degree equivalent to a master's degree or professional degree;
- (3) you have undertaken a distance learning course in Japan provided by a school in an overseas country and have attained (or are expected to attain by March 2018) a degree equivalent to a master's or professional degree;
- (4) you have completed a curriculum at an educational facility in Japan specially designated by the Minister of Education, Culture, Sports, Science and Technology that provides a curriculum from a overseas graduate school established within the school education system of that overseas country, and have attained (or are expected to attain by March 2018) a degree equivalent to a master's degree or professional degree;
- (5) you have completed a curriculum at the United Nations University established in accordance with the United Nations General Assembly resolution adopted on 11 December 1972 that is provided in Article 1(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, 1976), and have attained (or are expected to attain by March 2018) a degree equivalent to a master's degree;

(6) Demonstrate academic ability at least equal to that of a holder of a master's degree by completing an educational program at a foreign university, an educational facility recognized as described under paragraph 4 above, or the United Nations University and by passing the equivalent of the testing and screening specified in Article 16-2 of the standards for establishment of a graduate school (or expect to achieve such degree equivalent recognition by March 2018).

(7) The following persons recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan:

(i) University graduate who has taken part in research for at least two years at a university, research center, or similar facility and are recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at a graduate school or other achievements

(ii) Those who, after completing 16 years of school education in a foreign country or completing 16 years of foreign school education by completing in Japan a distance-learning course offered by a foreign school, have taken part in research for at least two years at a university, research center, or similar facility and are recognized to possess academic ability at least equal to that of a holder of a master's degree based on the results of such research at a graduate school or other achievements

(8) you are 24 years of age or older and have, through eligibility screening, been assessed by the School of Film and New Media as possessing a level of academic ability equal to or greater than that of a person who has a master's degree or professional degree.

Note: Applicants who apply on the basis of 7 or 8 above will undergo admission eligibility screening. Application forms for eligibility screening can be obtained from the Educational Affairs Office, School of Film and New Media. Completed forms should be submitted to the School of Film and New Media by 31 October 2017.

3. Standard timeframe for completing the program

3 years

4. List of Faculty Advisors (2017)

Course	Research Field	Advisor
Film and new media studies	Film and new media	Professor Toshihiro Isomi
		Professor Yuichi Ito
		Professor Mitsuko Okamoto
		Professor Eishi Katsura
		Professor Takashi Kiriya
		Professor Kiyoshi Kurosawa
		Professor Yuji Sakamoto
		Professor Masahiko Sato
		Professor Nobuhiro Suwa
		Professor Takefumi Tsutsui
		Professor Hiroyuki Nagashima
		Professor Naoya Hatakeyama
		Professor Taruto Fuyama
		Professor Shoji Masui
		Professor Katsumi Yanagijima*
		Professor Koji Yamamura
Associate Professor Akira Takayama		

1. Select the name of your preferred advisor from the above list and write it in the designated field in your application.
2. *Professor Katsumi Yanagijima will retire from the faculty as of March 2018.

5. Application process

Applications to the Graduate School of Film and New Media are to be made online. **The instructions in steps 1 and 2 below should be carried out between the dates indicated and required documents submitted according to the instructions in step 3. The application process is completed once it is confirmed, based on the documents you have sent, that you are eligible to apply.** Once your application is accepted, you will then be able to print out your exam slip from the online application website as shown in step 4.

1	Register online application (see page 9)	Access the online application website through the university's exam info website and register the required information.
2	Pay application fee (see page 11)	When you have completed step 1 above, start the process for payment of the application fee through the online application site.
3	Send required documents (see page 15)	When you have completed step 2 above, print out required documents from the online application website and the exam info website and send them to the university together with other required documents.
4	Print exam slip (see page 17)	When your eligibility is confirmed and your application has been accepted, you will then be able to print out an exam slip from the online application site. Applicants should print out their own exam slips and bring them to the exam.

Dates for applications

Registration of online applications	10:00, 28 November (Tuesday) - 23:59, 4 December (Monday) 2017
Payment of application fee and submission of required documents by post	Postmarked between 28 November (Tuesday) - 5 December (Tuesday) 2017

Making your application: Points to note

- A registered express service should be used to submit required documents.
- Required documents submitted by post will only be accepted if the date on the post office postmark is within the dates indicated above. Required documents where the postmark is not within the dates indicated above, or delivered in person to the university, will not be accepted under any circumstances.
- Check the following and prepare everything before submitting your online application.

