

March, 2016



**Application Package for
International Public Policy, Doctoral Program
Academic Year 2016/2017 (Second Recruitment)**

**Graduate School of Public Policy
The University of Tokyo**

Application and Admissions Procedures For Academic Year 2016/2017

Program Description

The purpose of the doctoral program at the Graduate School of Public Policy is to foster highly-principled professionals who

- have high levels of research skills
- can creatively set a policy agenda based on their own research
- can plan and evaluate solutions employing their full range of expertise
- can promptly implement outcome solutions on a global stage

This program seeks for candidates who

- aspire to leadership as public policy professionals with high ethical standards
- have a foundation of specialized knowledge in the fields of *Law and Politics* or *Economics* at the Master's level prior to the enrollment and who strive to enhance their research skills

I. Field of Research

- International Finance and Development
- International Security

II. Degree Program

- Doctor of philosophy in Public Policy
- 20 credits and doctoral thesis, 3 years

III. Annual Intake

- 6 places*
- * About half of the 6 places will be recruited from this second recruitment.

IV. Enrollment Dates

September 23, 2016

V. Qualifications for Application

Persons must fulfill at least one of the following requirements in order to be considered eligible to apply to the program:

- (1) Those who have obtained, or are expected to obtain before the enrollment dates, a professional degree from Graduate School of Public Policy of the University of Tokyo.
- (2) Those who have obtained, or are expected to obtain before the enrollment dates, a Master's or a professional degree from another graduate school of the University of Tokyo.
- (3) Those who have obtained, or are expected to obtain before the enrollment dates, a Master's or a professional degree from another university.
- (4) Those on whom a degree equivalent to a Master's or a professional degree abroad has been conferred, or is expected to be conferred before the enrollment dates.
- (5) Those on whom a Master's degree has been conferred or is expected to be conferred before the enrollment dates, in accordance with Article 104 Paragraph 4 of the School Education Act. (Note 1)
- (6) Those who have completed, or are expected to complete a correspondence course provided by a foreign school in Japan and on whom a degree equivalent to a Master's or a professional degree was conferred or is expected to be conferred before the enrollment dates.
- (7) Those who have completed, or are expected to complete before the enrollment dates, a program in an educational institution in Japan, designated by the Ministry of Education, Culture, Sports, Science and Technology that provides courses of a foreign graduate school within the school education system of a foreign country, and have been or will be conferred a degree equivalent to a Master's or a professional degree.
- (8) Those who have completed a program and received or are expected to receive a degree equivalent to a Master's degree before the enrollment dates from the United Nations University, which was established under the resolution of the General Assembly of the United Nations on December 11, 1972, as stipulated in the Article 1 Paragraph 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).
- (9) Those who have completed a course of study at a school overseas, an educational institution designated above (7) of the requirements for eligibility or the United Nations University, and have passed or will have before the enrollment dates examinations and screenings equivalent to those specified in Article 16-2 of the Standards for Establishment of Graduate Schools (Ordinance of the Ministry of Education, Science and Culture No. 28, 1974), shall be recognized by this graduate school as having abilities at least equivalent to those who have a Master's degree. (Note 2)
- (10) Those who have graduated from a university and have been engaged in research at a university, research institute or other institution in Japan or abroad for at least two years, or are expected to have been engaged in research for at least two years before the enrollment dates, and have been recognized by this graduate school as having abilities at least equivalent to those who have a Master's degree or a professional degree as a result of said research. (Note 2).
- (11) Those who have been engaged in research for at least two years, or who are expected to have been engaged in research for at least two years before the enrollment dates, at a university, research institute or other institution in Japan or abroad after completing 16 years of school education in a foreign country or completing 16 years of school education of a foreign country through correspondence courses provided by a foreign school in Japan. Such applicants must also be recognized by this graduate school as having abilities at least equivalent to those who have a Master's degree or professional degree as a result of said research. (Note 2)
- (12) Those who will be at least 24 years old before the enrollment dates, and are recognized by this graduate school through individual screening of entrance qualifications as having abilities at least equivalent to a holder of a Master's degree or a professional degree. (Note 3).

Note 1:

Those covered under requirement (5) above are those on whom a Master's degree has been conferred by the National Institution for Academic Degrees or the National Institution for Academic Degrees and University Evaluation.

Note 2:

Those who intend to apply under requirement (9), (10), or (11) above shall contact the Admissions Office by email by April 20, 2016.

Note 3:

- (a) Those who intend to apply under requirement (12) above are those who are not covered under (1) through (11) above and are recognized, through individual screening of entrance qualifications by this graduate school, as having abilities at least equivalent to those of a holder of a Master's or a professional degree.
- (b) Those who intend to apply under requirement (12) must have their qualifications individually screened before submission of application. Such persons are therefore required to contact the Admissions Office by April 20, 2016 by email, with curriculum vitae including date of birth, current address, contact information, and information on all relevant qualifications. They may be requested to provide additional information.
- (c) Those who are recognized, through the individual screening process, as having abilities at least equivalent to a holder of a Master's or a professional degree will be notified by email and requested to submit the applications together with certificates of all relevant qualifications.

