

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

2019 Student Application Guide

Tokyo University of the Arts

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1. Admissions overview

1-1. About the Graduate School of Film and New Media Doctoral Program in Film and New Media Studies

1-1-1. Overview

In today's world where image-based creative expression and image-related technological innovation are accelerating in tandem, there is a demand for artists and researchers who possess a broad, organized knowledge of images. The study of film and media focuses on the pursuit of image-based creative expression that incorporates a high level of contemporaneity, and the development of methods for expression and fundamental techniques. We hope to clarify the role played by images within culture and the potential for further development of visual culture, and that expertise previously limited to the experiences of creatives will be converted into knowledge capable of being shared with society as a whole.

Tokyo University of the Arts Graduate School of Film and New Media provides a unique environment for deeper theoretical work and practical research. The faculty in the Master's Degree Program at the Department of Film Production, Department of New Media and Department of Animation conduct lectures and seminars for the Film and New Media Doctoral Program and provide continuing support for individual students. The program includes presentations to research societies, preliminary review based on academic work, and the submission of a doctoral thesis. Theory-centric doctoral theses take the form of a traditional thesis, and practice-centric theses are presented as an exhibition or screening with a complementary thesis. The thesis is reviewed by a committee that includes experts from outside the department, reflecting the complex nature of the field. Graduates of the program are in highly specialized positions as university faculty members, independent researchers and archivists.

1-1-2. Course completion requirements

The Graduate School of Film and New Media Doctoral Degree Program takes at least three years to complete. Students complete the program by obtaining the required number of credits, and passing the doctoral thesis review and examinations with faculty guidance. The doctoral thesis review may include the student's work, depending on the nature of the research subject.

1-1-3. 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.

1-1-4. Student selection

Applicants with artistic experience will be evaluated based on their body of work to determine whether they possess the necessary capabilities to undertake research at a consistently high level in the Doctoral Program in Film and New Media Studies. For researchers, outcomes including academic papers and publications will be evaluated alongside communication skills to ensure that they are competent to undertake research. Applicants are required to submit a research plan.

1-2. 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.

1-3. Number of students admitted

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

1-4. Eligibility

Eligibility to apply for the Graduate School of Film and New Media (Doctoral Program) is based on one of the following:

1. you have attained (or are expected to attain by March 2019) a master's degree or professional degree;
2. you have attained (or are expected to attain by March 2019), 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 2019) 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 2019) 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 2019) 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 2019).
7. The following persons recognized by the Minister of Education, Culture, Sports, Science and Technology of Japan:
 - ① 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
 - ② 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 downloaded from the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/fnm/application/>). Submit the completed forms with required documents to the Educational Affairs Office, Graduate School of Film and New Media by 17:00, October 31 (Wednesday) 2018.

1-5. Standard timeframe for completing the program

3 years

1-6. List of Faculty Advisors (2018)

Department	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 Kiriyama
		Professor Kiyoshi Kurosawa
		Professor Yuji Sakamoto
		Professor Nobuhiro Suwa
		Professor Takefumi Tsutsui
		Professor Hiroyuki Nagashima
		Professor Naoya Hatakeyama
		Professor Taruto Fuyama
		Professor Shoji Masui
		Professor Koji Yamamura

2. How to apply

2-1. Application process

Applications to the Graduate School of Film and New Media (Doctoral Program) are to be made online. After doing the preparations in step 1 below, the instructions in steps 2 and 3 should be carried out between the dates indicated and required documents submitted according to the instructions in step 4. The application process is completed once your eligibility is confirmed, based on the documents you have sent. Then, you will then be able to print out your exam slip from the online application website as shown in step 5.