<p>Operating environment of your computer</p>	<p>Online applications are processed in the following environments: Browser</p> <ul style="list-style-type: none"> • Microsoft Online Explorer 11 or higher • Microsoft Edge • Google Chrome 51 or higher • Mozilla Firefox 50 or higher • Apple Safari 8 or higher <p>* Please do not work on the application page in multiple tabs in your website browser at the same time. This action can cause problems, such as data being inadvertently transferred among the tabs. * Use of smartphones and tablets is not supported.</p>
<p>Email settings</p>	<p>The following four emails will be sent from no-reply@e-apply.jp to the email address you have registered. Please be sure that your email account is set up correctly to receive them.</p> <ol style="list-style-type: none"> (1) A test email when you initiate an online application. (2) An automatic reply email when you have completed registration of your online application. (3) An automatic reply email when you have completed payment of the application fee. (4) An email notifying you that you are now able to print out an exam slip.
<p>Photograph</p>	<p>Prepare a color photograph (up to 2MB) of your upper body facing forward, no headwear, against a neutral background, taken within three months prior to your application.</p> <p>* Unacceptable photographs: Photographs that are blurry, have dark backgrounds, where the subject's face is turned to the side, where there are two or more people in the shot, or where the image has not been properly processed. Use the sample photograph at the right as a reference.</p>

Documents establishing your eligibility to apply	Refer to page 15 and prepare the documents to be submitted with your application.
Envelope	Prepare a standard No. 2 rectangular envelope (240×332mm) to use in submitting required documents.
Printer paper	Prepare white A4-size printer paper to print the required documents from the online application website or the entrance exam info site.

If you have questions about how the online application website works or the ways you can pay the application fee, contact:

Disco Corporation Learning and Education Support Center
 Tel: 0120-202-079 (open 24 hours during the application period)
 email: cvs-web@disc.co.jp

* Disco Corporation is unable to answer to questions relating to exams.

Questions relating to exams

Educational Affairs Office, Graduate School of Film and New Media,
 Tokyo University of the Arts

Tel: 050-5525-2675 (weekdays 9:00–17:00, closed Saturdays,
 Sundays, public holidays, end-of-year holiday, New Year holiday)

* Unless there is a compelling reason, applicants should contact the Educational Affairs Office on their own behalf.

1. Registering online applications

Access the online application website from Web Application on the top page of the university's entrance exam info website and register the information required for your application.

Entrance exam info website: <http://admissions.geidai.ac.jp/>

Dates for registration of online applications

10:00, 28 November (Tuesday) - 23:59, 4 December (Monday) 2017

Procedures
Access online application website (http://e-apply.jp/e/geidai-net/) ▼
Click "Start application for Film and New Media" on the top page of the website. ▼
Select the degree program, the department, the research field and course you want to sit the entrance exams for, then click "Next" to continue. ▼
Points to note Read the information, then click "Next" to continue. ▼
Uploading a photograph (refer to page 7) <ul style="list-style-type: none">• Click on "select photo" to select the photo.• If that photo is OK, click "clip photo." ▼
Applicant information, Current address, Place or country of residence, Contact information during the exam Enter the required information, then click "Next" to continue. Registering an email address Click on "send test email" and make sure you receive the confirmation email at the email address you specified. ▼
Your academic history, occupational history, commendations and disciplinary action, licences, qualifications Enter the required information, then click "Next" to continue. ▼
Exemption from payment of application fee Checkmark the criteria that apply to you. If none of the criteria apply, simply click "Next" to continue. ▼

Check application content

Check that the information you have entered is all correct and then click "Apply using the above info."

**Complete the application registration**

The application process is completed when the application receipt number is displayed on the screen.

- Check that the "registration complete" email containing the application receipt number has been delivered to the email address you specified.
- You will need your application receipt number to do such things as check the content and print your application. Keep your "registration complete" email in a safe place until after the entrance exams.

