






**AY 2013 Graduate School of Public Policy – overseas exchange program guidelines**

Exchange partners	 SIPA School of International and Public Affairs Columbia University Columbia University School of International and Public Affairs (SIPA) <a href="http://www.sipa.columbia.edu/">http://www.sipa.columbia.edu/</a>	 Lee Kuan Yew School of Public Policy National University of Singapore (NUS) Lee Kuan Yew School of Public Policy (LKY-SPP) <a href="http://www.spp.nus.edu.sg/">http://www.spp.nus.edu.sg/</a>	 School of International Relations and Pacific Studies University of California San Diego Campus School of International Relations and Pacific Studies <a href="http://irps.ucsd.edu/">http://irps.ucsd.edu/</a>	 SciencesPo <a href="http://www.sciences-po.fr/portail/fr-fr/international/english2/">http://www.sciences-po.fr/portail/fr-fr/international/english2/</a>	 Hertie School of Governance Hertie School of Governance (HSoG) <a href="http://www.hertie-school.org/home.php?nav_id=363">http://www.hertie-school.org/home.php?nav_id=363</a>
Location	New York, U.S.A	Singapore	California, U.S.A	Paris, France	Berlin, Germany
Application period	<b>11/7/2012, Noon (late applications will not be accepted)</b>				
Quota	1~2 applicants	1~2 applicants	1 applicant	1~2 applicants	1~2 applicants
Exchange period *Subject to change depending on number of successful applicants	①2013.9 ~ 2013.12 (2013 Fall Term) ②2013.9 ~ 2014.5 (Academic Year 2013-2014)	①2013.8 ~ 2013.12 (Semester One 2013)	① 2013.9 ~ 2013.12 (2013 Fall Term) ②2013.9 ~ 2014.3 (2013 Fall and Winter Terms) ③2013.9 ~ 2014.6 (Academic Year 2013-2014)	①2013.9 ~ 2014.1 (Semester One 2013) ②2013.9 ~ 2014.5 (Academic Year 2013-2014)	①2013.9 ~ 2014.1 (Fall Term 2013)
Status at UT	Exchange Students				
Status at destination	Special audit student (non-degree student)				
Tuition fees	Fees payable to the University of Tokyo and are not due at the destination university				
Credit transfer	Students can gain certification of no more than twenty-three credit points whilst their status at UT is 'exchange'				
Scholarships	1. The University of Tokyo International Relations Institution of Students scholarship 2. Student exchange support program – Scholarship for short-term study abroad (JASSO) 3. Graduate School of Public Policy – Academic endowment scholarship program **Available upon successful application				
Application requirements	① You must be a full-time student enrolled at GraSPP ② You must have equivalent or higher scores in the following test: TOEFL: iBT 90 (minimum), iBT 100 (desirable) ③ Obtaining the GRE score would be desirable ③ You must have completed both of the introductory micro and macroeconomics courses	① You must be a full-time student enrolled at GraSPP ② You must have equivalent or higher scores in the following test: TOEFL: iBT 90 (minimum), 93 (desirable) ③ You must have completed the introductory microeconomics course	① You must be a full-time student enrolled at GraSPP ② You must have equivalent or higher scores in the following tests: TOEFL: iBT 90 (minimum), iBT100 (desirable)	① You must be a full-time student enrolled at GraSPP ② You must have equivalent or higher scores in the following tests: TOEFL: iBT 90 ③ Those with professional experience will be given preference ※Applying student visa: Before application to the visa section at French Embassy, you need to create an account there, let the international affairs team know your account number. We will then apply for your visa through group application. <a href="http://www.japon.campusfrance.org">www.japon.campusfrance.org</a>	① You must be a full-time student enrolled at GraSPP. ② You must have equivalent or higher scores in the following tests: TOEFL: iBT 100, A minimum score of iBT 96. ③ Those with professional experience will be given preference.