- Entrance exam info website <http://admissions.geidai.ac.jp/>
- Online application website <http://e-apply.jp/e/geidai-net/>

1	Preparations for online application (see page 5)	
2	Registering online applications (see page 6)	Access the online application website through the entrance exam info website and register the required information.
3	Payment of application fee (see page 7)	When you have completed step 2 above, start the process for payment of the application fee through the online application website.
4	Sending required documents (see page 9)	When you have completed step 3 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.
5	Printing out the exam slip (see page 10)	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 website. Applicants should print out their own exam slips and bring it to the exam.

2-2. Questions regarding the Online Application Website and payment methods for the application

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

- * 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.

2-3. Dates for applications

Registration period for online applications	10:00, 28 November (Wednesday) - 23:59, 4 December (Tuesday) 2018
Period for Paying application fee	28 November (Wednesday) – 5 December (Wednesday) 2018
Submission of required documents by post (postmarked)	Postmarked between 28 November (Wednesday) – 5 December (Wednesday) 2018

2-4. Preparations for online application

Operating environment of your computer	<p>Online applications can be processed using the following browsers:</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.</p> <p>* Use of smartphones and tablets is not supported.</p>
Email settings	<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> <ul style="list-style-type: none">• A test email when you register an online application.• An automatic reply email when you have completed registration of your online application.• An automatic reply email when you have completed payment of the application fee.• An email notifying you that you are now able to print out an exam slip.
Photograph	<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.</p>
Documents establishing your eligibility to apply	<p>Refer to page 9 and prepare the documents to be submitted with your application.</p>
Envelope	<p>Prepare a standard No. 2 rectangular envelope (240×332mm) to use in submitting required documents.</p>
Printer paper	<p>Prepare white A4-size printer paper to print the required documents from the online application website (http://e-apply.jp/e/geidai-net/) and the entrance exam info website (http://admissions.geidai.ac.jp/postgraduate/youshiki1/).</p>

2-5. Registering online applications

2-5-1. Procedure

Access the online application website (<http://e-apply.jp/e/geidai-net/>) from Web Application link on the main page of the entrance exam info website (<http://admissions.geidai.ac.jp/>) during the online application registration period (refer to page 4) and register the information required for your application.

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 your desired course of study.

Select the degree program, the department 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 5)

- 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.



Preferred faculty advisory, Your academic history, occupational history, commendations and disciplinary action, licences, qualifications

Enter the required information, then click "Next" to continue.

Please see page 3 for the list of available faculty advisors.



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.

2-5-2. Online application: Points to note

- The application 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 change the registered 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.

2-6. Payment of application fee

2-6-1. Application fee

36,000 yen (A bank account transfer fee may be charged in some cases, depending on the payment method selected.)

2-6-2. Payment method

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 (a) or (b) below.

(a) Once registration of your online application is completed, click on "Pay application fee".

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

2-6-3. Dates for payment of the application fee

28 November (Wednesday) 2018 – 5 December (Wednesday) 2018

*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. 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 (5 December, Wednesday 2018) of the payment period will be the cut-off date for payment.

3 December (Monday) 2018 - 4 December (Tuesday) 2018

2-6-4. Payment methods

Payment methods	Financial institutions, etc.
Convenience store	Seven Eleven/ Lawson, Ministop (Loppi)/ Family Mart (Famiport)/ Circle K • Sunkus (K Station)/ Daily Yamazaki, Three F/ Seicomart (Club Station)
Credit card	MUFGCARD/ DC/ UFJ/ NICOS/ VISA/ Master card/ JCB/ AERICAN 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.

2-6-5. Payment of 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 2019 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.

2-6-6. Exemption from payment of application fee

Victims of the Tohoku earthquake of March 2011, the Kumamoto earthquake of April 2016, or the Heavy Rain of July, Heisei 30 in 2018 are exempted from paying the application fee to ensure that victims of natural disaster have opportunities to further their educational goals.

• 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)

• Points to note

- Register your online application after your eligibility for exemption from payment of the application fee has been established.
- Please visit the following links for more information.