Online application: Points to note

- The receipt number is not the same number as your exam number.
- Once your online application has been registered, you will no longer be able to modify the information.
- If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the registered data will be treated as cancelled and deleted.
- You may have to resubmit your application photo if found to be unacceptable.

2. Payment of application fee

Once registration of your online application is completed, you should proceed to the next step of paying the application fee, following the instructions in steps (1) or (2) below.

(1) Once registration of your on-line application is completed, click on "Pay application fee".

(2) Confirm the payment information and select your preferred payment method. Complete the application fee payment by the deadline.

(1) Fee: 36,000 yen

(A bank account transfer fee may be charged in some cases, depending on the payment method selected.)

(2) Dates for payment

28 November 2017 (Tuesday) – 5 December 2017 (Tuesday)

If you have not paid the application fee by 23:59 on the fourth day after registering your online application, the data will be treated as cancelled and deleted. Be sure to complete the payment process before this happens. However, please note that if the day on which you complete registration of your online application is shown below, the final day of the payment period will be the cut-off date for payment.

3 December (Sunday) 2017 - 4 December (Monday) 2017

(3) Payment methods

Convenience store	Seven Eleven, Lawson, Ministop (Loppi), Family Mart (Famiport), Circle K / Sunkus (K Station), Daily Yamazaki, Three F, Seicomart (Club Station)
Credit card	MUFG Card, DC, UFJ, Nicos, Visa, Mastercard, JCB, American Express
Post office or bank ATM	Pay-Easy ATM
Internet banking	Pay-Easy online banking, Japan Net Bank, Rakuten Bank, SBI Sumishin Net Bank, Jibun Bank

Note: Visit the Pay-Easy website

(<http://www.pay-easy.jp/where/index.html>) to find financial institutions offering Pay-Easy.

Application fee: Points to note

- Check that you have received the email confirming that you have completed the payment process. Keep this email in a safe place until the entrance exam is over.
- Individuals expecting to complete the master's degree program at this university in March 2018 are not required to pay the application fee.
- If you are a Japanese government-sponsored international student, you do not have to pay the application fee. You do need, however, to submit a Certificate for Attendance on a Japanese Government Scholarship for International Students issued by the university at which you are enrolled.
- Once payment of the application fee is completed, you will then be able to print out required documents such as the application for admission form.
- If you are using a credit card to pay for the application fee, make sure your card is valid before you attempt to pay. The name on the card does not need to be the same as that of the applicant.
- If your credit card does not work, try using another card or a different method of payment.

Exemption from payment of application fee

A special scheme has been established whereby victims of the Tohoku earthquake of March 2011 or the Kumamoto earthquake of April 2016 may be exempted from paying the application fee, as a means of ensuring that victims of natural disaster are provided with opportunities to further their educational goals.

(1) Documents to be submitted

- Application for exemption from payment of application fee (official university format);
- A copy of your Victim of Natural Disaster Certificate (issued by your local authority)

(2) Points to note

- Register your online application after your eligibility for exemption from payment of the application fee has been established.
- For more information, go to the university's entrance exam info website (<http://admissions.geidai.ac.jp/>).

(3) Contact

Admissions Office, Student Affairs Division, Tokyo University of the Arts

Tel: 050-5525-2075 / Fax: 03-5685-7763

Return of application fee

The application fee will only be refunded in the following cases:

- Where you have undergone the process of paying the application fee but you have not provided the required documents.
- Where you have undergone the process of paying the application fee but your application was not accepted.

If you wish to claim a refund, download the "Request for refund of application fee" (official university format) from the entrance exam info site, complete the required details and send to:

Accounts Section, Strategic Planning Division, Tokyo University of the Arts, 12-8, Ueno Koen, Taito-ku, Tokyo, 110-8714

Notes

- A bank transfer fee will be deducted by the university from the amount to be refunded to the applicant.
- Any fees arising when the application fee was paid will not be refunded.
- It ordinarily takes two to three months after receipt of the "Request for refund of application fee" for the refunded amount to be deposited into your bank account.
- The deadline for submitting the "Request for refund of application fee" is 31 March 2018. If the application is not submitted by the deadline, the fee will not be refunded.