Documents to be submitted to GraSPP	<p>①Overseas exchange program application form.  ②TOEFL score certificate (either an original or a photocopy)  The test has to be taken within the past two years.  ③Successful applicants of the interview stage at GraSPP must prepare an English academic transcript (an original) for submission.  **Successful applicants will be notified directly regarding documents that are required for submission by the destination university.</p>				
Application submission	<p>Applications are to be submitted electronically to:  E-mail: exchange@pp.u-tokyo.ac.jp  The University of Tokyo, Graduate School of Public Policy Graduate School Office (weekdays from 10:00 ~ 16:00),  The University of Tokyo, International Affairs Office: Room 629, exchange program coordinator, Ms. Yajima</p>				
Enquiries	<p>Please direct all enquiries to the International Affairs office, exchange program coordinator: exchange@pp.u-tokyo.ac.jp (International Affairs Office: Ms. Yajima)</p>				
Schedule (subject to change)	<p>Application Due: <b>2012/11/07 (Wed.) noon</b> (late applications will not be accepted)  Document screening: mid November  GraSPP interview: <b>2012/11/16 (Fri.)</b>  GraSPP preliminary announcement of successful applicants: mid December  Destination university document submission: early February</p>				
	<p>SIPA final announcement of successful applicants: late February  SIPA online application: late February  Visa application, etc. February to July  ※ALP program: English for Professional Purposes, International and Public Affairs: From late July for three weeks.  Orientation: late August  Classes commence: Early September</p>	<p>LKY-SPP final announcement of successful applicants: early March to early April  LKY-SPP admission application: mid April (by post)  NUS online application: mid April  LKY-SPP document submission: early May (via direct post)  Visa application, etc.: March to July  Departure: early August  Orientation early August  Classes commence: mid August</p>	<p>Application to UT head office: mid to late December  IR/PS online application: early January  IR/PS final announcement of successful applicants: early July  IR/PS document submission: early April  Visa application, etc.: March to August  Departure: mid-September  Fall semester commence: late September</p>	<p>Sciences Po online application: March to April  Sciences Po document submission: by late April  Science Po final announcement of successful applicants: mid-May  Visa application, etc.: March to August  Departure: mid-August  Welcome Program: late August to early September  Classes commence: early September  (*For those who are applying to French student visa, the proof of housing is a required document. Therefore, we strongly recommend you to find a housing by late May, and also obtain student visa by late June.)</p>	<p>HSoG final announcement of successful applicants: late February – early March  HSoG admission document submission: March  Visa application, etc.: March – August  Departure: mid August  Orientation late August – early September.  Classes commence: early September</p>

Nota bena	<u>Online application</u> <a href="http://www.nus.edu.sg/registrar/edu/ng.html#applicationprocedures">http://www.nus.edu.sg/registrar/edu/ng.html#applicationprocedures</a>			
	<a href="https://aces01.nus.edu.sg/ngAdmForm/index.jsp">https://aces01.nus.edu.sg/ngAdmForm/index.jsp</a>	Please be sure to check the student bulletin board available on the GraSPP website for revisions and amendments to the above information.		

### Destination university information

Brief overview	Columbia university is situated on Manhattan Island, New York and is a leading institution in the fields of international business and finance & U.N. and development related fields.	LKY-SPP gives students the opportunity to study alongside other exchange students from across South-East Asia and beyond.	The University of California's leading specialist graduate school focussing on U.S.-Pacific (Asian) relations in the context of international relations. It has become one of the top ten ranked graduate schools in the Foreign Policy journal in the just under twenty years since its founding and has an interdisciplinary curriculum including international relations, public policy, and management.	Sciences Po is a Grandes Écoles, a unique French system of higher education specifically created by the government in order to educate the countries brightest students. Of the nine schools that make up Sciences Po, Paris is the oldest and has produced many of the past French Presidents and focuses primarily on educating the next generation of elite public servants. Sciences Po offers English only degrees in their MPA (Master of Public Affairs) and MBA courses on top of the 12 courses offered only in French. Students undertaking classes in the MPA (as most GraSPP students will) that have professional experience and a knowledge of French are most welcome.	Founded by the Hertie Foundation in 2003 the Hertie School of Governance is Germany's first professional school of public policy. It was commended by the Berlin government in 2005 for being an institution of exceptionally high caliber.
Website	<a href="http://www.sipa.columbia.edu/">http://www.sipa.columbia.edu/</a> <a href="http://www.sipa.columbia.edu/resources_services/advising/documents/student_handbook.pdf">http://www.sipa.columbia.edu/resources_services/advising/documents/student_handbook.pdf</a>	<a href="http://www.spp.nus.edu.sg/">http://www.spp.nus.edu.sg/</a>	<a href="http://irps.ucsd.edu/">http://irps.ucsd.edu/</a>	<a href="http://mpa.sciences-po.fr/">http://mpa.sciences-po.fr/</a> PSIA <a href="http://www.sciences-po.fr/portail/fr-fr/international/english2/">http://www.sciences-po.fr/portail/fr-fr/international/english2/</a>	<a href="http://www.hertie-school.org/home.php?nav_id=363">http://www.hertie-school.org/home.php?nav_id=363</a>
Objectives and conditions of the exchange	<p>① This exchange program is for students enrolled in the Graduate School for Public Policy; however, students who will be enrolling in GraSPP in the coming academic year may also apply. Furthermore, this program is strictly for those who already have a fundamental grasp of academic concepts and theories pertaining to their studies and who also have a high proficiency in English and who also wish to use those skills to study in a different academic environment to that of the University of Tokyo. It is therefore <i>NOT</i> to be viewed as just an opportunity to improve one's English. Students should bear this in mind when considering an application. The main prerequisites for application are a score of 90 or higher on iBT TOEFL examination and a fundamental understanding of both micro and macroeconomics as evidenced by the successful completion of the relevant courses in either the student's undergraduate or graduate degrees. Note that the latter prerequisite is also a requirement for graduating from GraSPP.</p> <p>② Even upon meeting all of the above requirements, if the destination university decides that the applicant must take supplemental classes to meet their minimum requirements, not only will the applicant be obliged to enrol in all such classes but they must also pay for all related expenses.</p> <p>③ Entry procedures at the destination university, visa applications, accommodation, application for credit transfers, and all other procedures and preparations relating to the exchange are the sole responsibility of the applicant.</p> <p>④ All other costs incurred that are not directly related to the exchange are the sole responsibility of the applicant.</p> <p>⑤ There will be screening from the destination universities' committee, therefore it does not mean all GraSPP nomination will be accepted by the destination universities.</p>				
Academic prerequisites	By the time for dispatching, it is preferred to take the following courses: Micro for Public Policy or Microeconomics, and Macro for Public Policy or Macroeconomics, and Statistics.				

