



AY 2024 Graduate School of Public Policy

Overseas Exchange Program Guidelines



Objectives and conditions of the exchange

1. This exchange program is for students enrolled in the Graduate School of Public Policy (GraSPP); 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 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 NOT 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 minimum score of 90 on iBT TOEFL examination or 6.5 on IELTS 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 (MPP/IP). Even after successful application, nomination may be cancelled if his/her overall academic performance is found to be unsatisfactory by most up-to-date transcript.
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 enroll in all such classes, but they must also pay for all related expenses.
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.
4. All other costs incurred that are not directly related to the exchange are the sole responsibility of the applicant.
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."

Academic prerequisites: By the time for dispatching, it might be advantageous to take the fundamental economic courses, such as Principle of Microeconomics/Macroeconomics, and Statistics if you consider applying for those economic focused partner schools.

Application requirements: ※TOEFL score of at least 85 iBT (or IELTS score of at least 6.0) is required for exchange program applicants at the GraSPP's paper screening stage.

- ① You must be a full-time student enrolled at GraSPP.
- ② You must have equivalent or higher iBT scores than 90 on TOEFL or 6.5 on IELTS by the time of departure.

Review each school's guideline carefully

Status at destination university and tuition fees: "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, the time spent on leave of absence will not be counted towards their degree."

Credit transfers: 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 enroll in at the

destination university, verify whether credits for such courses can be transferred before their departure. At present, credit transfers for some Basic, Topics, and Establishment courses are possible.

Scholarships:

1. Go Global Scholarships for the Short (3 month-1 year) Study Abroad Scholarships
2. Student exchange support program - Scholarship for short-term study abroad (JASSO)
3. Tobitate Mext Scholarship (トビタテ！留学 JAPAN 日本代表プログラム)

**Available upon eligibility determination ※2 & 3 are Japanese nationals only

Documents to be submitted to GraSPP:

- ① Overseas exchange program application form
- ② Personal Statement (500 to 1000 words)
- ③ TOEFL/IELTS score certificate in any of the following format: an original, a photocopy, or a screen shot. The test has to be taken within the past two years.
- ④ Academic transcripts (an original or a photocopy) of either undergraduate school or/and graduate school.

(Documents to be submitted after GraSPP nomination):

- Official academic transcript in English
- A letter of recommendation from a GraSPP professor (TBC)

**Successful applicants will be notified directly regarding other required documents to submit to the destination university.

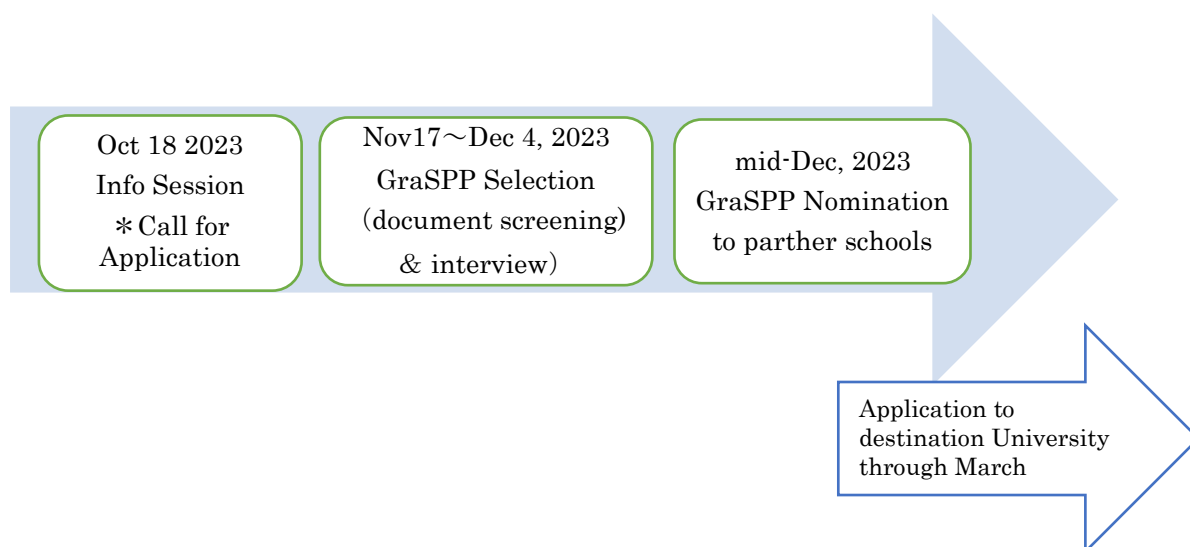
Application submission: Applications are to be submitted electronically to: Exchange Program Coordinator at exchange.j@gs.mail.u-tokyo.ac.jp