3. Sending required documents

Once you have completed the process for payment of the application fee, print out the necessary documents from the on-line application website or the entrance exam info website, complete the required information and send them to the university together with other required documents.

(1) Dates for submission

28 November (Tuesday) – 5 December (Tuesday) 2017 (valid postmark)

(2) Documents to be submitted

Application for admission	Print out on A4-size paper from the online application website
Photo card	
Study aspirations document	Print out the designated form on A4-size paper from the online application website or the entrance exam info website and complete the required information. * Entrance exam info website: http://admissions.geidai.ac.jp/postgraduate/youshiki1/
Self-evaluation of language skills	
Address labels for sending application documents	
Graduate School Master's Degree Program transcript	Obtain certificates that have been certified by the head of the university (or head of faculty) you attended.
Certificate of completion (or anticipated completion) of Graduate School Master's Degree Program	However, graduates and students currently enrolled at this university's graduate program (master's degree) are exempt from this requirement.
Other (A)-(D)	If any of the "Other (A)-(D)" below applies to you, prepare the required documents.

Other (A)-(D)

(A) Japanese government-sponsored international students should present a Certificate for Attendance on a Japanese Government Scholarship for International Students issued by the university at which you are enrolled.

(B) If the family name on your certificates or other documents differs from your current family name, attach a document verifying the change of name (for example, your family register).

(C) If you were enrolled in two or more schools during your two years in a master's degree program, please provide a transcript for each of the schools in which you were enrolled.

(D) Attach a Japanese translation to any documents not written in Japanese (translations do not have to be certified by a public institution).

(3) Sending required documents

- Prepare a standard No. 2 rectangular envelope (240×332mm) for use in submitting required documents.
- From the online application site, print out the Address Label to Affix to Envelope (it will be printed when you print out the application for admission form), and affix to the No. 2 envelope.
- **Insert the required documents into the No. 2 envelope described above and, within the dates indicated for submission of required documents, send by registered express mail to:**

Educational Affairs Office, Graduate School of Film and New Media,
Tokyo University of the Arts,
4-44 Honcho, Naka-ku, Yokohama, 231-0005 Japan

Required documents: Points to note

- Submissions of required documents will only be accepted where the postmark indicates that the documents were posted within the dates indicated for posting of required documents. If the postmark indicates that they were not posted within the dates indicated for posting, or if the documents are delivered in person, they will not be accepted under any circumstances.
- Documents will not be returned at the end of the application process under any circumstances.

(4) Printing out exam slips

Once the application process is complete, you will be able to print out an exam slip from the online application website (you will be sent an email informing you that you are now able to print out the exam slip). Print the exam slip on an A4 sheet of paper and bring it with you to exams. Please note that exam slips are not issued by the university.

Exam slips: Points to note

- Check the information contained in the exam slips after printing. If the information you registered on the online application website and the information contained in an exam slip are not the same, please contact the Educational Affairs Office, Graduate School of Film and New Media.
- If by 25 December 2017 you have not received an email informing you that you are now able to print out exam slips, please contact the Educational Affairs Office, Graduate School of Film and New Media.
- Bring the exam slip printed on an A4 sheet of paper to the exam on the day.

(5) Concurrent applications to other graduate schools of the university

There is no restriction on making concurrent applications to other graduate schools of the university (Fine Arts, Music, Global Arts). If, however, you have passed the exams of two or more of the graduate schools, you must decide which of the graduate schools you are going to attend and submit a Notice of Withdrawal (no official format required) to the graduate schools you will not be attending.

(6) Prior consultation with disabled applicants

If you require special support or consideration when it comes to exams or learning, we advise you to request a consultation with the Graduate School of Film and New Media before you make your application. You should also request a consultation as soon as possible if, after making your application, you have been injured in an accident.

6. Entrance exams content and schedules

Students are selected on the basis of the results of an oral exam, TOEFL or TOEIC results certificates, theses, artworks, and other materials submitted by the applicant.

Please note that if you fail to sit even one of the designated exams, or fail to make the required submissions, you be disqualified. The same applies if you have turned up for an exam on the wrong day or at the wrong time.

Follow the instructions on page 23 (Submission and return of theses, works etc.) relating to the submission and return of works and materials etc.

