

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

2023 Student Application Guide

Tokyo University of the Arts

★Notice regarding COVID-19

The Graduate School of Film and New Media may decide to make changes to the entrance exam schedule, selection process, etc. as necessary in response to COVID-19. If changes should occur, updates will be posted on the exam info website (<http://admissions.geidai.ac.jp/>). Please check the website for updates on a daily basis.

As a general rule, the following individuals are not allowed to take the entrance exam: those who have contracted COVID-19 and have not been diagnosed as recovered by a physician before the exam date, those who have been notified by a public health center for being in close contact with a confirmed COVID-19 case immediately before the exam date (see Note 1) and those whose exam date falls during the self-isolation period after entering Japan. There will be no special provisions for makeup exams or application fee refunds, so please take care to monitor your health for the day of the entrance exam.

(Note 1) However, if you are an asymptomatic close contact and meet the following requirements, you can take the exam.

- (1) The results of the PCR test by the local government and antigen quantitative test at the quarantine station are negative.
- (2) You are asymptomatic on the day of the exam.
- (3) Do not use public transportation (trains, buses, taxis, aircraft, passenger ships, etc.) and avoid crowded places when you come to the exam venue.

If the above situation applies to you, please contact the Educational Affairs Office at the Graduate School of Film and New Media in advance.

(Telephone: 045-650-6201 / E-mail: eizo.kyomu@ml.geidai.ac.jp)

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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 2023) a master's degree or professional degree;
2. you have attained (or are expected to attain by March 2023), 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 2023) 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 2023) 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 2023) 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 2023).
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

(<https://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 28 (Friday) 2022 (deadline for receipt by mail).

1-5. Standard timeframe for completing the program

3 years

1-6. List of Faculty Advisors (As of August 2022)

Department	Research Field	Advisor
Film and new media studies	Film and new media	Professor Toshihiro Isomi ★
		Professor Yuichi Ito
		Professor Michiko Ohishi
		Professor Mitsuko Okamoto
		Professor Eishi Katsura
		Professor Takashi Kiriya
		Professor Akihiko Shiota
		Professor Nobuhiro Suwa©
		Professor Akira Takayama
		Professor Sohei Tanikawa
		Professor Takefumi Tsutsui☆
		Professor Hiroyuki Nagashima
		Assistant Professor Hiroyuki Hattori
		Professor Taruto Fuyama
		Professor Shoji Masui ★
Professor Koji Yamamura		

★Faculty to retire as of March 31, 2024

☆Faculty to retire as of March 31, 2025

©Faculty applying for sabbatical during the 2023 academic year

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 <https://admissions.geidai.ac.jp/>
- Online application website <https://e-apply.jp/ds/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. 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.
4	Sending required documents (see page 10)	When you have completed step 3 above, print out the 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 11)	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 (weekdays 10:00–18:00; closed Saturdays, Sundays, public holidays, end-of-year holiday, and New Year holiday; available 24 hours during the application period)

* Japanese only

email: cvs-web@disc.co.jp *Japanese and English

* Questions relating to exams

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

Tel: 045-650-6201 (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, 24 November (Thursday) 2022 – 23:59, 30 November (Wednesday) 2022
Period for Paying application fee	24 November (Thursday) 2022 – 1 December (Thursday) 2022
Submission of required documents by post (postmarked)	Postmarked between 24 November (Thursday) 2022 – 1 December (Thursday) 2022

2-4. Preparations for online application

Operating environment of your computer	Online applications can be processed using the following browsers: <ul style="list-style-type: none">• Microsoft Edge latest version• Google Chrome latest version• Mozilla Firefox latest version• Apple Safari 8 or higher The above browsers are recommended. * 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 supported.
Email settings	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. <ul style="list-style-type: none">• Initial password notification email after completing the My Page registration.• 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 your exam slip.
Photograph	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. * 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.
Documents establishing your eligibility to apply	Refer to page 10-11 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 (https://e-apply.jp/ds/geidai-net/) and the entrance exam info website (https://admissions.geidai.ac.jp/postgraduate/youshiki1/).