【Note】 Please enter "2023 Exchange Study Application (Your first name FAMILY NAME)" in the subject line of the email.

Enquiries: Please direct all enquiries to the GraSPP Graduate School office, exchange program coordinator. exchange.j@gs.mail.u-tokyo.ac.jp

Application schedule:

- **Application Due: Noon of Wednesday 16 Nov 2023**
- Document screening & GraSPP interview: November 17th to December 4th
- ※ Interview date will be informed to the successful applicants via e-mail upon completion of document screening (a few days before the interview).
- GraSPP preliminary announcement of successful applicants: by mid-December
- Destination university document submission: Feb - March 2024



HEC Paris
Jouy-en-Josas Cedex, France
<http://www.hec.edu/>



Application requirement: Those with professional experiences are preferable

Quota: 1~2 applicants

Exchange period: ①2024. 9~12 (2024 Fall Semester)

②2024. 9~2025. 5 (Academic Year 2024-2025)

*Subject to change depending on number of successful applicants

Brief overview: Founded in 1881 by the Paris Chamber of Commerce and Industry, HEC Paris specializes in education and research in management sciences. As a leading academic institution in Europe and worldwide, HEC Paris offers a complete and unique range of education programs for students and leaders. HEC Paris has a permanent faculty of 110 professors, 4,000 students and over 8,500 managers in executive education programs every year.

What makes HEC unique is its conviction shared by the HEC Community: knowledge determines the freedom and entrepreneurship required for a better world. This conviction is affirmed with our motto "The more you know, the more you dare".

HEC Paris' mission is twofold: training the global leaders of tomorrow and taking an active part in the production of knowledge on management.

Model exchanges: The maximum exchange period is a year. HEC Fall semester classes commence in the first week of September and continue until December. Spring Semester classes commence in the first week of February and finish in May. Please check the website for further information.

Costs: 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.

Program: International Exchange Non Degree Programs

<http://www.hec.edu/Masters-programs/Non-degree-programs/Visiting-student-programs/Students-from-partner-institutions/Information-for-Incoming-Exchange-Students>

Housing: The HEC campus provides a wide range of accommodation facilities, which gives students a full access to the HEC experience. Please refer to the following website for more information.

<http://www.hec.edu/Masters-programs/Campus/Accommodation>

You can find out about real campus life here ↓

https://youtu.be/GIIK_ApfuTQ

National University of Singapore (NUS), Lee Kuan Yew School of Public Policy (LKYSPP)

Singapore

<http://www.spp.nus.edu.sg/>



Application requirements:

- ✧ You must have equivalent or higher scores in the following test:
TOEFL iBT 93 (desirable), iBT 90 (minimum)
- ✧ You must have completed the introductory microeconomics course

Quota: up to 2 applicants

Exchange period: 2024.8~12 (Semester One 2024)

Brief overview: LKY-SPP is a part of the National University of Singapore, a world-class university consistently ranked among the best in Asia and the world. In 2014, QS awarded the National University of Singapore as the top university in Asia, and number 22 in the world.