First-round exam (review of documents)	
<p>Submission deadline: Must arrive by 16:00, 17 January (Wednesday) 2018</p> <p>Submission method: Send only by Yu-Pack or other package delivery service</p> <p>Submissions delivered in person will not be accepted.</p>	<p>Applicants are required to submit every item in 1-4 below:</p>
	<p>(1) Language skills certificate</p>
	<p>Either a TOEFL or TOEIC results certificate (score sheet) for a test taken after February 2016. In the case of TOEFL, either the iBT or PBT test is acceptable. Applicants whose official language is English should contact the Graduate School of Film and New Media's Educational Affairs Office ahead of time, as they may eligible for an exemption from submission of a TOEFL or TOEIC certificate.</p>
	<p>(2) A thesis, or a work of film or media</p> <p>Thesis The thesis you wrote for your Master's Degree or an alternative (for example, a literary work, translation or original essay) Attach a summary written on an A4 sheet of paper to the submitted thesis.</p> <p>Work of film or media The work you produced for your Master's Degree or an alternative, or materials relating to a work of film or media that provide an understanding of the work's content. Applicants should attach scripts to works of film or media in which they have been responsible for directing, scriptwriting, production, technology etc.</p>

	(3) Portfolio
	A portfolio, in an A3 or smaller format, that provides an understanding of what the applicant has been doing until now (the submission of actual works or physical objects is not allowed), for example, an overview of past activity, outcomes of research of works etc. or something that provides an understanding of the content of the applicant's academic theses or publications (such as articles contributed to trade journals).
	(4) Research plan
	A summary (around two A4 pages) that presents the research plan that will be implemented by the applicant upon entering the doctoral degree program.
Announcements of successful candidates in the first-round exam: 26 January (Friday) 2018, 14:00 (see page 27)	
Schedules etc. for the second-round exam will be announced to successful candidates.	

Second-round exam (oral exam)	
Date: 13 February (Tuesday) 2018	Oral exam (in Japanese or English) Each applicant will first be asked to make a 15-minute presentation about their research achievements and research plans for the future, after which they will undergo the oral exam.
Assembly at: First floor hall, Bashamichi Building	The assembly time for the oral exam will be posted on the entrance exam info website and notice board at the time the successful first-round candidates are announced(26 January) (URL: http://admissions.geidai.ac.jp/schedule-results/fnm/)
Final announcement of successful candidates: 1 March (Thursday) 2018, 13:00 (see page 27)	

7. TOEFL or TOEIC Score Certificate

Applicants to the Graduate School of Film and New Media Doctoral Program in Film and New Media Studies are required to submit a TOEIC/TOEFL score certificate (only valid where the test was taken after February 2016).

Applicants whose official language is English should contact the Graduate School of Film and New Media's Educational Affairs Office ahead of time, as they may be eligible for an exemption from submission of a TOEFL or TOEIC certificate.

About the TOEFL/TOEIC test

Applicants who are required to sit the TOEFL/TOEIC test for the first time as part of their application for the Doctoral Program in Film and New Media Studies (see this page and the following page) should refer to the following when making their application.

Applicants who are applying for an assessment of their application eligibility are required to sit the TOEFL/TOEIC test.

TOEFL test: Points to note

TOEFL has two formats - the iBT format (online version) and the PBT (paper version). Either format is acceptable for the purpose of applying for the Doctoral Program in Film and New Media Studies.

Read the information on the website etc. thoroughly before making your application.

Information relating to TOEFL: <http://www.ets.org/jp/toefl>

General questions relating to TOEFL:

Educational Testing Service (United States)

Tel: 1-609-771-7100 (weekdays, 8:00–20:00, U.S. Eastern Standard Time)

Official website: <https://www/ets.org/toefl>

It ordinarily takes between four and eight weeks after completion of the test to receive your results (score). The number of weeks depends on the type of exam you are sitting. Students should keep this fact in mind and sit the test at the earliest possible time.

The Tokyo University of the Arts Graduate School of Film and New Media does not have a TOEFL "designated institution" (DI) code.

