



# Kyoto University and Heidelberg University Joint Degree Master of Arts Program in Transcultural Studies APPLICATION FORM 2024

The completed and signed application form as well as all necessary documents must be submitted to the Kyoto University Graduate School of Letters (see postal address given below),

**submission timeframe:** 1.-20. November 2023. [AAO screenings are due in October!]

If you have questions, please first consult the online FAQ: [www.cats.bun.kyoto-u.ac.jp/jdts/application/faq](http://www.cats.bun.kyoto-u.ac.jp/jdts/application/faq)  
If questions still remain, please contact the coordinator via E-Mail ([apply@cats.bun.kyoto-u.ac.jp](mailto:apply@cats.bun.kyoto-u.ac.jp)) or phone.  
Kyoto University, Graduate School of Letters, Graduate Academic Affairs Office (第二教務掛)  
Yoshida honmachi, Sakyo-ku, Kyoto 606-8501 (Tel.: +81-75-753-2710).

## PERSONAL DETAILS

First / Given Name \*

Middle Name(s) (if any)

Last / Family Name \*

Last Name and / or First name at Birth

Name in Chinese or Japanese Characters & Furigana

Gender \* ☐ Female ☐ Male

Date of Birth (dd/mm/yyyy) \* \_\_\_\_\_

Country of Birth \*

City of Birth \*

Citizenship \*

Dual Citizenship \*

Country of Permanent Residence \*

Do you already have a visa/residence status for Japan? \*  
(International students only)

If yes, please indicate the kind of visa.

**Items marked with an asterisk \* are mandatory.**

Please indicate your first/given name as it appears in your passport/identification document.

Please indicate your last/family name as it appears in your passport/identification document.

Please provide your name at birth if different from your current last/family or first/given name.

If you have Chinese or Japanese characters for your name, please provide them here. **All applicants:** For administrative purposes, please provide a katakana reading of your name ("furigana"). You may leave this blank and a reading will be provided.

Please provide the country and the city where you were born.

If you have dual citizenship, please indicate your second citizenship.

Please select the country in which you have your permanent residence. This excludes countries in which you reside only for the purposes of studying.



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### CONTACT DETAILS

Address Line 1 \*

Address Line 2

City \*

County / State / Province / Prefecture

Postcode

Country \*

Phone \*

Email Address \*

Please provide the address of your permanent residence. If your correspondence address is different from the permanent address during the period of the application process, please provide your correspondence address as well. Furthermore, please indicate a family / emergency contact.

Please include the country code of your phone number (+81 for Japan, +49 for Germany, etc.).

Please provide an email address which is valid throughout the application process. Do NOT provide a work or other email address that may expire earlier.

### Correspondence Address

Address Line 1 \*

Address Line 2

City & Postcode \*

County / State / Province / Prefecture

Phone \*

Country \*

### Family/Emergency Contact

Emergency Contact Name (Relationship) \*

Emergency Contact Phone \*

Address Line \*

City & Postcode \*

County / State / Province / Prefecture

Email Address \*

Country \*



## Kyoto & Heidelberg Joint Degree Master of Arts Program in Transcultural Studies APPLICATION FORM 2024

### QUALIFICATIONS

Institution / School / College \*

Type of Qualification / Degree \*

Subject (Major) \*

Please indicate the kind of institution  
(a. national, b. public, c. private, or  
d. non-Japanese).

Applicants must hold a **B.A. degree or equivalent** in a discipline of the humanities, cultural or social sciences with an above average grade.

Thesis Title (if applicable)

Enroll Date (dd/mm/yyyy) \*

Completed \*

☐ Yes ☐ No

(Expected) Date of  
Graduation (dd/mm/yyyy)\*

Please indicate whether you have  
completed your qualification or  
whether you are still studying.

Official Duration (Years) \*

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Student Number (if currently enrolled at Kyoto University)

#### DOCUMENTS \*

Please provide a certified copy of your degree certificate AND your transcript of academic records (B.A. and M.A. / MPhil if applicable). All documents must be in English or accompanied by a certified/official English translation.