<p>Status at destination university and tuition fees</p>	<p>This exchange program allows students to study abroad at one of the partner universities whilst maintaining the status of 'exchange' at the University of Tokyo. A special, non-degree audit student status will be applied at the destination university. As stated above, tuition fees are only payable to the University of Tokyo and not to the destination university. If a student goes on exchange to another university whilst on a 'leave of absence' from the University of Tokyo, they will also be exempt from tuition fees. However, such students will not be permitted to transfer any credits from courses taken on exchange and the time spent on exchange will not be counted towards their degree.</p>				
<p>Credit transfers</p>	<p>Credit transfers are to be applied for by the returning exchange students after their arrival back at the University of Tokyo. Class content, class time, and credits received at the destination university will all be considered when deciding upon the transfer of credits. Please be aware that not all credits applied for will be transferred. Students should schedule their exchange bearing in mind their graduation requirements. It is strongly advised that students, upon deciding which courses that they will enrol in at the destination university, verify whether or not credits for such courses can be transferred before their departure. At present, credit transfers for some Basic, Topics, and Establishment courses are possible.</p>				
<p>Model exchanges</p>	<p>The below model exchanges provide a guideline for students who wish to go on exchange and yet still complete their GraSPP degree in the standard two years.</p>				
	<p>The maximum exchange period is one year. Classes in the autumn semester commence in the first week of September and finish in December. The spring semester starts late January and finishes in May. (A) 2nd year students complete an autumn semester half year exchange, graduating in March upon their return to UT. (B) 1st year students who have studied micro and macroeconomics during their undergraduate degrees complete a one year exchange starting from the Autumn semester, returning to UT for half a year and then graduate. (C) 2nd year students who do not mind taking more than two years to graduate from GraSPP can complete a one year exchange from the autumn semester. Please refer to the below website for further information.</p>	<p>The exchange period is five months. The autumn semester at LKY-SPP is from August to December. (A) 2nd year students complete a half year exchange and return to graduate in March. (B) 1st year students complete a half year exchange and return to complete their final year at UT. Please refer to the below website for further information.</p>	<p>The maximum exchange period is one year. IR/PS autumn trimester classes commence in the fourth week of September and continue until December. Winter trimester classes commence in the January and finish in May. Spring trimester classes are held from late March until June. (A) 2nd year students complete a three month autumn trimester exchange, graduating in March upon their return to UT. (B) 1st year students who have studied micro and macroeconomics during their undergraduate degrees complete a three month exchange during the autumn trimester, returning to UT for the last one and a half years of their degree. (C) 1st year students who have studied micro and macroeconomics during their undergraduate degrees complete a half year exchange during the autumn trimester, returning to UT to graduate in March. (D) 2nd year students who do not mind taking more than two years to graduate from GraSPP can complete a one year exchange from the autumn trimester. Please refer to the below websites for further information.</p>	<p>The maximum exchange period is one year. Sciences Po autumn semester classes commence in the fourth week of September and continue until December. Spring semester classes commence in the third week of January and finish in May. (A) 2nd year students complete an autumn semester half year exchange, graduating in March upon their return to UT. (B) 1st year students who have studied micro and macroeconomics during their undergraduate degrees complete a half year exchange starting from the autumn semester, returning to UT for their last year. (C) 1st year students who have studied micro and macroeconomics during their undergraduate degrees complete a one year exchange starting from the autumn semester, returning to UT for half a year until graduation. (D) 2nd year students who do not mind taking more than two years to graduate from GraSPP can complete a one year exchange from the autumn semester. Please refer to the below website for further information.</p>	<p>The maximum exchange period is six months. HsOG autumn semester classes commence in the first week of September and continue until December. (A) 2nd year students complete a half year exchange and return to graduate in March. (B) 1st year students complete a half year exchange and return to complete their final year at UT. Please refer to the below website for further information.</p>
<p>Costs</p>	<p>As stated above, tuition fees are to be paid to the University of Tokyo and are not required to be paid at the destination university. However, all accommodation, living and insurance fees, et cetera, that are incurred during the exchange period are the sole responsibility of the applicant. It is strongly recommended that students investigate the associated costs of their exchange as accommodation and living costs vary greatly between locations.</p>				