<TOKYO GEIJUTSU DAIGAKU GRADUATE SCHOOL OF FILM AND NEW MEDIA>

4-44 HONCHO NAKA-KU YOKOHAMA KANAGAWA, JAPAN

TOEIC test: Points to note

See the following website for information on how to apply for the TOEIC test:

<http://www.toEIC.or.jp>

General questions relating to the TOEIC test, contact:

IIBC Test Operation Center, Institute for International Business

Communication

Tel: 03-5521-6033 (10:00–17:00, closed weekends and public holidays)

It ordinarily takes one month after completion of the test to receive your results.

8. Submission and return of theses, works etc.

You are required to submit a work of film and other materials as part of the entrance exam for the Doctoral Program in Film and New Media Studies. Instructions relating to the submission and return of such works and materials are shown below.

(1) Write your exam number, full name, contact phone number, and items you have submitted (files, reports, DVDs etc.) on a sheet of A4-size paper (no particular format required) and attach to your work and materials.

(i) Works of film and media

(a) Please submit your work in DVD-Video format (region 2 or region free) that can be played on a domestic consumer-model player in Japan.

*HD DVD and Blu-ray Discs are not permitted.

(b) Apply the "labels for submitted work (DVD)," available on the entrance exam info website, to the case containing the disc.

(c) Write your full name and exam number on the disc with a permanent marker.

(ii) Files/portfolios

Apply the "labels for materials (files, thesis, etc.)" available on the entrance exam info website, to the cover.

(iii) "Labels for submitted work (DVD)/materials (files, thesis, etc.)"

Download the labels from the following site:

<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>

(2) Send works and materials so as to arrive within the specified dates.

(i) Mailing address: Educational Affairs Office, School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

(ii) Submissions should be sent by Yu-Pack or *takuhaibin* (package delivery service).

(iii) Write the words "Materials for the Doctoral Degree Program entrance exam" in red on the envelope you send to the university.

(iv) Failure to submit works and materials within the specified dates will result in disqualification.

(v) Works and materials delivered in person will not be accepted.

(3) **Do not submit originals.**

The university will be not be responsible for any loss of or damage to works and materials, nor will it accept works or materials that are problematic in terms of safety management.

(4) Collect works and materials in person within the specified dates.

(i) Place: Educational Affairs Office, School of Film and New Media
(Bashamichi Building 1F)

(ii) Works will only be returned to applicants who were not successful in their application. Works will not be returned to successful applicants.

(iii) If someone else is collecting your work and materials on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

(iv) The university will dispose of any works and materials not collected within the specified dates.

***Copyrights**

The consent of the copyright holder is required when someone other than the person who created the music, images etc. uses those works. Permission must be obtained from the person who created the work or the organization that manages the work.

There are, however, ordinarily no copyright issues in cases where a work is submitted in the course of an entrance exam.

9. Entrance exams: Points to note

- (1) Information relating to exams other than that contained in this guide will be posted on the stairwell door on the first floor, Bashamichi Building, Yokohama campus, Graduate School of Film and New Media, and on the university's exam info website (<http://admissions.geidai.ac.jp/schedule-results/fnm/>) on the day of the exam or days where interim announcements about successful candidates are made.
- (2) Questions relating to the exam details posted or announcements of successful candidates will not be addressed.
- (3) The use of electronic devices equipped with a mobile phone or communication equipment is prohibited. Follow the exam proctor's instructions with regard to the handling of electronic devices at the exam venue.
- (4) Bringing cameras or recording devices to or using cameras or recording devices in the exam venue is prohibited.
- (5) Students who act in a dishonest manner during an exam will be removed from the exam venue in question and barred from taking any other exams.
- (6) Exam candidates should arrive at the specified place of assembly by the specified time.
- (7) Latecomers will not be given extra time to complete the exam.
- (8) Be sure to bring your exam slip with you on the day. If you have lost your exam slip or forgotten to bring it, report the fact without delay.
- (9) Follow all of the proctor's instructions during the exam.
- (10) Exam papers and works produced by exam candidates will not be returned. Removal from the exam venue of exam papers or other materials issued by the university is not permitted.
- (11) Entering buildings or classrooms other than the specified venue is not permitted.
- (12) In the case of inclement weather etc, it may become difficult to maintain the environment of the exam venue. There may also be long waits for certain exams to start. Be sure to wear clothing that is appropriate for the environment on the day of the exam.
- (13) Smoking at the exam venue is prohibited. If you wish to smoke, please find a place where smoking is allowed.
- (14) If you have contracted or are recovering from an illness (influenza, measles, chicken pox, etc.) that results in required absence under the School Health and Safety Act, you cannot sit for the exam in

the same room as other applicants because of the risk of infection.
Please tell the exam proctor about your situation and follow instructions for taking the exam.

