

Admission Guideline of Hiroshima Global Academy  
(General selection for foreign and Japanese students)  
for 2024 Academic Year

Hiroshima Global Academy

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## **Chapter 1 Admission policy**

### **Section 1.1 Mission and educational philosophy**

Hiroshima Global Academy (HiGA) opened in April 2019, with the mission of fostering leaders who create a “better future” for peace and sustainable development, with the aim to be a global leader in building peace with the power of “learning”.

In line with this mission, HiGA aims to develop students who have the following five competencies.

1. Deep understanding to apply knowledge and skills to new challenges
2. Creative and critical thinking skills to create new values
3. Collaboration skills to cooperate with people from different cultures that have different values
4. Confidence to see things through to accomplish targets
5. Communication skills to discuss and cooperate with people in Japanese and English

The school's curriculum is based on the development of these competencies and is linked to the International Baccalaureate Middle Years Programme and the Diploma Programme (DP), all of which are linked to the research carried out by universities.

### **Section 1.2 Ideal candidate profile for HiGA**

The school welcomes students from all over Japan and the world who share this educational philosophy and who have a strong desire to learn. We are looking for students who are ready for the DP, who can understand things conceptually, who have the language skills to understand classes conducted in English (CEFR B2 or higher)<sup>1</sup>, and who have a strong desire to think creatively and critically in an inquiry-based learning environment. Most importantly, they will have an interest in learning and a commitment to personal growth through living with people from different cultures that have different values. The school welcomes students who aspire to become global leaders for the creation of a peaceful and sustainable future.

### **Section 1.3 Basic admission policy**

The selection of students for the 2024 academic year at Hiroshima Global Academy will be based on the "Basic Policy on the Selection of Students for the 2024 Academic Year of Hiroshima Global Academy" and the "Admission Guidelines of Hiroshima Prefectural High School Hiroshima Global Academy for 2024 Academic Year". Additionally, admissions will be based on the applicant's motivation and aptitude.

## Chapter 2 Recruitment

### Section 2.1 Eligibility for application

Applicants must meet one of the following conditions (a) or (b).

- (a) Those who have foreign citizenship, who were born between April 2, 2007, and December 31, 2009, and fall into one of the following categories by August 2024 are eligible to apply.
- Have graduated or are expected to graduate from junior high school.
  - Fall under or are expected to fall under any of the items outlined in Article 95 of the Enforcement Regulations of the School Education Law.

#### **Enforcement Regulations of the School Education Law (excerpt)**

May 23, 1947

Ordinance of the Ministry of Education, Culture, Sports, Science and Technology No. 11

(Persons who are recognized as having academic abilities equivalent or superior to those who have graduated junior high schools)

#### **Article 95**

Pursuant to Article 57 of the School Education Law, a person who is deemed to have the academic ability equivalent or superior to that of a person who has graduated from a junior high school, regarding admission to a senior high school, must meet one or more of the following conditions:

1. Have completed nine years of school education in a foreign country
2. Have completed a course, accredited by the Minister of Education, Culture, Sports, Science and Technology as having a course equivalent to a junior high school course, at an overseas educational institution.
3. Have been designated by the Minister of Education, Culture, Sports, Science and Technology.
4. Have been certified as having academic ability equivalent or superior to that of a junior high school graduate in accordance with the Regulations for Recognition of Junior High School Graduation Levels for Persons Exempted from Deferment of Schooling Obligations (Ministry of Education Ordinance No. 36 of 1966).
5. Others who are recognized by the high school as having academic abilities equivalent to or higher than those of a junior high school graduate.

(b) Those who have Japanese nationality, were born between April 2, 2007 and April 1, 2009, fall under one of the following categories by August 2024, and in principle have studied at an overseas school for at least five years are eligible to apply.

- Have graduated or are expected to graduate from junior high school.
- Fall under or are expected to fall under any of the items outlined in Article 95 of the Enforcement Regulations of the School Education Law.