2-5. Registering online applications

2-5-1. Dates for registration of online applications

10:00, 24 November (Thursday) 2022 – 23:59, 30 November (Wednesday) 2022

2-5-2. Procedure

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

Access online application website (https://e-apply.jp/ds/geidai-net/) ▼
My page registration If you are applying online for the first time, please click the "My registration" button to register your MyPage. ▼
Internet Application Click on the "Login" button to access the "MyPage" you have registered. After accessing your MyPage, click on the "Carry out the application procedure" button and fill in the necessary information such as the admission category, faculty/department, personal information, and so on. * Admission examination fee exemption system: Fill in the box if applicable; if not, proceed to "Next" without making any selection. ▼
Register of personal information / upload of face photo data Photo: Prepare and upload color photo (see page 5). Personal information (name, address etc.) from your My Page registration will be automatically entered, so check it for accuracy. Enter all other necessary information (registered domicile or nationality, contact information at the time of the examination, preferred faculty advisor, academic history, work history, commendations and disciplinary action, licences, qualifications etc.) and proceed to "Next." Please see page 3 for the list of available faculty advisors. ▼
Confirm application details Check that the entered information is correct, and if there are no errors, click "Register with this content." ▼
Complete application registration Registration is complete when the reception number is displayed on the screen. Click "Continue to payment" to proceed to the payment procedure.(See page 7)

- Verify that the "registration complete" email containing your application receipt number has been delivered to the email address you specified.
- You will need your application receipt number to confirm your application details, print your application, etc. Keep your "registration complete" email in a safe place until after the entrance exams.

2-5-3. Online application: Points to note

- Please note that the 12-digit reception number is not your examination number.
- If there is an error in the registered information, click "Modify" on "My Page" without paying the entrance examination fee, input the correct information, and then proceed to the entrance examination fee payment procedure.
- Once you have paid the entrance examination fee, you cannot modify your registration details. Therefore, if you find an error in your registration details after paying the examination fee, click "Perform application procedure" again within the application registration period to register your application and pay the entrance examination fee again. Please refer to page 8 for details on requesting a refund of an entrance examination fee paid by mistake.
- 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 one of the two procedures below.

- ① After completing the online application registration, click "Continue to payment."
- ② Log into "My Page" from "Login" on the top page of the "Internet application site" and click "Payment."

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

24 November (Thursday) 2022 – 1 December (Thursday) 2022

* 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 (1 December, Thursday 2022) of the payment period will be the cut-off date for payment.

29 November (Tuesday) 2022 - 30 November (Wednesday) 2022

2-6-4. Payment methods

Payment method	Financial institution, etc
Convenience store	Seven Eleven/ Lawson, Ministop (Loppi)/ Family Mart /Daily Yamazaki / Seicomart
Credit card	MUFGCARD/ DC/ UFJ Card/ NICOS/ VISA/ Master card/ JCB/ AERICAN EXPRESS
Post office or bank ATM	ATMs compatible with Pay-easy
Internet banking	Internet banking compatible with Pay-easy/ PayPay Bank/ Rakuten Bank/ SBI Sumishin Net Bank/ au Jibun Bank Corporation

*Visit the Pay-Easy website (<https://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 a master's degree program at this university in March 2023 are not required to pay the application fee.
- If you are a Japanese Government Scholarship student at the time that you submit the online application, you do not need to pay the application fee. You do need, however, to submit a Certificate for Attendance on a Japanese Government Scholarship for Foreign 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 the 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

We will waive the application fee for applicants affected by wind, flood or other large-scale natural disasters occurring in Japan to ensure equal access to educational opportunities.

For details about the procedure, check the website (<https://admissions.geidai.ac.jp/kenteiryomenjo/>).

- Application period: Up until 1 week before the start of the online application registration period
 - 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), etc.
 - Notice
 - Register your online application after your eligibility for exemption from payment of the application fee has been established.
 - Contact
Admissions Office, Student Affairs Division, Tokyo University of the Arts
12-8 Ueno Park, Taito-ku, Tokyo, 110-8714, JAPAN
Tel: 050-5525-2075 / Fax: 03-5685-7763
E-mail : nyuusi-k@ml.geidai.ac.jp

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 are expected to graduate from a master's degree program at Tokyo University of the Arts in March 2023, or you are a Japanese Government Scholarship student and mistakenly paid the application fee.