### English Language Proficiency

Applicants need to prove **very good proficiency** in English, i.e. at least level C1 according to the Common European Framework of Reference for Languages (CEFR). Minimum scores of common language tests:

TOEFL iBT: 90

IELTS: 6.5

CAE - Grade C / FCE - Grade A

You may provide other proof after  
consultation with the joint degree  
coordinator.

Kind of English Language Qualification \*

Date Completed (dd/mm/yyyy)\*

Overall Score\*

#### DOCUMENTS \*

Please provide a certified copy of a  
valid test score certificate.

### Other Languages

Language 1 \*

Level

Language 2 \*

Level

Language proficiency level according  
to CEFR (use "M" for mother tongue):  
A1 (Beginner), A2 (Elementary),  
B1 (Intermediate),  
B2 (Upper Intermediate),  
C1 (Advanced), C2 (Proficiency).



## Kyoto & Heidelberg Joint Degree Master of Arts Program in Transcultural Studies APPLICATION FORM 2024

### EXPERIENCE

#### Curriculum Vitae

Please list your **educational and professional background** in tabular form (starting with your high school education\*, including current and previous employments, internships, volunteer positions relevant to your application). Should the space given below not suffice, continue on an extra sheet.

If you have publications, please list them on a separate sheet.

**\*Note:** If you graduate from a university outside Japan, please begin with your elementary school education.

From — to (mm/yyyy)	Country	Name & Place of Institution, Kind of Position/Kind of Studies (incl. major & degree)
04/2011 — 03/2014	Japan	Dokodemo High School, Doko-City, high school education

**Current Status \*** ☐ Undergraduate student ☐ Research student ☐ Other ( \_\_\_\_\_ )

#### Relevant Work / Volunteer Activity

Employer or Organisation Name

Country Employer or Organisation is Based in

Position (Job Title)

Start Date (dd/mm/yyyy)

(if applicable)

End Date (dd/mm/yyyy)

Please detail your most recent or current work or volunteer experience relevant to your application to the joint degree (if applicable, refer to this position also in your motivation letter; see next page).

Main Tasks

#### FUNDING / FINANCES (Scholarships)

Scholarship Name / Funding Type \*

##### International Students Only

Please provide information about how you intend to finance your studies in the JDTS (select "self-funded" if you do not seek a scholarship).



# Kyoto & Heidelberg Joint Degree Master of Arts Program in Transcultural Studies

## APPLICATION FORM 2024

### LETTER OF MOTIVATION

Applicants need to submit a letter of motivation (separate to this application form, via the online application system). The letter must convincingly explain the specific motivation to apply for the Joint Degree Master of Arts in Transcultural Studies based upon the applicant's thematic and regional areas of interest. How do your interests relate to the program's contents and aims? What study focus would (KBR, SEG, VMC) you like to choose and why? Who do you see as your ideal supervisor and why? In addition, the letter must detail the language and methodological qualifications of the applicant that will equip them for the program. How do you want to build on and possibly expand these qualifications in your studies? What do you seek to gain from studying at the respective partner, Heidelberg or Kyoto?

**The letter must be written in English (min. 800 to max. 1,000 words).**

You need to include a formal statement on an extra sheet confirming that you wrote the letter of motivation by yourself without the help of others and that you have properly indicated the use of all ideas from additional sources (e.g., via citations).

### PROCEDURES AND REGULATIONS

Please **read the following information and regulations carefully** before you submit your application to the Joint Degree Master Program in Transcultural Studies between Kyoto and Heidelberg University.

Students in the program will be matriculated at both universities, one of which acts as their "home institution." The home institution is the university where students enroll at first. At Kyoto University, students apply for the joint degree program and need to pass the Transcultural Studies Entrance Examination at the Graduate School of Letters, which involves a screening of submitted documents and an online interview. At Heidelberg University, students enroll first in the single degree Master in Transcultural Studies and can apply for the joint degree variant during their first semester.

### Selection Procedures

A selection committee at your home institution will screen your application and select candidates in consultation and agreement with the partner institution. Selection results will be disclosed to candidates once they have also fulfilled the following criteria (depending on home institution):

- Kyoto University: Passing the Transcultural Studies Entrance Examination.
- Heidelberg University: Passing the examination for the lecture "Introduction to Transcultural Studies" (of the single degree Master in Transcultural Studies).