Tohoku earthquake or Kumamoto earthquake

Entrance exam info website (<http://admissions.geidai.ac.jp/undergraduate/youshiki2/kenteiryo/>)

Heavy rain of July, Heisei 30

Entrance exam info website (<http://admissions.geidai.ac.jp/undergraduate/youshiki2/nishinihon-menjo/>)

• Contact

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

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

2-6-7. 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 and complete the "Request for refund of application fee" (official university format) from the entrance exam info website

(<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>) and **mail by post 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 2019(postmarked). If the application is not submitted by the deadline, the fee will not be refunded.

2-7. Sending required documents

2-7-1. Procedure

Once you have completed the process for payment of the application fee, print out the necessary documents from the online application website (<http://e-apply.jp/e/geidai-net/>) and the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>), complete the required information and send them to the university together with other required documents.

2-7-2. Dates for submission by post

28 November (Wednesday) 2018 – 5 December (Wednesday) 2018 (valid postmark)

2-7-3. Documents to be submitted

Application for admission	Print out in color on A4-size paper from the online application website (http://e-apply.jp/e/geidai-net/)
Photo card	
Study aspirations document	Print out the designated form on A4-size paper from the entrance exam info website (http://admissions.geidai.ac.jp/postgraduate/youshiki1/) and complete the required information.
Self-evaluation of language skills	
Address labels to use when sending application documents	
Graduate School Master's Degree Program Academic transcript	Obtain certificates that have been certified by the head of the university (or head of faculty) you attended. However, graduates and students currently enrolled at this university's graduate program (master's degree) are exempt from this requirement.
Graduate School Master's Degree Program Certificate (or Certificate of anticipated graduation)	
Other required documents	If the any of the following situations apply to you, please submit the required documents. <ul style="list-style-type: none">• 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.• 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).• 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.• Attach a Japanese translation to any documents not written in Japanese (translations do not have to be certified by a public institution).

2-7-4. Sending required documents by post

- Prepare a standard No. 2 rectangular envelope (240×332mm) for use in submitting required documents.
- From the online application website (<http://e-apply.jp/e/geidai-net/>), print out the Address Label to Affix to Envelope (it will be printed with the application for admission form), and affix it 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

2-7-5. Sending required documents: Points to note

- The required documents will only be accepted if the postmark is within the designated dates. Documents will not be accepted under any circumstances if the postmark is not within the designated dates or if the documents are delivered in person.
- Documents will not be returned at the end of the application process under any circumstances.

2-8. Printing out the exam slip

2-8-1. Procedure

Once the application process is complete, you will be able to print out your exam slip from the online application website (<http://e-apply.jp/e/geidai-net/>) (you will be sent a notice by email). Print the exam slip in color on an A4 sheet of paper and bring it with you to exams. Please note that the exam slip is not issued by the university.

2-8-2. Printing the exam slip: Points to note

- Check the information on the printed exam slip. If the information you registered on the online application website(<http://e-apply.jp/e/geidai-net/>), 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 (TEL: 050-5525-2675).
- If by 25 December 2018 you have not received an email informing you that you are now able to print out the exam slip, please contact the Educational Affairs Office, Graduate School of Film and New Media.
- Bring the exam slip printed in color on an A4 sheet of paper to the exam on the day.

2-9. 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.

2-10. Prior consultation with disabled applicants

Applicants who require special support or consideration for exams or study should download and fill out the "Application for special consideration regarding exams or study" from the entrance exam info website (<http://admissions.geidai.ac.jp/home/hairyu>) and obtain a "medical examination report" from your doctor. Please submit these documents to the Educational Affairs Office at the Graduate School of Film and New Media before making your application. Also, if you are injured in an accident after making your application, please contact the office as soon as possible.

3. Entrance exam selection process, content and schedule

3-1. Selection process

Students are selected on the basis of the results of an oral exam, TOEFL or TOEIC test results certificate, 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.

3-2. First-round exam (review of documents)

3-2-1. First-round exam content

Applicants are required to submit all items below.