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 (<https://admissions.geidai.ac.jp/postgraduate/youshiki1/>).

• Mail by post to:

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

• 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 2023 (postmarked). If the application is not submitted by the deadline, the fee will not be refunded.

2-7. Sending required documents

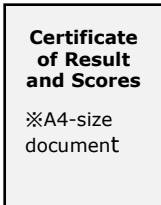
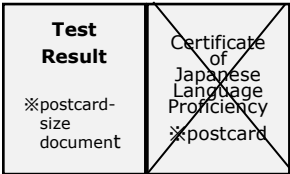
2-7-1. Procedure

Once you have completed the process for payment of the application fee, print out the necessary documents from the online application website (<https://e-apply.jp/ds/geidai-net/>) and the entrance exam info website (<https://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

24 November (Thursday) 2022 – 1 December (Thursday) 2022 (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 (https://e-apply.jp/ds/geidai-net/)
Photo card	Use your name as written in your official family registry. For non-Japanese nationals, enter your visa status. For your current address, use the address at the time of the application.
Study aspirations document	Print out the designated form on A4-size paper from the entrance exam info website (https://admissions.geidai.ac.jp/postgraduate/youshiki1/) and complete the required information. For the "Address labels to use when sending application documents," cut along the dotted lines and submit both labels (do not staple them together; using a paper clip is okay)
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 in a graduate program (master's degree) at this university are exempt from this requirement. Submit both original documents (color copies not accepted). Remove each document from the envelop in which it was sent (do not submit the envelop).
Graduate School Master's Degree Program Certificate (or Certificate of anticipated graduation)	
Japanese-Language Proficiency Test Certificate of Result and Scores or Test Result (original)	<p>To be submitted by foreign students who have taken the Japanese-Language Proficiency Test (N1-N5) administered by the Japan Foundation and Japan Educational Exchanges and Services. Submit the original document.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p>Certificate of Result and Scores (Example 1)</p>  <p>※A4-size document</p> </div> <div style="text-align: center;"> <p>Test Result (Example 2)</p>  <p>※Only submit the left-hand section of the document</p> </div> </div> <p>Submit either the Certificate of Result and Scores (Example 1, original document only) or Test Result (Example 2, original document, left-hand section only). Do not submit the Certificate of Japanese-Language Proficiency (neither A4 nor postcard document).</p>

Other required documents	<p>If the any of the following situations apply to you, please submit the required documents.</p> <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). <p>Do not submit documents other than those specified by the university.</p>
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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 (<https://e-apply.jp/ds/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.
- If you are applying from outside of Japan, please send it by a method such as DHL or EMS that will surely deliver it.

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 (<https://e-apply.jp/ds/geidai-net/>) (you will be sent a notice by email). Print the exam slip in color on an A4 sheet of paper and cut out the exam slip along the dotted lines, and bring it with you to exams. Please note that the exam slip is not issued by the university.

You must have the exam slip on the day of the exam, and you cannot take the exam using the application receipt number. Please note that the application receipt number is not the same as your exam number.

2-8-2. Notice regarding printing the exam slip

- Check the information on the printed exam slip. If the information you registered on the online application website(<https://e-apply.jp/ds/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: 045-650-6201).
- If by 21 December 2022 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.
- Print the exam slip in color on an A4 sheet of paper and cut out the exam slip

along the dotted lines, and bring the exam slip on the day of the exam.

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 (<https://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

- Student selection takes place through the following methods
 - First-round exam Selection is based on comprehensive review of the first-round exam evaluation and the submitted application documents.
 - Second-round exam Selection is based on comprehensive review of the second-round exam evaluation, the first-round exam score, and the submitted application documents.
- Failure to take even one of the assigned exams (including submission of thesis etc.) will result in disqualification.