10. Entrance exam venue

Tokyo University of the Arts, Graduate School of Film and New Media (Bashamichi Building, Yokohama Campus)

Address: 4-44 Honcho, Naka-ku, Yokohama 231-0005

Nearest station: Minatomirai Line (Yokohama Minatomirai Railway),
Bashamichi Station, a short walk from exit 5 or 7

Tel: 050-5525-2675 or 045-650-6201

11. Announcements of successful candidates

Announcement of successful candidates in first-round exam	26 January 2018 (Friday) 14:00– (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 15:00 (on the university's entrance exam info website)
Announcement of successful candidates in final-round exam	1 March 2018 (Thursday) 13:00– (on the notice board on the first floor stairwell door of the Bashamichi Building) Around 14:00 (on the university's entrance exam info website)

(1) Method of announcement

(i) Graduate School of Film and New Media notice board on the first floor stairwell door of the Bashamichi Building

* See above for times of announcements.

(ii) TUA entrance exam info website

(<http://admissions.geidai.ac.jp/schedule-results/fnm/>)

* See above for times of announcements.

(2) Oral exam assembly time

The assembly time for the oral exam will be announced on the entrance exam info website and notice board at the time the successful first-round candidates are announced (26 January 2018, Friday)

(3) The final group of successful candidates will be sent enrollment forms.

Date posted: 1 March 2018 (Thursday)

When making your application, use the address labels provided for sending application documents.

If you wish to collect the documents in person from the university, come to the Educational Affairs Office, Graduate School of Film and New Media by 17:00 on 1 March 2018 (Thursday).

(4) Other

- Candidates who are unsuccessful in the first-round exam will not be allowed to sit the second-round exam.
- The university is not able to respond to telephone or email inquiries.
- If someone else is acting on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

12. Admission process

(1) Admission schedule

(i) Admission documents received by post must arrive by 9 March 2018 (Friday).

(ii) Admission documents delivered in person to the university

(a) Date: 9 March 2018 (Friday)

(b) Time: 10:00–12:00, 14:00–17:00 (this time period will be strictly enforced)

(iii) Place of submission: Educational Affairs Office, School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

(2) Payment of the admission fee etc.

(i) Admission fee: ¥338,400 (subject to change)

(a) If you have completed the Graduate School of Film and New Media Master's Course in March 2018, you do not have to pay the admission fee.

(b) Japanese government-sponsored foreign students do not have to pay the admission fee.

(c) The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 31 March 2018 notified the university that they will not be attending.

(d) Schemes are available for exemption from payment or deferred collection of the admission fee.

(ii) Student education and research accident and disability insurance and compensation liability insurance: ¥3,620 (three-year coverage)

(iii) Tuition fees (first semester) ¥267,900 (total annual amount ¥535,800) (subject to change) (not required by Japanese government-sponsored international students)

Notes:

(a) Payment of the tuition fee should be made by bank account transfer in accordance with the account transfer request document submitted at the time of admission.

(b) The total annual tuition fee is paid in two half-yearly instalments (the first in late May, the second in late November).

(c) Where the tuition fee is revised during the academic year, the new tuition fee shall apply from the time of revision.

(d) Similarly to the admission fee, schemes are available for exemption from payment or deferred collection of the tuition fee.

(iv) Cost of teaching materials for individual departments (research labs will provide information about this post-admission)

(3) Important notice for foreign students who are accepted for enrollment

Foreign students are responsible for obtaining the necessary visa for entry into Japan. Also, if you are intending to change your visa status after you arrive in Japan, please obtain a visa that is valid for at least 3 months.

13. Disclosure of entrance exam information

Individual results in the entrance exams for the Graduate School of Film and New Media Doctoral Program in Film and New Media Studies will only be disclosed upon **the request of the exam candidate**.