Submission deadline: Must arrive by 16:00, 16 January (Wednesday) 2019

Submission method: Send only by Yu-Pack or other package delivery service.

Submissions delivered in person will not be accepted.

Required documents	Notes
TOEFL or TOEIC test results certificate (select one to submit) (refer to page 13)	Either a TOEFL or TOEIC test results certificate (score sheet) for a test taken after January 2017. Applicants whose official language is English should contact the Graduate School of Film and New Media's Educational Affairs Office (TEL:050-5525-2675) ahead of time, as they may be eligible for an exemption from submission of a TOEFL or TOEIC test results certificate.
A thesis or a film work (select one to submit) (refer to page 14)	<ul style="list-style-type: none"> • 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. • Film Work 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 film work in which they have been responsible for directing, scriptwriting, production, technology etc.
Portfolio (refer to page 14)	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).
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.

3-2-2. Announcements of successful candidates in the first-round exam

25 January (Friday) 2019, 14:00 (refer to page 16)

*Schedules etc. for the second-round exam will be announced to successful candidates.

3-3. Second-round exam (oral exam)

3-3-1. Second-round exam content

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. *The assembly time for the oral exam will be posted on the entrance exam info website (http://admissions.geidai.ac.jp/schedule-results/fnm/) and notice board at the time the successful first-round candidates are announced (25 January 2019)
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3-3-2. Second-round exam schedule:

12 February (Tuesday) 2019, 13:00

3-3-3. Second-round exam venue:

Bashamichi Building 1F (Yokohama Campus)

3-3-4. Final announcement of successful candidates:

1 March (Friday) 2019, 13:00 (refer to page 16)

3-4. TOEFL or TOEIC test results certificate (score sheet) submission

3-4-1. Overview

• Applicants to the Graduate School of Film and New Media Doctoral Program are required to submit a TOEIC/TOEFL test results certificate (only valid where the test was taken after January 2017).

Applicants whose official language is English should contact the Graduate School of Film and New Media's Educational Affairs Office (tel: 050-5525-2675) ahead of time, as they may be eligible for an exemption from submission of a TOEFL or TOEIC test results certificate.

• Submit the official TOEFL or TOEIC test results certificate. Printouts of online score notifications will not be accepted. Please make sure you have enough time to obtain the official test results certificate, as the time required is different for each testing body.

3-4-2. Required documents

TOEFL or TOEIC test results certificate (select one to submit)

3-4-2-1. TOEFL test results certificate

Submit one of the following results certificates.

- TOEFL iBT (TOEFL test administered online)
 - TOEFL revised Paper-delivered test
 - TOEFL PBT (TOEFL Paper-delivered test)
- *TOEFL ITP test results certificate will not be accepted.

Notice:

For the 2020 entrance exam (next year), the TOEFL PBT (TOEFL Paper-delivered test) test results certificate will not be accepted.

3-4-2-2. TOEIC test results certificate

Submit one of the following two test results certificates:

- TOEIC Listening & Reading Test. (The Institutional Program (IP) test and public tests are both acceptable.)
- TOEIC Speaking & Writing Test. (The Institution Program (IP) test and public test are both acceptable.)

*For the 2019 entrance exam, if the TOEIC Speaking Test results certificate is submitted as reference, this can be substituted for one of the two above test results certificates.

*The TOEIC Bridge Test results certificate is not accepted.

Notice:

From the 2020 admission exam (next year), the TOEIC Speaking Test results certificate will not be accepted.

3-5. Submission and return of theses, film works, portfolios

3-5-1. Submission of theses, film works, portfolios

3-5-1-1. How to submit theses

Apply the appropriate Label for Submitted Work, available on the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>).