LKY-SPP provides students with opportunities to learn not only from the classroom, the faculty, visiting scholars and practitioners, but equally through interaction and exchange with their fellow classmates.

With almost 400 students from over 50 countries and skilled in various policy disciplines of government, civil society, media, law, and medicine, the School offers classroom experiences that are unmatched in their diversity and dynamism.”

Model exchange: The exchange period is five months. The autumn semester at LKY-SPP is from August to December. Please refer to the website for further information.

Costs: 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.

Program: Master of Public Policy, Lee Kuan Yew School of Public Policy

http://www.spp.nus.edu.sg/Master_Public_Policy.aspx

<http://lkyspp.nus.edu.sg/admissions/graduate-programmes/master-in-public-policy-mpp/mpp-curriculum/>

Accommodation: 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.

<https://sites.google.com/site/collegegreenhostel/home>

You can read the past students' articles of their experiences at LKY through the link below:

<http://www.pp.u-tokyo.ac.jp/en/grasppers-voice-category/exchange/>

Hertie School

Berlin, Germany

http://www.hertie-school.org/home.php?nav_id=363



Application requirements:

- ✧ You must have equivalent or higher scores in the following test:
TOEFL iBT 100 (WR >25) or IELTS 7.0 (WR >7.0)
- ✧ Those with professional experiences are preferable.
- ✧ You must have completed the GraSPP core courses → strengthen the fundamentals, particularly an area of statistics, is recommended! "

Quota: up to 2 applicants

Exchange period: 2024.9~12 (Fall Term 2024)

Brief overview: The Hertie School, formally named The Hertie School of Governance, is a private university, founded by the Hertie Foundation in 2003. The Hertie School 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 education. It is regarded as one of Europe's elite universities and a leading policy school in the world. Half of the students in the Hertie School come from abroad.

According to former students who have done their exchange studies at Hertie, the class size is relatively small, proximity to professors is close, classes consist of very diversified students body from worldwide prestigious universities (e.g. LSE, Columbia, UCLA), and there are frequent guest speakers/lectures in class.

Model exchange: The maximum exchange period is four months. Hertie autumn semester classes commence in the first week of September and continue until December. Please refer to the website for further information.

Costs: 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.

Based on students reports, living cost in Berlin is relatively low, student discounts apply to many local spots (e.g. museums), and thus it is basically easy to live.

Program: Master of Public Policy (MPP)

<http://www.hertie-school.org/mpp/>

<https://www.hertie-school.org/campus/campus-services/incoming-students/incoming-dual-degree-exchange-students/>

Accommodation: There is no student dormitory available, so student have to look for housing on their own. Please begin researching.

You can find out about real campus life here ↓

<https://youtu.be/0bwFctYQSZs> (English)

<https://youtu.be/mlO4cslsVyo> (Japanese)

Sciences Po Paris, France

<http://www.sciencespo.fr/psia/>

SciencesPo
SCHOOL OF PUBLIC AFFAIRS

Application requirements:

- ✧ You must have equivalent or higher scores in the following tests:
TOEFL iBT 100 or IELTS 7.0
- ✧ Those with professional experiences are preferable.

Quota: up to 3 applicants

Exchange period: ①2024.8~12 (Semester One 2024) or
②2024.8~2025.5 (Academic Year 2024-2025)

*Subject to change depending on number of successful applicants

Brief overview: 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 MPP (Master in Public Policy) and MBA courses on top of the 12 courses offered only in French. Students undertaking classes in the MPP (as most GraSPP students will) that have professional experience and a knowledge of French are most welcome.

In 2016, Sciences Po is worldly ranked in 4 in the field of Politics & International Studies, school is very international (47% international students from 150 countries) and offers interdisciplinary classes/courses, as reported by a former GraSPP student who has done his exchange studies at Sciences Po last year."

Model exchange: The maximum exchange period is one year. Sciences Po autumn semester classes commence in the fourth week of August and continue until December. Spring semester classes commence in the third week of January and finish in May. Please refer to the website for further information.

