

Application Guidelines (Manual for **Internal** Applicants)

Education Planning Division, Education & International Affairs Department
Doctoral Education Consortium

[Internal Applicants]

- **Please refer to this manual if your Nagoya University ID has been issued at the time of your application.**

Step-by-step guide to the application submission process

STEP 1

Registration of application information (pp. 3–7)

- Register for application on the Doctoral Education Consortium website.

STEP 2

Confirmation of application number (pp. 8–9)

- You will be notified of your application number in an automatic reply email after completing the registration of application information.
- **Submission of the “Application Eligibility Screening (Form A)” * Applicable students only**

STEP 3

Application preparation (pp. 10–13)

- Check the Points to Note and prepare your application.

STEP 4

Application submission (pp. 14–18)

- Convert your application (Forms 1 and 2) to a PDF file and **submit it by TACT**.
- **Submit** your application outline video **to TACT**.
- Academic Advisor Evaluation (Form 3) **should be submitted by your academic advisor using the dedicated form**.

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Step [1]

Complete the registration of application information on the Doctoral Education Consortium website

https://dec.nagoya-u.ac.jp/spring_information/



The screenshot shows the website header with the logo and navigation menu. A main banner features a photo of two researchers and a text box in Japanese: "高度な専門知識をもち 分野を超えて世界を牽引する プロフェッショナルリーダーへ". Below the banner, a news section is visible with a red arrow pointing to a link: "【東海国立大学機構メイク・ニュー・スタンダード次世代研究事業の新規及び追加募集予定について】". The news list includes items from 2024.02.15, such as "2024 年 世界銀行グループ日本人職員 (日本政府が支援するジュニア・プロフェッショナル・オフィサー (JPO) とミッドキャリア (MC)) 募集 説明会の お知らせ" and "(3/4) 「プレゼンテーションスキル」 Professional Development Workshop". A sidebar on the right contains additional links like "博士課程学生への経済支援について" and "名古屋大学融合フロンティアフェロシップ事業/東海国立大学機構融合フロンティア次世代研究事業".

[Registration of application information]

- Based on the application information, you will be issued an application number and registered on the TACT site for submitting your application. Note that if you do not submit the application registration, you will not be able to submit an application.

Step [2]

Open the registration details page, enter your email address in the form, and send it to us. The URL for registration will be sent automatically to the address you entered.

[Points to Note]

If you do not receive an automatic reply email, your address may be incorrect or it may have been filtered into the junk mail folder.

Please use the address given to you by the University (THERS email). [How to use the THERS account. \(Google translation\)](#)

メールアドレスを記入してください。申請情報登録用URLが自動送信されます。

学内申請者：大学から付与される機構アドレス (@s.mail.nagoya-u.ac.jpで終わる)アドレスを使用してください。

学外申請者：必ず連絡がつくメールアドレスを入力してください。

mail、Yahoo、qq、等のWebメールは受信できない可能性があります。事前に「@adm.nagoya-u.ac.jp」の受信設定をしてください。

自動返信が届かない場合は、アドレスが間違っているか、迷惑メールフォルダに振り分けられている可能性があります。迷惑メールフォルダ内に紛れ込んでいないか確認の上、アドレスを変更して再度お試しください。

必須

確認のため再度入力してください。

Click "EN" on the page top right corner.

[送信内容の確認へ](#) >

Sample

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Step [3]

Click on the URL in the email you received and complete all the required information. Alphabetic and numeric characters should be halfwidth characters.

[Point to Note]

- Be sure to select the correct Year of Application and Year of Enrollment.

Sample

応募情報登録

募集対象、申請分野を確認の上、申請を行ってください。

2025年度募集対象

| 区分 | 年次 |
|--------|------------------|
| 博士後期課程 | 2025年4月 入学・進学予定者 |
| 医学博士課程 | 2025年4月 入学・進学予定者 |

応募情報登録は、“一度のみ”としてください。（一度登録した情報は変更できませんので、十分に確認した上で送信してください。）
メールアドレス欄には、本URL取得時に登録したアドレスを記入してください。

入学年次 必須 2025年4月入学 / April 2025 enrollment
博士後期課程学年次にチェックをいれてください。

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Step [4]

Please double-check your email address before clicking Confirm Application Details. If you enter an incorrect email address, you will not receive an acceptance completion email and will be unable to confirm your "application number".