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, 13 January (Friday) 2023

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 15)	Either a TOEFL or TOEIC test results certificate (score sheet) for a test taken after January 2021. Applicants whose official language is English should contact the Graduate School of Film and New Media's Educational Affairs Office (TEL:045-650-6201) ahead of time, as they may be eligible for an exemption from submission of a TOEFL or TOEIC test results certificate. Also, when submitting your TOEFL score, make sure you follow the procedure for sending your score from the executing agency (ETS) to the university. (The DI code for the Graduate School of Film and New Media is "C866")
A thesis or a film work (select one to submit) (refer to page 16)	<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 in Japanese 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 16)	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 (Wednesday) 2023, Around 14:00 (refer to page 19)

*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 (https://admissions.geidai.ac.jp/schedule-results/fnm/) at the time the successful first-round candidates are announced (25 January 2023)
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3-3-2. Second-round exam schedule:

7 February (Tuesday) 2023, 13:00

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

Bashamichi Building 1F (Yokohama Campus)

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

27 February (Monday) 2023, Around 13:00 (refer to page 19)

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 2021).
Applicants whose official language is English should contact the Graduate School of Film and New Media's Educational Affairs Office (tel: 045-650-6201) 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 two test results certificates:

When submitting your TOEFL score, be sure to follow the procedure for sending your score from the executing agency (ETS) to this university. (The DI code for the Graduate School of Film and New Media is "C866")

- TOEFL iBT (TOEFL test administered online)
- TOEFL revised Paper-delivered test

*TOEFL ITP test and TOEFL PBT (TOEFL Paper-delivered test) test result certificates 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.)

*TOEIC Speaking Test and TOEIC Bridge Test result certificates 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 (<https://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 (<https://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 (<https://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 13, Fri 2023 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

- Contact: Educational Affairs Office, Graduate School of Film and New Media
Tel: 045-650-6201
- Request the return of theses, film works and portfolios by telephoning during the specified time period.
- For applicants who submit a request, the theses, film works and portfolios will be mailed with postage paid by the recipient.
- 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.
- If the return request is not received within the specified time period, the university will dispose of the theses, film works, and portfolios.

4. Entrance exam procedures

4-1. Notice regarding entrance exams

- Information relating to exams other than that contained in this guide will be posted on the university's entrance exam info website (<https://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 is prohibited throughout the Tokyo University of the Arts campuses for secondhand smoke prevention. Thus, smoking is prohibited at the exam venues, including venues outside the campus. Also, strive to prevent secondhand smoke and be considerate of others if you smoke in the vicinity.
- 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.
- The exam venues cannot be visited in advance.

4-2. Notice regarding COVID-19

- The Graduate School of Film and New Media may decide to make changes to the entrance exam schedule, selection process, etc. as necessary in response to COVID-19. If changes should occur, updates will be posted on the exam info website (<https://admissions.geidai.ac.jp/>). Please check the website for updates on a daily basis.
- Applicants with symptoms including fever and cough are to visit a medical facility in advance for consultation.
- As a general rule, the following individuals are not allowed to take the entrance

exam: those who have contracted COVID-19 and have not been diagnosed as recovered by a physician before the exam date, those who have been notified by a public health center for being in close contact with a confirmed COVID-19 case immediately before the exam date (Note 1), and those whose test date falls during the self-isolation period after entering Japan. There will be no special provisions for makeup exams or application fee refunds, so please take care to monitor your health for the day of the entrance exam.

Note 1 However, if you are an asymptomatic close contact and meet the following requirements, you can take the exam.

(1) The results of PCR test by the local government and antigen quantitative test at the quarantine station are negative.

(2) You are asymptomatic on the day of the exam.

(3) Do not use public transportation (trains, buses, taxis, aircraft, passenger ships, etc.) and avoid crowded places when you come to the exam venue.

If the above situation applies to you, please contact the Educational Affairs Office of the Graduate School of Film and New Media in advance.