VI. Selection Procedures

Applicants shall be screened and selected through a comprehensive process. Selection is based on the evaluation of all of the applicant's submitted materials.

After screening the application documents (see X. Documentation Requirements), applicants who passed the screening process will be invited to an interview. Applicants residing outside Japan can be interviewed by telephone or by internet video conference if available.

VII. Schedule for Screening and Admission Decisions

1. Application Period: **Thursday, April 21, 2016 to Friday, May 20, 2016 5pm (JST)**
2. Announcement of Candidates to be Interviewed on the GraSPP website: **Thursday, June 9, 2016 3pm (JST)**. (<http://www.pp.u-tokyo.ac.jp/en/index.htm>)
3. Interview: **Friday, June 17, 2016 through Monday, June 20, 2016**
4. Announcement of Admitted Candidates on the website: **Friday, June 24, 2016**
5. Sending of Admission Certificate together with Admission Package: **Friday, June 24, 2016**

VIII. Examination Fee, Admission Fee and Tuition Fee

- Examination Fee for applicants (residing in Japan JPY 30,000, outside Japan JPY 10,000) is payable at the time of application.
- Admission Fee (JPY 282,000) is payable at the time of enrollment.
- Annual Tuition Fee for AY2016/2017 (JPY 520,800) is payable in two annual installments.

Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the examination fee, the admission fee and annual tuition fee. Such applicants who are not currently studying / conducting research at the University of Tokyo must submit a certificate of proof of MEXT scholarship status.

Those who are expected to obtain a Master's or a professional degree from the University of Tokyo in September 2016 are exempted from paying the examination fee and the admission fee.

Notes: The fees are subject to change. In the case of a change the fees, students are responsible for the new fees that will be set.

IX. Application Procedure

Application documents (see X. Documentation Requirements) must be submitted in their original forms during the period:

from Thursday, April 21, 2016 to Friday, May 20, 2016 5pm (JST)

Documents must be submitted to the Graduate School of Public Policy (See XI. Address) via registered mail or an international delivery service (such as UPS or FEDEX) so that applicants can track delivery status of their application. The Admissions Office does not respond to inquiries about individual delivery status.

- Applications that arrive after May 20, 2016 shall not be accepted.
- We do not accept applications by email or fax.
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X. Documentation Requirements

Applicants must obtain the necessary forms from the Graduate School of Public Policy's website and prepare the documents according to the list below. (<http://www.pp.u-tokyo.ac.jp/en/index.htm>)

- All the documents must be provided in English unless otherwise instructed. If they are not written in English, an official English translation must be attached.
- Faxed documents or digital copies sent by e-mail shall not be accepted.
- Apart from the items listed below, do not attach any additional documents.
- No stapler on documents.
- None of the submitted documents and materials shall be returned.

1. APPLICATION Form (Form #1)

- Application Form must be typed in English.

2. Three Clear Photographs of Your Face (30 x 40 mm)

- Color photographs taken within the last six months.
- Upper frontal view without hat, etc.
- Write your name on the back.
- Paste one photograph onto the APPLICATION Form (Form #1).

3. Official Proof of Graduation

- One official document of graduation, certified with the seal/stamp of the university from which you earned bachelor and master's or professional degree (Do not send the original diploma.)
- Those who have not yet earned master's or professional degree at the time of application are requested to submit an authorized statement of anticipated graduation.

4. Official Transcript

- All official transcripts listing all courses and grades, certified with the seal/stamp of the university in which you are or were enrolled.
- If available, a cumulative GPA (Grade Point Average) must be included. The GPA statement must be part of the official transcript, or, if separate, must be certified with the seal/stamp of the university. It must include an explanation of the numerical values used to calculate the average.
- If the applicant has changed his/her university, he/she should include all transcripts from the former universities or colleges. These need to be translated to English.

Notes: The name of the degree awarded and the date of award should be contained in either the Official Proof of Graduation or the Official Transcript.

5. Master's Thesis or its equivalent (4 copies)

- Master's Thesis or its equivalent can be submitted in its original language.

Additional supplemental works can be submitted.

6. Summary of Master's Thesis or its equivalent (4 copies)

- Summary must be written in English and the length of it must be 1,000 to 1,500 words.