[Points to Note]
A Nagoya University ID is required to register on the TACT site, so be careful not to make any mistakes. (2 alphabetic characters + 7 numeric digits)

博士後期課程（医学博士課程）で行われる研究テーマを記入してください。

Sample

指導教員名 **必須**
認定期間の指導教員名をフルネームで記入してください。決まっていない場合は「未定」と記入。

卓越大学院プログラム、博士リーディングプログラム（該当者のみ） **任意**
現在、卓越大学院プログラム・リーディングプログラムに所属している学生はお選びください。

ジョイント・ディグリー・プログラム(JDP)である。 **任意** はい/YES
 いいえ/NO
該当者は選択してください。

※名古屋大学以外の方 **任意**
名古屋大学以外を選択した方は、現在の所属を正式名称でご記入ください。

メールアドレスの入力に誤りがあると受付完了の通知が届きませんので、必ずご自身のメールアドレスを確認してから送信ください。
自動返信メールが届かない場合は、メールアドレスが間違っているか、メールが迷惑メールフォルダに振り分けられている可能性があります。
<個人情報の取得および利用について>
当申請フォームで取得した個人情報は、東海国立大学機構メイク・ニュー・スタンダード次世代研究事業の申請、審査、結果報告、問合せ等の運営を円滑に行う目的のため必要な範囲内で取扱います。これらの目的以外で利用することはありません。

送信内容の確認へ >

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Step [5]

Confirm the entered details again. If there are no mistakes, click Send.

Before sending,

please double-check your email address again.

You can only register once and can not change the registered information including the field and the research theme. Make sure that the input information such as the field, and year of your application are all correct.

Deadline: 14:00, January 10, 2025

| | |
|---|----------------------|
| 学籍番号 (申請時点) (Student_Number_(Currently)) | 123456789 |
| 名大ID(NagoyaUniv_ID) | ab1234567 |
| 在籍区分 (申請時点) (Enrollment_Category_(Currently)) | 在学/Enrolled |
| 奨学金等受給状況 (入学・進学時点) (Scholarship_Status_(At_the_time_of_enrollment)) | 受給しない/Not receiving |
| 所得制限への該当 (入学・進学時点) (Applicable_to_the_income_limit_(At_the_time_of_enrollment)) | 該当しない/Not applicable |
| 研究テーマタイトル (Research_Project_Name) | ●●●について |
| 指導教員名 (Your_academic_advisor's_name) | 名大 花子 |
| 卓越大学院プログラム、博士リーディングプログラム (該当者のみ) (Students_enrolled_in_the_WISE_Program_or_the_Program_for_Leading_Graduate_Schools_(Only_applicable_individuals)) | |
| ※名古屋大学以外の方 (※For_applicants_from_other_universities) | |

Sample



前画面に戻る

送信する

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Step [6]

You will be notified of your **application number** in an automatic reply email after completing the registration of application information.

Your application number is important because it is used from the submission of your application form to the pass/fail decision. Keep it until the screening process is completed.

*Your application number is also required for the Academic Advisor Evaluation (Form 3), so **please share it with your academic advisor.**

Please note that you cannot reply to this email with inquiries and so on.

[Points to Note]

- **Be sure to check the automated email response after completing your application registration. If you cannot see the automated reply, it may be in your email junk folder, or you may not have registered successfully.**
- **If you have not received the email response, be sure to confirm using the Inquiry Form.**

<https://dec.nagoya-u.ac.jp/inquiry/top>

【 申請番号 】 **英字1+数字9 Application number** Sample
【 募集 (Recruitment) 】 (2501) 2025年度 第01回
【 入学年次 】 (1) 2025年4月入学 / April 2025 enrollment
【 申請分野 】 (M) 未来社会革新加速分野 (Accelerating Social Inr
【 お名前 (Name) 】 名古屋 太郎
【 フリガナ (Furigana) 】 ナゴヤ タロウ
【 Email 】
【 Email (確認/Confirmation) 】
【 電話番号 (Phone) 】 00000000000
【 所属研究科 (入学・進学予定) (Graduate_School_(Planning_to_e
【 所属専攻 (入学・進学予定) (Major_(At_the_time_of_enrollment
【 学籍番号 (申請時点) (Student_Number_(Currently)) 】 1234567
【 名大ID (NagoyaUniv ID) 】 ab1234567

※Students who are not eligible to apply under "4. Eligibility for Application".

Submission of the “Application Eligibility Screening (Form A)”

Students who are not eligible to apply under "4. Eligibility for Application" in the Application Guidelines, whether new or additional recruitments, but who wish to apply for this program under special circumstances, must follow the procedure below to be checked for their eligibility separately.

Register their application information and submit the "Application for Application Eligibility Screening (Form A)" via submission form below during the application information registration period.