(Telephone: 045-650-6201 / E-mail: eizo.kyomu@ml.geidai.ac.jp)

- Take your temperature in the morning during the week before the exam. Refrain from taking the exam if you have symptoms such as fever or cough and your temperature is 37.5 °C on the day of the exam. Also, if you have symptoms such as fever or cough and your temperature is below 37.5°C, inform the exam proctor. Your temperature may be checked at the exam venue using a non-contact thermometer.
- Regardless of whether or not you have symptoms, bring a mask and wear it at all times in the test venue except during meals.
- Refrain from socializing with others during rest periods and meals.
- Disinfect your hands with quick-drying alcohol hand sanitizer when entering and leaving the exam venue.
- Bring a jacket or other warm clothing, as the windows will be opened for a period of time to ventilate the exam venue on the day of the exam.
- Bring your lunch to the exam venue and eat at your seat or the designated area.
- It is preferable if you are vaccinated for influenza, etc. to reduce the risk of infection by other diseases.
- Strive to stay in good health by maintaining a balanced diet and getting sufficient exercise, rest, and sleep, etc. Also, avoid closed spaces, crowded places, and close-contact settings. Maintain physical distance and enforce cough etiquette and handwashing/disinfecting on a daily basis.
- After finishing the exam, wait as you are until dismissal instructions are given.
- Do not dispose of your mask at the exam venue.
- To the extent possible, return directly home without making any detours. Wash your face and hands first thing upon returning home.

4-3. 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: 045-650-6201

4-4. Announcements of successful candidates

Successful candidates will be announced on the entrance exam info website (<https://admissions.geidai.ac.jp/schedule-results/fnm/>), and will not be posted on the bulletin board at Bashamichi Building.

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

25 January (Wednesday) 2023

Around 14:00 (on the entrance exam info website

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

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

27 February (Monday) 2023

Around 13:00 (on the entrance exam info website

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

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

- Date posted: 28 February (Tuesday) 2023
- The enrollment forms will be mailed to successful candidates using the "Address labels to use when sending application documents" that was provided upon application.

4-4-4. 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 received by post must arrive by 7 March (Tuesday) 2023 (mail only).
- Address: Educational Affairs Office, Graduate School of Film and New Media, Tokyo University of the Arts, 4-44 Honcho, Naka-ku, Yokohama 231-0005

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

5-1-2-1. Admission fee

fee: ¥338,400

- The admission fee is waived for March 2023 graduates from Tokyo University of the Arts, Graduate School (Master's Degree Program).
- The admission fee will not be refunded. This applies also to applicants who, after completing the admission process, have by 31 March 2023 notified the university that they will not be attending.
- Japanese Government Scholarship students do not have to pay the admission fee.
- Schemes are available for exemption from payment or deferred collection of the admission fee.(see page 21)

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. Tokyo University of the Arts Campus Facility Management Association –organized to provide funding for facility management contributing to the enhancement of the campus environment (membership fee with three-year coverage)

fee: ¥50,000

- If you agree with the purpose, please apply for membership. Please pay the fee at the time of admission.

5-1-2-4. Tuition fees (first semester)

fee : first semester ¥321,480; second semester ¥321,480 (total annual fee ¥642,960)

- As a general rule, tuition payment will be made by automated bank transfer in accordance with the deposit account transfer request document that you submit 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.
- Japanese Government Scholarship students are not required to pay tuition fees.
- Schemes are available for exemption from payment or deferred collection of the tuition fee. (See page 21)

5-1-2-5. Material fees

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

●Exemption and Deferment for Admission/Tuition Fees

Tokyo University of the Arts has a scheme for exemption and deferment of admission/tuition fees. Those wishing to use this scheme should check the application requirements below and follow the required procedure prior to payment of admission/tuition fees.

Please be aware that applications are not accepted after the admission/tuition fee has been paid. Also, make adequate preparations to pay the admission/tuition fees, as admission fee exemption is not necessarily granted even if the application requirements are fulfilled, and there are cases in which tuition fee exemption is not permitted even if the application is submitted.

The application requirements for exemption and deferment are as follows:

(1) Admission fee exemption

- ① Cases in which difficulty in paying the admission fee for financial reasons and excellent academic standing are recognized
- ② Cases in which severe difficulty in paying the admission fee is recognized due to the following occurrences within one year prior to admission payment deadline: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner
- ③ Cases similar to ① above with comparable reasons as recognized by the university president

(2) Admission fee deferment

- ① Cases in which difficulty in paying the admission fee by the deadline for financial reasons and excellent academic standing are recognized
- ② Cases in which difficulty in paying the admission fee by the deadline is recognized due to the following occurrences within one year prior to admission: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner
- ③ Cases in which other unavoidable circumstances are recognized