Programs	Master of Public Administration (MPA) Master of International Affairs (MIA)	Master of Public Policy, Lee Kuan Yew School of Public Policy	Master of Pacific International Affairs (MPIA)	Master of Public Affairs (MPA) Paris School of International Affairs (PSIA)	Master of Public Policy (MPP)
	<a href="http://www.sipa.columbia.edu/academics/degree_programs/mpa/">http://www.sipa.columbia.edu/academics/degree_programs/mpa/</a> <a href="http://www.sipa.columbia.edu/academics/degree_programs/mia/index.html">http://www.sipa.columbia.edu/academics/degree_programs/mia/index.html</a>	<a href="http://www.spp.nus.edu.sg/Master_Public_Policy.aspx">http://www.spp.nus.edu.sg/Master Public Policy.aspx</a>	<a href="http://irps.ucsd.edu/">http://irps.ucsd.edu/</a> <a href="http://irps.ucsd.edu/programs/master-of-pacific-international-affairs-mpia/">http://irps.ucsd.edu/programs/master-of-pacific-international-affairs-mpia/</a>	<a href="http://mpa.sciences-po.fr/">http://mpa.sciences-po.fr/</a> <a href="http://www.psia.sciences-po.fr/">http://www.psia.sciences-po.fr/</a>	<a href="http://www.hertie-school.org/mpp/">http://www.hertie-school.org/mpp/</a>
Housing	Although it is possible to apply for student accommodation, students on exchange of less than half a year may find it difficult to gain entrance. It is advisable to investigate all possible accommodation options, including privately rented apartments.	Entrance into student accommodation is decided by a lottery. Share house student accommodation is also available close to campus. Dormitory prices are usually between 60,000~70,000 yen. Both of the aforementioned types of accommodation are in high demand and are usually difficult to gain entrance into.	There are some different housing options at UCSD. Below is the reference for housing information resources.	As there is no dormitory at Sciences Po, students have to look for housing on their own. Please begin researching from the site below. For student visa application, you need to have a proof of housing, therefore, we strongly recommend have a housing determined by late May.	There is no student dormitory available, so student have to look for housing on their own. Please begin researching. For your reference, please find the website below.
	<a href="http://www.sipa.columbia.edu/resources_services/student_affairs/housing.html">http://www.sipa.columbia.edu/resources_services/student_affairs/housing.html</a>	<a href="https://sites.google.com/site/collegegreghostel/home">https://sites.google.com/site/collegegreghostel/home</a>	<a href="https://tritonlink.ucsd.edu/portal/site/ucsd/menuitem.e25088fc289ee30b4bb91c8ad74b01ca/?vgnnextoid=d4e9dc247ef63110VgnVCM10000045b410acRCRD">https://tritonlink.ucsd.edu/portal/site/ucsd/menuitem.e25088fc289ee30b4bb91c8ad74b01ca/?vgnnextoid=d4e9dc247ef63110VgnVCM10000045b410acRCRD</a>	<a href="http://www.international.sciences-po.fr/en/living-france">http://www.international.sciences-po.fr/en/living-france</a>	<a href="http://www.hertie-school.org/campus/student-services/housing/">http://www.hertie-school.org/campus/student-services/housing/</a>
Academic Calendar	<a href="http://www.sipa.columbia.edu/academics/academic_calendar/ay2011.html">http://www.sipa.columbia.edu/academics/academic_calendar/ay2011.html</a>	<a href="http://www.spp.nus.edu.sg/academic-calendar.aspx">http://www.spp.nus.edu.sg/academic-calendar.aspx</a>	<a href="http://blink.ucsd.edu/instructors/resources/academic/calendars/2012.html">http://blink.ucsd.edu/instructors/resources/academic/calendars/2012.html</a>	<a href="http://www.mpa.sciences-po.fr/index.php?id=12">http://www.mpa.sciences-po.fr/index.php?id=12</a>	<a href="http://www.hertie-school.org/campus/student-services/incoming-students/academic-calendar/">http://www.hertie-school.org/campus/student-services/incoming-students/academic-calendar/</a>