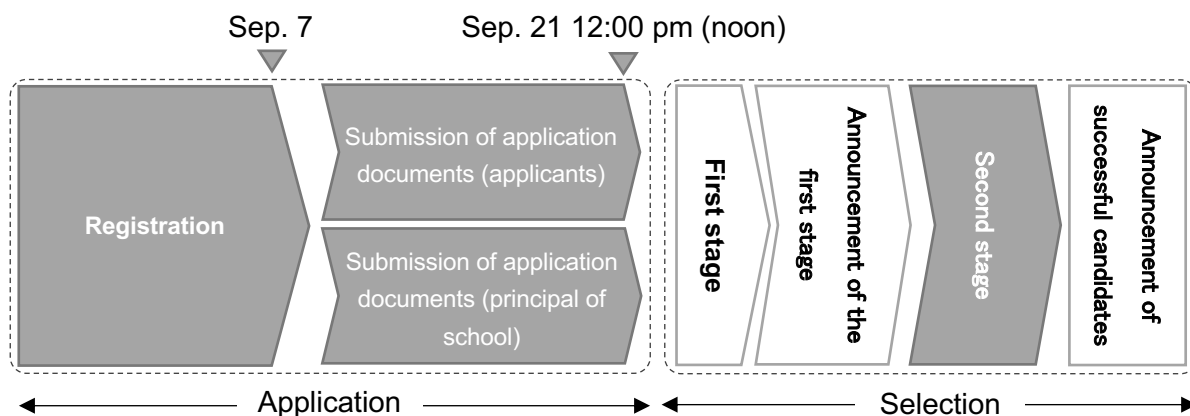
If you want to confirm your eligibility before registering your application, please contact HiGA by July 31 (Mon.), 2023, indicating (1) your name, (2) date of birth, (3) nationality (if you have more than one nationality, indicate both), and (4) length of study at an overseas school (if you are a Japanese citizen).  
Please note that the application fee is non-refundable, even if the applicant is judged to be ineligible to apply after payment of the application fee.

### **Section 2.2 Application capacity**

In principle, the maximum capacity of students per grade level is 30 male and 30 female students. The maximum capacity admitted for this selection method (General selection for foreign and Japanese students) will depend on the number of students who are admitted from HiGA's junior high school and the Selection of students based on overseas collaboration agreement.

### **Chapter 3 Application schedule**

<b>Event</b>	<b>Dates and duration</b>
The period of registration of application	Between August 1 (Tue.), 2023 and September 7 (Thu.), 2023
The period of submission of application documents	Between August 1 (Tue.), 2023 and September 21 (Thu.) 12:00 pm (noon), 2023
Announcement of successful candidates for the first stage of selection	October 2 (Mon.), 2023
The second stage (Interviews)	October 15 (Sun.), 2023 or October 16 (Mon.), 2023
Announcement of successful candidates	October 24 (Tue.), 2023



## Chapter 4 Application

The forms used in this guideline are the same as those used in the document “Admission Guidelines of Hiroshima Prefectural High School Hiroshima Global Academy for 2024 Academic Year” (published by Hiroshima Prefectural Board of Education).

### Section 4.1 Application period

#### 4.1.1 Registration for application

Between August 1 (Tue.), 2022 and September 7 (Thu.), 2023.

#### 4.1.2 Submission of the application documents

Submit the application documents between August 1 (Tue.) and September 21 (Thu.) 12:00 pm, 2023.

### Section 4.2 Procedure

#### 4.2.1 Applicants

##### 4.2.1.1 Application registration

(1) Applicants are required to submit an application form via the online application system within the period indicated in 4.1.1 for registration of their application. The method of submitting the application form will be announced on HiGA's website (<https://higa-s.jp/en/senior-high/application-process/>) on August 1 (Tue.), 2023.

To register an application, the applicant's email address and the email address of the applicant's school are required. In principle, all contact from HiGA to the applicant and the principal of the applicant's school will

be sent by email, so please make sure that you can receive email from the following email address.

HiGA's e-mail address: [higa2022@higanet.higa.ed.jp](mailto:higa2022@higanet.higa.ed.jp)

(2) Applicants are required to pay an admission fee of 2,200 yen. The method of payment will be informed to each applicant. Please note that if HiGA is unable to confirm the payment of the admission fee within the period specified in 4.1.2, it is possible that the applicant may not be able to take the entrance examination.

#### 4.2.1.2 Submission of application documents

- Applicants

Applicants are required to fill out the following documents ①, ② and ③ and submit them to the principal of HiGA within the period specified in 4.1.2.

Documents ①, ②, and ③ and their attachments must be submitted using the online application system in PDF format. Submission by mail or by hand in person will not be accepted.

Application documents	Forms	Summary
① Essay describing the student's motives for choosing HiGA	Form 1	Describing your future goals, what you would like to learn at HiGA and why you chose HiGA.(at least 100 words each, but no more than 600 words in total)
② Mathematics report	Form 4	You will be asked to attach your outcomes from your school (paper tests, reports, etc.), so please keep any materials that may be relevant in these subjects.
③ Subject report (other than mathematics)	Form 4	

- Principal of school  
Heads of junior high schools are required to fill out and sign the following documents ④ and ⑤ and submit them to the principal of HiGA within the period specified in 4.1.2.  
Documents ④ and ⑤ and their attachments must be submitted by the principal of the applicant's former school using the online application system in PDF format. Information on how to submit electronic data using the online application system will be communicated to the email address of the principal (head of school) registered by the applicant at the time of application.