3-5-1-2. How to submit film works

- Submit a DVD-Video format (region 2 or region free) that can be played on a domestic DVD player in Japan. HD DVD and Blu-ray Discs are not permitted.
- Apply the appropriate Label for Submitted Work, available on the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>), to the case containing the disc.
- Write your full name and exam number on the disc with a permanent marker.

3-5-1-3. How to submit portfolios

Apply the appropriate Label for Submitted Work, available on the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>).

3-5-1-4. Points to note regarding submission of theses, film works, portfolios :

- Write your exam number, full name, contact phone number, and items you have submitted (theses, film works, portfolios) on a sheet of A4-size paper (no particular format required) and attach it to your work and materials.
- Do not submit originals. The university will not be responsible for any loss of or damage to theses, film works, portfolios, nor will it accept works or materials that are problematic in terms of safety management.

3-5-1-5. Submissions via post

- Mailing address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005
- Submissions should be sent by Yu-Pack or *takuhaibin* (package delivery service).
- Write the words "Materials for the Doctoral Degree Program entrance exam" in red on the envelope you send to the university.
- Send your package so it will arrive by the submission deadline (January 16, Wed 2019 16:00). Failure to submit theses, film works, portfolios within the specified dates will result in disqualification.
- Theses, film works, portfolios delivered in person will not be accepted.

3-5-1-6. Copyrights of theses, film works, portfolios

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.

3-5-2. Return of theses, film works, portfolios

- Place: Educational Affairs Office, Graduate School of Film and New Media (Bashamichi Building 1F, Yokohama campus)
- Theses, film works, portfolios will only be returned to applicants who were not successful in their application. Theses, film works, portfolios will not be returned to successful applicants.
- Collect theses, film works, portfolios in person within the specified dates. If someone else is collecting Theses, film works, portfolios on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).
- The university will dispose of any theses, film works, portfolios not collected within the specified dates.

4. Entrance exam procedures

4-1. Entrance exams: Points to note

- 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 entrance exam info website (<http://admissions.geidai.ac.jp/schedule-results/fnm/>) on the day of the exam or on the day when interim announcements about successful candidates for the first-round exam are made.
- Questions relating to the exam details or announcements of successful candidates will not be addressed.
- Those who fail the first-round exam are not eligible to take the second-round exam.
- 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.
- Bringing cameras or recording devices to or using cameras or recording devices in the exam venue is prohibited.
- Candidates 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.
- Exam candidates should arrive at the specified place of assembly by the specified time.
- Latecomers will not be given extra time to complete the exam.
- 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.
- Follow all of the proctor's instructions during the exam.
- 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 department is not permitted.
- Entering buildings or classrooms other than the specified venue is not permitted.
- 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.
- Smoking at the exam venue is prohibited. If you wish to smoke, please find a place where smoking is allowed.
- 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.

4-2. 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

○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

4-3. Announcements of successful candidates

4-3-1. Announcement of successful candidates in first-round exam and place of announcement

25 January (Friday) 2019

14:00– (on the notice board on the first-floor stairwell door of the Bashamichi Building, Yokohama Campus)

Around 15:00 (on the entrance exam info website

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

4-3-2. Announcement of successful candidates in final-round exam and place of announcement

1 March (Friday) 2019

13:00– (on the notice board on the first floor stairwell door of the Bashamichi Building, Yokohama Campus)

Around 14:00 (on the entrance exam info website

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

4-3-3. Mailing of enrollment forms to successful candidates

- Date posted: 4 March (Monday) 2019

- The enrollment forms will be mailed to successful candidates using the “Address labels to use when sending application documents” that was provided upon application.

- If you wish to collect the documents in person from the university, you should come to the Educational Affairs Office, Graduate School of Film and New Media (the first-floor of the Bashamichi Building, Yokohama Campus) by 17:00 on 1 March (Friday) 2019. If someone goes on your behalf, that person should bring your exam slip and a written mandate from you (no particular format required).

4-3-4. Announcement of successful candidates: Point to note

The university is not able to respond to telephone or email inquiries.