### Disclosure of Personal Data to the Partner University

By submitting your application to the Joint Degree Master Program in Transcultural Studies and signing this application form, **you agree that your home institution may disclose your personal data**, as provided by the application form and obtained by your home institution as a result of your enrollment, for the following purposes in accordance with the Act on the Protection of Personal Information Held by Administrative Agencies (Law No. 59 of 2003, Japan), the General Data Protection Regulation of the European Union (GDPR), the State Law of Baden-Württemberg on Higher Education (Landeshochschulgesetz, LHG), the Directive of the Ministry of Science on the Collection and Processing of University Applicants' Personal Data for University Administrative Purposes (Hochschul-Datenschutz-verordnung, HSschulDSV BW), the State Data Protection Act of Baden-Württemberg (Landesdatenschutz-gesetz, LDSG), and the data protection policies of Kyoto and Heidelberg University:

- the processing of your application to the joint degree program; and
- the administration of your enrollment at the partner institution, including the exchange of information regarding grades and credit points (provided your application is successful).



## Kyoto & Heidelberg Joint Degree Master of Arts Program in Transcultural Studies APPLICATION FORM 2024

### Regulations for Completing the Joint Degree

As a student in the Joint Degree Master Program in Transcultural Studies, you must fulfill certain requirements to obtain the joint degree, including a year of studies at the partner institution. Further, you are not only bound to the study and examination regulations of your home institution but also of the partner university. By submitting your application and signing this form, you indicate that you have read and understood the regulations of both universities as they pertain to your completion of the program. You can find these regulations online at the following links:

Kyoto University [Admission, Curriculum and Diploma Policies](#)

Heidelberg University MATS [Examination Rules and Regulations](#) (see “§3a International Variant”)

For reference, the most important regulations pertaining the joint degree are given below, corresponding to the respective home institution.

#### **Kyoto University students:**

- you will spend two semesters at Heidelberg University, usually the third and fourth semester
- if your certified English language proficiency was below 100 TOEFL iBT (or 7.0 in the IELTS; or equivalent) upon enrollment in Kyoto, you must pass the course “Advanced Skills for Humanities Research in English” before you go to Heidelberg (or provide a certificate of proficiency of at least 100 iBT or equivalent);
- you need to pass the compulsory courses of the Module “Introduction to Transcultural Studies” before you can go to the partner in Heidelberg;
- you must acquire at least 10 SEU credits at Heidelberg University;
- you must enroll in a German health insurance, or provide exemption and proof of private coverage;
- you must pay a social contribution fee of 186,35 EUR per semester at Heidelberg University.

#### **Heidelberg University students:**

- you will spend two semesters at Kyoto University, usually the third and fourth semester;
- you must acquire at least 30 ECTS credits (15 points of SEU credits) at Kyoto University (thus, usually the Modules “Mobility & Research” 1 & 2 as well as “Oral Examination”);
- you must apply for a Master thesis topic and submit your thesis in accordance with the general deadlines of the Graduate School of Letters (submission: before July 15; applications must be submitted five months prior to submission in accordance with the examination regulations, “Prüfungsordnung,” of Heidelberg University);
- you will need to present your thesis topic *pro forma* in an oral defence at Kyoto University (this is in addition to the Module “Oral Examination” and comes after the thesis submission).
- you need to enroll in the GSL Alumni Association “Ibunkai” (fee of ¥ 2.000 per year).

In the case that you do not fulfill the above requirements for the conferment of the joint degree, you will not receive a joint degree certificate but you can still complete your studies and receive your Master of Arts. Students with Kyoto as their home institution will fall back to a single degree Transcultural Studies course. Students with Heidelberg as their home institution will fall back to the single degree Master in Transcultural Studies.

### DECLARATION AND RECORD OF CONSENT

I hereby declare that the information given above is correct and complete. The requested documents are enclosed. I know that incorrect information may result in refusal or revocation of selection.

Furthermore, my signature below indicates that I have understood the information above and agree to follow the regulations of the Kyoto University and Heidelberg University Joint Degree Master of Arts Program in Transcultural Studies should I be selected.

Date (dd/mm/yyyy)

Applicant Signature