7. Proof of English Proficiency

Applicants must submit either TOEFL or IELTS test score as a proof of English competency. (Note 1)

- TOEFL or IELTS test must have been taken within two years of the time of the application's arrival date. (Note 2)
- The Official Score Report must be sent to the Graduate School of Public Policy directly from the testing organization no later than **May 20, 2016**.
- Applicants must request the testing organization to submit the Official Score Report to the Graduate school of Public Policy early enough taking into consideration the time required for processing and handling.
- TOEFL: TOEFL Official Score Report must be sent by ETS (Educational Testing Service) directly to the Graduate School of Public Policy, University of Tokyo (**Institution Code: 8554**). (The Examinee Score Report sent to applicants from ETS is not acceptable.) ETS will issue the Official Score Report only for PBT, CBT, or iBT taken within two years (ITP score is not acceptable).
- IELTS: IELTS Academic module test report must be sent by the testing organization directly to the Graduate School of Public Policy, University of Tokyo.

Note1: The TOEFL or IELTS requirement does not apply to applicants as below.

- A native speaker of English
- An applicant who earned a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only your faculty or course) is English, in the U.K., Ireland, the U.S.A., Canada, Australia or New Zealand

*If you fall into the case as below, you are required to contact Admissions Office (See XI. Address) to assess your case **no later than April 20, 2016**.*

- An applicant who earned a bachelor's degree, or the international equivalent thereof, from an institution, where the primary language of the entire institution (not only your faculty or course) is English in countries other than the U.K., Ireland, the U.S.A., Canada, Australia or New Zealand

Note2: Applicants who have obtained, or are expected to obtain a professional degree from Graduate School of Public Policy of the University of Tokyo can use the TOEFL or IELTS score submitted at the time of application for the professional degree program.

8. GRE (Graduate Record Examinations) General Test Official Score Report –

Applicants must submit a GRE General Test Official Score.

- GRE test must have been taken within five years of the time of the application's arrival date. (Note 1)
- The Official Score Report must be sent to the Graduate School of Public Policy directly from ETS (Educational Testing Service) no later than **May 20, 2016**.
- Applicants must request ETS to submit the Official Score Report to the Graduate school of Public Policy early enough taking into consideration the time required for processing and handling.
- The Official Score Report must be sent by ETS directly to the Graduate School of Public Policy, University of Tokyo (**Institution Code: 3944**). (The Examinee Score Report sent to applicants from ETS is not acceptable.) ETS will issue the Official Score Reports only for tests taken within five years.

Note 1: Applicants who have obtained, or are expected to obtain a professional degree from Graduate School of Public Policy of the University of Tokyo can use the GRE score submitted at the time of application for the professional degree program.

9. Two Letters of Reference (Form #2)

Applicants must request two referees to write a letter of reference.

- Must be written in English.
- Each letter must be enclosed in a sealed envelope. The referee must sign his/her name across the seal of the envelope.
- The Letters of Reference must arrive no later than **May 20, 2016**.
- The referees can send letters of reference directly to the Graduate School of Public Policy. In this case, please ask the referee to make sure that applicant's name is clearly written both on the envelope and on the letter.

10. Research Proposal (Form #3)

- Applicants must submit a Research Proposal for studying at the Doctoral Program at the Graduate School of Public Policy.
- This document must be typed and written in English.

11. One photocopy of the applicant's passport photo page (Except for Japanese nationals)

- Applicants who do not currently possess a passport may submit a copy of a census register or other proof of citizenship.

12. Receipt for Remittance of Examination Fee

For applicants residing in Japan: JPY30,000
For applicants residing outside Japan: JPY10,000

- Payment of examination fees can be made from April 20, 2016 by credit card through the university's e-payment system. Refer to <https://e-shiharai.net/english/> for instructions.
- Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the examination fee.

Not required for applicants who are expected to obtain a Master's or a professional degree from the University of Tokyo in September 2016.

13. Checklist (Form #4)

XI. Address

All the application documentations must be sent to the following address:

Admissions Office, Graduate School of Public Policy
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
E-mail: ppin@j.u-tokyo.ac.jp
Any inquiries relating to application and admission must be made by e-mail (ppin@j.u-tokyo.ac.jp).

XII. Miscellaneous

1. No documents submitted for the application will be returned to the applicants. The Examination Fee is non-refundable.
2. Applicants with disabilities must consult with the Admission Office prior to the application, so that considerations for facilitating them in interviews and classrooms, etc. may be arranged.
3. After enrollment registration has been made, the Admission Fee is non-refundable.
4. International students are required to obtain an appropriate visa according to the Immigration Control and Refugee Recognition Act (Cabinet Order No.319 of 1951) prior to undertaking the enrollment procedure.
5. The University of Tokyo shall use personal information received only for the purpose of (1) Selection procedures, (2) Notification of results and (3) Enrollment procedures. For those students that enroll, this information will also be used for (4) Educational affairs, (5) Student support and (6) Collection of tuitions.
6. The examination results used in the selection of entrants may be used in future studies for the improvement of both the entrance examination and the education at the University of Tokyo.
7. The offer of admission may be withdrawn at any time, even after enrollment, if any of the submitted set of documents contains falsified record or documents, or plagiarized statements.