Application documents	Forms	Summary
④ Academic transcript	-	Please submit academic transcript.
⑤ Certificate of English language proficiency	Form 2	English language certifications, qualifications or examination results must be uploaded with form 2.

### Section 4.3 Others

- If any of the information on the application documents is found to be untrue, fraudulent or false, it is possible that the applicant's eligibility and admission will be withdrawn.
- Once the application documents and the admission fee have been received, they will not be returned under any circumstances.
- In principle, application documents should be prepared using computer software (e.g. Microsoft Word). The font size should be at least 10 points.
- All application documents must be prepared in English. However, ④ academic transcripts and ⑤ certificates of English language proficiency will be accepted in Japanese. Application documents (including attachments) written in a language other than English or Japanese, must be translated into English. Original documents must be verified and certified by the school corporation or public institution from which you graduated. The document certifying the original and translated copies must be submitted with the application documents.
- All digital files submitted to the folder should be A4 size PDF format; files in other formats will not be accepted. If some part of the contents is unclear, it is possible that the applicant will be instructed to replace the files.
- Please make sure that you make one file for each of the application documents. The name of the file should be written in English as "Name of the application



document\_Name of the applicant". For example, if *Alfred Nobel* is submitting an *Essay describing the student's motive for choosing HiGA*: "Essay\_Alfred Nobel".

## **Chapter 5 Selection**

### **Section 5.1 First stage**

#### **5.1.1 Document screening**

All applicants will be screened based on their application documents.

#### **5.1.2 Determination and announcement of the successful applicants**

The principal of the school will make a decision based on a comprehensive review of the application materials. The principal of our school will notify the applicants who have passed the first round of selection from the online application system to the applicants' e-mail address after 11:00 a.m. on October 2 (Mon.), 2023. The school will not respond to individual inquiries by telephone or e-mail.

#### **5.1.3 Withdraw from the second stage of selection**

Applicants who have passed the first stage and wish to withdraw from the second stage must download the "Withdrawal Form for the Second Stage" from HiGA's website. This form will need to be filled in and submitted as a PDF as instructed by HiGA by noon, on October 6 (Fri.), 2023. Submission by mail or by hand will not be accepted. If you do not submit the "Withdrawal Form for the Second Stage" by the deadline, we will assume that you intend to apply for the second stage.

#### **5.1.4 Advancement**

In the event that a vacancy arises due to withdrawals after the first stage has been announced, the principal may promote another candidate to fill the vacancy. In this case, the relevant candidate will be contacted by email to confirm their intention to apply for the second stage. Applicants who intend to apply for the second stage must immediately complete the prescribed procedures as instructed by HiGA.

### **Section 5.2 Second stage**

Applicants who have passed the first stage will be invited to apply as follows.

#### **5.2.1 Interview**

A personal interview will be conducted online, based on the application documents.

#### **5.2.2 Oral examination**

An oral examination will be conducted online, based on a Mathematics reports (4.2.1.2 ④).

5.2.1 and 5.2.2 are carried out using Zoom Cloud Meetings (Zoom) provided by Zoom Video Communications Inc. The following preparations must be made prior to the date of the second stage.

- Please prepare a quiet environment (room) at your home or school etc.
- Please prepare a computer and headphones that can be used for video calls. You may choose to use a smartphone or tablet PC, but we recommend that you use a computer connected to a wired LAN with a stable internet connection.
- It is recommended to conduct a Zoom test meeting to check the microphone, speaker and video settings before the meeting. (Test meeting website: <http://zoom.us/test>)
- The Zoom account display name will be your examinee's number, so please check how to set your account name.
- Before carrying out 5.2.1 and 5.2.2, you will be asked to present your passport (Japanese citizens will be asked to present their My Number Card (your photo must be included), if they don't have a passport), to prove that you are the person taking the exam. If you don't have a passport or My Number Card in the interview, we will ask you to present it after you receive the successful announcement. Then, we will confirm the name, photograph and date of birth are consistent using the recording of the interview.

### **5.2.3 Date of the second stage of the selection**

October 15 (Sun.) or October 16 (Mon.), 2023

### **5.2.4 Timetable of the examinations**

The date and time for carrying out points 5.2.1 and 5.2.2 will be indicated later.

### **5.2.5 Venue of the examinations**

The examinations will be held online using Zoom. (There is no need to come to HiGA.)

### **5.2.6 Notes of the second stage of the selection**

- No one other than the candidate himself/herself is allowed to be in the room where the candidate takes the second stage of selection. No other person is allowed to communicate with the candidate during the interview. In order to prevent fraud, the use of virtual backgrounds is not permitted.

