(For master's course applicant)

Instruction for a Research Proposal Document (Planning Research Division)

- The Research Proposal Document must be written in Japanese or English with no more than three pages of A4 size paper.
- The font size must be 10 to 10.5 points, the line spacing to be determined appropriately. Margins should be 20 mm on all four sides, and the page number should be placed in the middle of the bottom margin.
- With the title of your research proposal indicated clearly at the beginning, the Research Proposal Document should be written as clear as possible without the use of jargons, and should appropriately address the following issues:
  - Reasons for selecting the research topic, including descriptions of how it came about and how you have been involved with it
  - Connections to your previous studies, your graduation thesis, and/or your design works
  - Originality of your research proposal, and relationships to precedent research of the same research field.
  - Objective of your research.
  - Methodology or specific methods for carrying out the research.
  - Expected results of the research.
  - Plausible societal contributions through your research.

- You must use literatures and papers as references with appropriate citations.

- Headings should be added appropriately. Figures and tables may be used, but must be included within the three pages.
- If you choose to write the Research Proposal Document in Japanese, at the end of these three pages, you need to provide an English translation of the title of your research proposal and the summary of your research proposal written in English with 300 words or less. However, if the text is written in English, only the summary of your research proposal written in English with 300 words or less is needed.
- Do not include names, photographs, and/or any information which may reveal the identity of the applicant. Your application may be disqualified if any of the above information were included in the research plan.
- The Research Proposal Document must be submitted as a PDF file.

Instructions for preparing portfolio (Planning Research Division)

- The portfolio should be no more than four pages of A3 paper size.

- There is no restriction on the number of works which can be included in the portfolio. You can, however, only include your original works designed and developed individually by the applicant. Moreover, you may also include built projects designed by you, or as a principal designer with other co-designers. You need to indicate clearly your role shared with such co-designers.
- Only Japanese and/or English texts are accepted.
- There are no restrictions on the font sizes or the layout of the drawings, but each page of the portfolio should be legible when printed on an A4 size paper. as well as on A3 paper.
- The portfolio must be submitted as a PDF file with less than 5MB.
- On the upper left of the first page, indicate as follow: For application of Planning Research Division.
- Do not include names, photographs, and/or any information which may reveal the identity of the applicant. Your application may be disqualified if any of the above information were included in the research plan.

*For those who apply for both Planning Research Division and Design Research:

The contents included in the portfolio prepared for applying Planning Research Division may be overlapped with the one for applying Design Research Division as long as the portfolio meets the requirements stated above, and the two portfolios were submitted separately.