- Submit to : <https://dec.nagoya-u.ac.jp/inquiry/forma>
- Name the file to be submitted as follows.
“formA(application number)” Ex: formA(K22000000)

Submission deadline: Friday, January 10 at 14:00, 2025

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Step [7]

The TACT application site will be registered **by January 15**

Please note that it takes approximately 3 working days for the information to be registered with TACT. We are unable to answer the exact date of the information registration.

Log in to [<https://tact.ac.thers.ac.jp/>](https://tact.ac.thers.ac.jp/) with your THERS account and check to see whether the application site is registered to “My Current Sites”. If you cannot see the site or an incorrect site is displayed, please contact us using the Inquiry Form.

* Please check that the site for the correct recruitment year is registered.

The screenshot shows the 'MEMBERSHIP' section of the TACT dashboard. A red arrow points to the 'My Current Sites' tab. A search box contains the text 'メイク・ニュー・スタン' and a dropdown menu is open, showing several site names. An orange callout box provides the full names in Japanese and English.

MEMBERSHIP

*** WARNING ***

Click the "Unjoin Selected" button only for the lectures you have withdrawn from. Otherwise, you will not be able to see the tests and other submissions, so please h
Click [here](#) to see how to hide them.

My Current Sites My Official Co

Search

Site names

Japanese:
メイク・ニュー・スタンダード次世代研究事業[年度] (申請用)

English:
MNS program Application_[Year]

Worksite ㊦

[メイク・ニュー・スタンダー](#)

[メイク・ニュー・スタンダー](#)

[メイク・ニュー・スタンダード次世代研究事業D2 \(申請用\)](#)

[メイク・ニュー・スタンダード次世代研究事業D3 \(申請用\)](#)

Sample

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Step [8]

Documents related to the application can be obtained from the Overview section on the Doctoral Education Consortium website. Use a computer to prepare your application. (No handwriting)

Download the English version of the application form, click “EN” on the page top right corner.



募集・申請概要 **Sample**

募集要項・申請マニュアル (PDF形式)

- ・募集要項 (新規募集用)
- ・募集要項 (追加募集用)
- ・申請手続きについて
- ・動画作成要領
- ・指導教員等推薦書 (様式3) の提出について
- ・学内者向け申請マニュアル
- ・学外者向け申請マニュアル

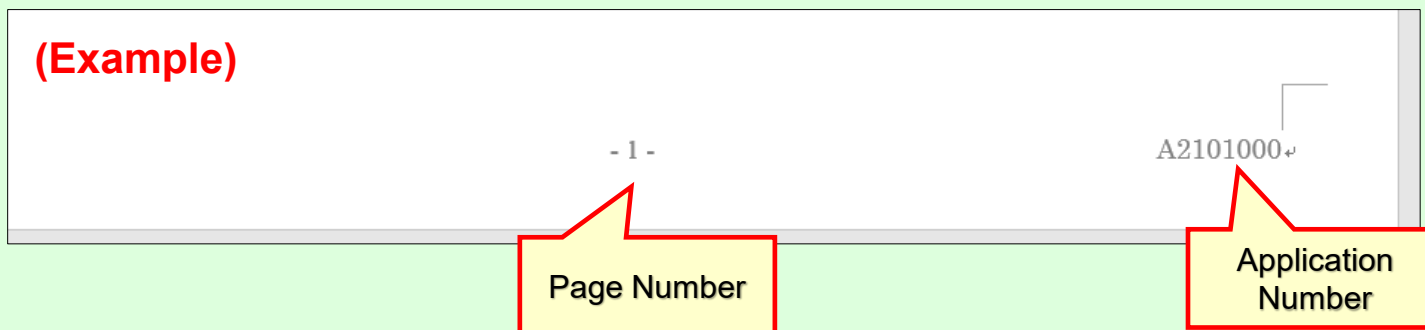
申請書 (Word形式)

- ・申請書類 (様式1～2) 2024年度新規募集用
- ・申請書類 (様式1～2) 2025年度新規募集用
- ・申請書類 (様式1～2) 追加募集用
- ・指導教員等推薦書 (様式3)

**Step [9]
[Application Submission Form]**

- Be sure to prepare your application so that it fits the number of pages specified in each form.
- Use 10.5 point or larger font size.
- The forms of application documents, text size and font cannot be changed.
- The titles and descriptions of each item in the application documents cannot be edited or deleted.

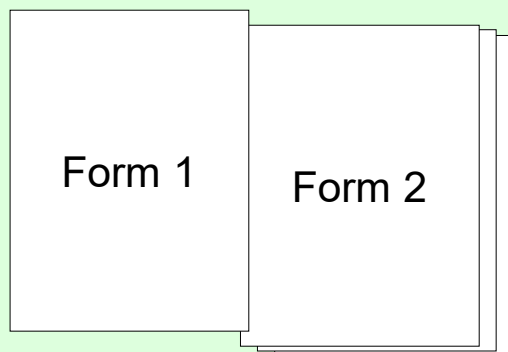
- Add **page numbers in the center of the footer.**
- Add your **Application Number in the lower right of the footer.**



Step [10]

[Application Submission Format]

- When submitting your application, convert Forms 1 and 2 into a **PDF file** and name it **form1(application number)**.