- In principle, applicants are not allowed to leave the room during 5.2.1 and 5.2.2. If an applicant leaves the room without permission, it is possible he/she may not be allowed to re-enter the room. It is also possible HiGA may postpone or cancel 5.2.1 and/or 5.2.2 for the applicant, if HiGA judges that it is difficult to continue with 5.2.1 and 5.2.2 because of connection issues, or the student is unable to re-enter the zoom meeting. In this case, HiGA will decide whether or not 5.2.1 and 5.2.2 will be rescheduled and will contact the applicant through his/her email. Please note that problems with the connection environment will not affect the selection in the second stage.
- No other equipment other than the computer connected to HiGA using Zoom is allowed to be used while 5.2.1 and 5.2.2 are being conducted. It is also not permitted to operate the computer unless instructed to do so by the interviewers.
- Candidates will not be allowed to record (video, audio, etc.) or make available to the outside world any of the information in 5.2.1 and 5.2.2. In order to ensure the fairness of the selection process, HiGA will record both 5.2.1 and 5.2.2. The recorded data will be strictly controlled by HiGA and will be used only for the purposes of HiGA's admissions procedures.
- The acceptance and admission of the applicant will be withdrawn if it becomes known that any of these points have been breached, and HiGA considers this to be fraudulent.
- In spite of the points above, all instructions from HiGA must be followed.

## **Chapter 6 Determination of successful applicants**

The principal of HiGA will make a decision on successful applicants after taking the results of 5.2.1 and 5.2.2 into account.

## **Chapter 7 Announcement of successful applicants**

### **Section 7.1 Schedule**

The principal of HiGA will notify successful candidates using the online application system after 11:00 a.m. on October 24 (Tue.), 2023. The school will not respond to individual inquiries about the selection.

### **Section 7.2 Procedure after announcement**

- Successful applicants must complete the "Application of Enrollment or Withdrawal". Candidates should check the "enroll in Hiroshima Global Academy" box if they plan to enroll in the school. Candidates should check or the "withdraw my enrollment from Hiroshima Global Academy" box if they wish

to decline enrollment. The candidate must submit a PDF copy of this document electronically by noon, November 6 (Mon.), 2023, according to instructions provided by the school. Submissions by mail or by hand will not be accepted. Applicants who have submitted an *Application of Enrollment* cannot withdraw from enrollment at HiGA. Candidates will not be enrolled if the *Application of Enrollment* is not submitted by the deadline.

- The principal reserves the right to promote unsuccessful candidates from the second stage in the event that a vacancy arises due to withdrawals. However, the number of promoted candidates cannot exceed the number of withdrawals. In this case, the promoted candidate will be contacted by email to confirm their intention to enroll. Candidates who intend to enroll are required to follow the procedures as instructed by HiGA as soon as possible.
- Those who have submitted the *Application of Enrollment* are required to attend the orientation sessions for prospective students to be held on Saturday, November 25 (Sat.), 2023 and January 27 (Sat.), 2024. These sessions will be held online via Zoom. Information on how to participate will be sent later to those eligible to attend through email.

### **Chapter 8 HiGA's entrance period**

If the applicant meets the eligibility by the end of March 2024, entry will be in April. Thereafter, if the student meets the eligibility by the end of August 2024, the student will be admitted in September. In both cases, the expected graduation date is March 2027.

### **Chapter 9 Others**

- The principal reserves the right to cancel an application if it is found to be false (e.g., Academic transcript), even after the application has been accepted.
- The forms in 4.2.1.2 can be downloaded from the website of the Hiroshima Prefectural Board of Education or from HiGA's website.
- All dates and times shown in this document are given in Japanese Standard Time (JST).
- If you are unable to use the internet or have any other questions or difficulties in registering your application, please contact us (see p.13 for contact details) with your name and date of birth.
- Personal information (name, address, date of birth, and all other information) obtained through the admissions process is used for the purposes of

admissions, notification of acceptance, admission procedures, and the enrollment.

### **Reference**

- 1 Cambridge University Press & Assessment. "International Language Standards | Cambridge English." *www.cambridgeenglish.org*, Cambridge University Press & Assessment, *www.cambridgeenglish.org/exams-and-tests/cefr/*.

**【Inquiry about Admission Guidelines】**

Hiroshima Global Academy High school Admission Committee

Email: [higa2022@higanet.higa.ed.jp](mailto:higa2022@higanet.higa.ed.jp)

Information on the selection of new students is provided on our website.

**Hiroshima Global Academy SHS 《Admissions》**

<https://higa-s.jp/en/senior-high/application-process/>