5. Admission process etc.

5-1. Admission process

5-1-1. Admission schedule

- **Admission documents sent via post**

○ Admission documents received by post must arrive by 11 March (Monday) 2019 (Monday).

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

- **Admission documents delivered in person to the university**

○ Date and Time: 11 March (Monday) 2019, 10:00 to 12:00, 14:00 to 17:00

○ Place of submission: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts (the first-floor of the Bashamichi Building, Yokohama Campus), 4-44 Honcho, Naka-ku, Yokohama 231-0005

5-1-2. Payment of the admission fee etc.

5-1-2-1. Admission fee

- Admission fee: ¥338,400 (subject to change)
- The admission fee is waived for March 2019 graduates from the Graduate School of Film and New Media (Master's Degree Program).
- The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 29 March 2019 notified the university that they will not be attending.
- Schemes are available for exemption from payment or deferred collection of the admission fee.
- Japanese government-sponsored foreign students do not have to pay the admission fee.

5-1-2-2. Student education and research accident and disability insurance and compensation liability insurance (three-year coverage)

fee: ¥3,620

5-1-2-3. Tuition fees (first semester)

- Tuition fees (first semester) ¥267,900 (total annual amount ¥535,800) (subject to change)
- Payment of the tuition fee should be made by bank account transfer in accordance with the deposit account transfer request document submitted at the time of admission.
- The total annual tuition fee is paid in two half-yearly instalments (the first in late May, the second in late November).
- Where the tuition fee is revised during the academic year, the new tuition fee shall apply from the time of revision.
- Schemes are available for exemption from payment or deferred collection of the tuition fee.
- Japanese government-sponsored international students are not required to pay tuition fees.

5-1-2-4. Material fees

The department will contact you with details during the admission process.

5-2. 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.

5-3. Disclosure of entrance exam results

Individual results in the entrance exams for the Graduate School of Film and New Media Doctoral Program will only be disclosed upon the request of the exam candidate. Requests for disclosure can be made in the following way.

• Methods of request

○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" form available on the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>), 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 to the Educational Affairs Office, Graduate School of Film and New Media. You will receive a reply by simplified registered post within about two weeks after the deadline for requests.

○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" form available on the entrance exam info website (<http://admissions.geidai.ac.jp/postgraduate/youshiki1/>), 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 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) via simplified registered post. You will receive a reply by simplified registered post within about two weeks after the deadline for requests.

• Dates for acceptance of requests

○Students admitted to the university

7 May (Tuesday) - 13 May (Monday) 2019

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

○Other exam candidates

7 May (Tuesday) - 13 May (Monday) 2019

Requests postmarked within the dates shown above will be accepted.

• Content of disclosure

○Disclosure of individual exam results for 2019

○Individual results will be disclosed in the form of test scores or grades on a ranked scale. Please note that individual rankings will not be disclosed.

5-4. Handling of personal information

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

• Purpose of use

- Personal information including the full name and address of successful candidates is used in tasks relating to the student admission process;
- 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 well-being, including health check-ups;
- 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;
- 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.
- 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.

• 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 above and are contractually obliged to treat personal information in an appropriate manner.

5-5. Briefing about the Graduate School of Film and New Media (Doctoral Program entrance exams)

Briefing for students who wish to sit the 2019 entrance exams for Doctoral Program will be held as follows.

- **Date and time:** 20 October (Saturday) 2018 13:00-14:00 (Doors open at 12:30)
- **Venue:** Bashamichi Building, Yokohama Campus
(4-44 Honcho, Naka-ku, Yokohama)
<http://www.geidai.ac.jp/access/yokohama>

• Entrance exam briefing: Points to note

- Advanced reservation for the briefings are not required.
- Please do not arrive at the venue 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 the 2020 entrance exam are also welcome to attend the briefings.

• Contact

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

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

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

2019 Student Application Guide

Tokyo University of the Arts

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