(3) Tuition fee exemption

- ① Cases in which difficulty in paying the tuition fee for financial reasons and excellent academic standing are recognized
- ② Cases in which severe difficulty in paying the tuition fee is recognized due to the following occurrences within one year prior to the tuition payment deadline: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner

(4) Tuition fee deferment

- ① Cases in which it is recognized that the applicant faces difficulty in paying the tuition fee by the payment deadline for financial reasons and has excellent academic standing
- ② Cases in which difficulty in paying the tuition fee by the deadline is recognized due to the following occurrences within one year prior to tuition payment: the death of the applicant's primary household income earner, or wind, flood or other natural disaster experienced by the applicant or the applicant's primary household income earner
- ③ Cases in which other unavoidable circumstances are recognized

Consult the university website for details regarding the scheme:

Admission fee exemption and deferment

https://www.geidai.ac.jp/life/entrance_fee/waiver_deferral_admission

Tuition fee exemption and deferment

https://www.geidai.ac.jp/life/entrance_fee/waiver_deferral_tuition

● Study Support Scholarship

There is a scholarship scheme granting ¥50,000 per semester (¥100,000 per year, no repayment obligation) for cases in which the applicant faces difficulty in paying the tuition fee for financial reasons but is ineligible for (3) tuition fee exemption above due to inadequate academic standing at the applicant's graduating school, provided that the applicant meets the prescribed requirements.

Applicants wishing to utilize this scholarship need to follow the prescribed procedure at the same time as undertaking the above tuition fee exemption procedure.

● Scholarship for Outstanding Students

Tokyo University of the Arts actively supports motivated students with exceptional talent through establishing various scholarship schemes and commending enrolled students who achieve outstanding marks. There is no payment obligation for these scholarships. Consult the Tokyo University of the Arts website for details regarding the scholarships.

https://www.geidai.ac.jp/life/scholarship/geidai_scholarship

5-2. Notice for foreign students

Visa for entry into Japan

- The applicant is responsible for applying to obtain a visa for entry into Japan and acquiring status of residence separately from the enrollment procedure.
- It is possible to enter Japan with a "short-term stay" visa to take the examination; however, if you are admitted to the university, obtain a "student" visa by the time of admission.

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

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

(<https://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 ¥404 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. The Educational Affairs Office accepts requests in person in the case of enrolled students only. You will receive a reply by simplified registered post within about two weeks after the deadline for requests.

• Dates for acceptance of requests

8 May (Monday) - 12 May (Friday) 2023

Requests postmarked within the dates shown above will be accepted.

• Content of disclosure

- Disclosure of individual exam results for 2023
- 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 minimum required information may be provided in the following cases:

- Tasks involving the handling of personal information described in the above "purpose of use " may be entrusted to an external third party after concluding a contract with them concerning the appropriate handling of personal information
- Provision of information to parties outside the university in cases in which this would be in the interests of the person concerned
 - Tokyo University of the Arts Cooperative Association
 - Tokyo University of the Arts Campus Facility Management Association
 - organized to provide funding for facility management contributing to the enhancement of the campus environment

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

An online briefing for students who wish to sit the 2023 entrance exams for the Doctoral Program is planned as follows. Details will be posted on the entrance exam info website (<https://admissions.geidai.ac.jp/event/information-session/eizosetsumei/>)

- **Online Briefing**
 - Pre-registration is required.
 - Those who have registered will receive an entrance examination explanation video (pre-recorded).
 - Video release period:
 - October 4, 2022 (Tuesday) to October 31, 2022 (Monday)
 - Topics: Explanations about the Department of Film Production, Department of New Media, Department of Animation, Game Course overview, student recruitment, and entrance exams. We are planning to respond to questions submitted in advance.
- **Notice regarding entrance exam briefing**
 - Advanced registration for the briefing is required.
 - Register online by the specified deadline
 - Details regard in registration for the online briefing will be posted on the entrance exam info website (<http://admissions.geidai.ac.jp/event/information-session/eizosetsumei/>)
 - 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.
 - Students who are considering sitting the 2024 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: 045-650-6201

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

2023 Student Application Guide

Tokyo University of the Arts

Published: October 2022