Requests for disclosure can be made in the following way.

(1) Methods of request

(i) Request made by exam candidate admitted to the university

The exam candidate should complete all the underlined parts of the **“Request for disclosure of individual results and written notification”** form available on the entrance exam info website, and together with his or her **exam slip** and a **reply envelope** (a rectangular No. 3 envelope, 12x23.5 cm, on which is written his or her name, address and post code and a ¥392 stamp affixed) submit it to the Educational Affairs Office, Graduate School of Film and New Media. You will receive a reply by ordinary registered post within about two weeks after the deadline for requests.

(ii) Request made by other exam candidates

Requests should be made by post.

The exam candidate should complete all the underlined parts of the **“Request for disclosure of individual results and written notification”** form available on the entrance exam info website, and together with his or her **exam slip** and a **reply envelope** (a rectangular No. 3 envelope, 12x23.5 cm, on which is written his or her name, address and post code and a ¥392 stamp affixed) send it via registered post to the Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts (4-44 Honcho, Naka-ku, Yokohama 231-0005). You will receive a reply by ordinary registered post within about two weeks after the deadline for requests.

Download the “Request for disclosure of individual results and written notification” form available on the entrance exam info website:

<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>

(2) Dates for acceptance of requests

(i) 7 May (Monday) - 11 May 2018 (Friday)

(ii)

(a) Students admitted to the university

During office hours of the Educational Affairs Office, Graduate School of Film and New Media within the dates shown above.

(b) Other exam candidates

Only requests sent by post, postmarked with a date within the dates shown above will be accepted.

(3) Content of disclosure

(i) Only individual information about the exams for the year in question (2018) will be disclosed.

(ii) Individual results will be disclosed in the form of points or scores out of N. Please note that individual rankings will not be disclosed.

14. Handling of personal information

The university uses the personal information it acquires through the student selection process in the following way:

(1) Purpose of use

- (i) Personal information including the full name and address of successful candidates is used in tasks relating to the student admission process;
- (ii) Personal information including the full name and address of students undergoing the student admission process is used in tasks relating to schooling including management of post-admission academic history and tasks relating to management health and wellbeing, including health check-ups;
- (iii) Personal information including the full name and address of students undergoing the admission process is used in tasks relating to administration of payments, including collection of admission fees and tuition fees;
- (iv) Personal information including results etc. obtained during the student selection process is used for tasks relating to learning support, including exemption from payment of the admission fee or tuition fees in the first academic year and in the selection of scholarship students etc.
- (v) Personal information including results obtained in the student selection process is used for tasks incidental to statistics management etc. and admission guidance where individuals are not specifically identified, and surveys and research relating to selection of students by the university.

(2) Provision of personal information to third parties

Except where provided in Article 9 of the Act relating to Protection of Personal Information held by Incorporated Administrative Agencies etc., personal information obtained by the university is not used for other purposes or provided to third parties without the consent of the applicant.

However, the university may sometimes provide a minimum amount of necessary personal information in the case of external contractors who have been commissioned to carry out the tasks described in (i)-(v) of (1) above and are contractually obliged to treat personal information in an appropriate manner.

15. Briefings about the Graduate School of Film and New Media (Doctoral Program in Film and New Media Studies) entrance exams

Briefings for students who wish to sit the 2018 entrance exams for Doctoral Program in Film and New Media Studies will be held as follows.

(1) Date and time: 21 October 2017 (Saturday) 13:00-14:00

*Doors open at 12:30

(2) Venue: Bashamichi Building, 4-44 Honcho, Naka-ku, Yokohama
<http://www.geidai.ac.jp/access/yokohama>

(3) Points to note

- Bookings for the briefings are not required.
- Please do not arrive after the briefing has started.
- We cannot address questions relating to the fairness or impartiality of entrance exams or to individual members of the teaching staff. Due to time constraints, we may not be able to address every question raised at the briefings.
- Please do not enter any places other than the specified venue.
- Students who are considering sitting next year's entrance exam are welcome to attend the briefings.

(4) Contact

Educational Affairs Office, Graduate School of Film and New Media,
Tokyo University of the Arts

Tel: 050-5525-2675 or 045-650-6201