- **Please confirm your Application Number by the notification email you received from the pre-application.
(1 alphabetic character + 9 numeric digits)**

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Step [11]

After completing the application document, submit it using the “① Submission of application document” on the left side of the window.

Click the Assignment Title link.

[Point to Note]

- Access may be busy before the deadline.
- Make your submission in plenty of time.
- Applications submitted after the deadline will not be accepted.



| 課題名 |
|---|
| ①申請書提出/Submission of application document |
| ②動画提出/Submission of Video |

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Step [12]

Click “Choose File” and upload your application documents. Click “SUBMIT” to complete the submission process.

You can resubmit your application during the submission period. (Please delete the uploaded documents before resubmitting.) Materials cannot be replaced after the acceptance period.

Submission Sample

Attachment
No attachment yet

Choose File: ファイルが選択されていません

課題提出後は、念のため「課題一覧」で「提出日時」をご確認
After submitting, please check "Submission Date and Ti

ⓘ Don't forget to submit your work! A confir

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This image is a NUCT version sample.

Step [13]

Please check to see if your submission has been completed on TACT.

When your submission is completed, an assignment submission notification is automatically sent to your THERS email address. **Please note that you cannot reply to this email with inquiries and so on.**



NUCT

申請書を提出する

提出物の確認

あなたの課題は提出されました。この情報が記された確認のためのメールがあなた宛に送信されます。

ユーザ: NAGOYA Hanako 名古屋 花子(123456789)

クラスサイト: フェロシップ申請 (アジア未来創造)

課題: 【申請書提出】2020年10月入学 2021年4月入学予定者 TEST

提出 ID: **1c8dd1b0-36d6-4598-9ed1-9757654ab8ee**

提出日時: 2021/02/19 13:09

提出物には次のものが含まれています:

Sample



課題提出のメールによる通知

発信者 NUCT

日付 今日 13:09

サイトタイトル: フェロシップ申請 (アジア未来創造)

サイト URL ; https://ct.nagoya-u.ac.jp/portal/site/2020_2_9900178_project

課題: 【申請書提出】2020年10月入学 2021年4月入学予定者

課題の締切日時: 2021-02-26T01:15:00Z

受講者: NAGOYA Hanako 名古屋 花子(123456789)

提出 ID: 1c8dd1b0-36d6-4598-9ed1-9757654ab8ee

提出日時: 2021-02-19T04:09:21.179Z

Sample

Step [14] [Submitting a video]

- Name the file **mov (application number)**. Format is MP4.
- For details, check “Creating a video overview of the application”.

After completing the video, submit it using the “②Submission of Video” on the left side of the window.

[Point to Note]

- **Access may be busy before the deadline. Make your submission in plenty of time. Applications submitted after the deadline will not be accepted.**
- **This video will be used for the first screening and second screening (interview).**

ダッシュボード

書類提出/Submissio...

サイト情報

書類提出/SUBMISSION OF DOCUMENTS

Sample

課題一覧

詳細を表示する場合は課題を選択し編集を始めます。

表示範囲: 1 - 2 / 2 項目

|< < 表示: 200 個... > >|

| 課題名 |
|---|
| ①申請書提出/Submission of application document |
| ②動画提出/Submission of Video |

Step [16]

The person who prepared the evaluation (academic adviser, etc.) should submit it directly as a **PDF** using the form below.

- Submission form: <https://dec.nagoya-u.ac.jp/inquiry/form3>
- Name the file to be submitted as follows.
“form3(application number)” Ex: form3(K22000000)

Submission deadline: **Monday, January 20 at 14:00, 2025**

*Each application number is made up of one alphabetic character followed by eight numeric digits, and is assigned to a student at the time of registration of application information.

* Fill in the required details and upload Form 3.

If you enter an incorrect email address, you will not receive an acceptance completion email. Be sure to check your email address before sending.

Contact Us

If you have any questions, contact us using the inquiry form below.

○ Contact Information

Education Planning Division, Education & International Affairs
Department (Doctoral Education Consortium Office)

○ Inquiry Form

<https://dec.nagoya-u.ac.jp/inquiry/top>



See the Doctoral Education Consortium website for the latest information.

https://dec.nagoya-u.ac.jp/spring_information/