Costs: 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.

Program: Paris School of International Affairs (PSIA)

<http://www.sciencespo.fr/public/en>

<http://formation.sciences-po.fr/en/contenu/university-calendar>

Accommodation: 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.

<http://www.international.sciences-po.fr/en/living-france>

Graduate Programme for Transcultural Studies (GPTS) M.A. Transcultural Studies, Heidelberg University

Heidelberg, Germany

http://www.uni-heidelberg.de/index_e.html



Application requirement: Those with German knowledge and/or proficiency might be advantaged to take more various classes

Quota: 1~2 applicants

Exchange period: ①2024.10~2025.2 2024 Winter Semester or

②2024.10~2025.7 (Academic Year 2024-2025)

*Subject to change depending on number of successful applicants

Brief overview: The Cluster of Excellence "'Asia and Europe in a Global Context: The Dynamics of Transculturality'" at Heidelberg University is established in 2007, and it is part of the Excellence Initiative by the German Federal and State Governments.

Heidelberg University is a public research university located in Heidelberg, Baden-Württemberg, Germany. Founded in 1386, it is the oldest university in Germany and was the third university established in the Holy Roman Empire. It is a German Excellence University, as well as a founding member of the League of European Research Universities and the Coimbra Group. Rupert I, Elector Palatine established the university. The university has an emphasis on research and has been associated with 55 Nobel Prize laureates.[11] It is consistently ranked among Europe's top overall universities.

Model exchange: The maximum exchange period is one year. Heidelberg winter semester classes commence in the middle of October and continue until February. Spring semester runs from March through July. Please refer to the below website for further information.

Costs: 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.

Program: Cluster of Excellence Asia and Europe in a Global Context
Graduate Programme for Transcultural Studies (GPTS)

<http://www.asia-europe.uni-heidelberg.de/en/about-us.html>

<http://www.heidelberg.edu/academiclife/calendar>

Accommodation: Housing Info.

1) "Studentenwerk".

The official link is: <http://www.studentenwerk.uni-heidelberg.de/>

(select English and click on 'Student Housing' > 'In Heidelberg' > 'Studentenwerk Housing')

2) Apart from the student housing offered by Heidelberg University, there is also a privately run boarding house that offers furnished rooms specifically for graduates, lecturers and professors. Their homepage is: <http://www.cambridge-court.de/>

If students cannot get a University dorm room, this is a very good place as well

*International students Office: <https://www.uni-heidelberg.de/courses/contact/aaa/>

Fundação Getulio Vargas (FGV) - EAESP

São Paulo, Brazil

<http://eaesp.fgvsp.br/>



Application requirement: Those with Portuguese knowledge and/or proficiency might be advantaged to take more various classes.

Quota: up to 2 applicants

Exchange period: ①2024.8~12 (2024 2nd Semester)

Brief overview: The Business Administration School of Sao Paulo at the Getulio Vargas Foundation (FGV/EAESP) was created in 1954, from joint efforts between the government and business community in Brazil, and with the cooperation of Michigan State University. The school was created with the objective of educating people to face the challenges that emerged from a moment of change, which Brazil was going through.

EAESP is a school that integrates business practice and is at the frontier of research in Brazil and worldwide, made up of more than 3,000 students, 260 professors, over 100 employees and thousands of alumni. EAESP's leading position in research is demonstrated by the recognized quality of our doctoral programs and national and international collaborations."

Model exchange: The exchange period is five months. The second semester classes commence in early August and finish in mid-December.

*Students are highly recommended to be on campus at least one week prior to the beginning of classes. Please refer to the below website for further information.

Costs: 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.

Program: Masters in Public Policy and Management (MPGPP)

<http://mpgpp.fgv.br/>

<http://eaesp.fgvsp.br/en/fgv-eaesp-sites>

Accommodation: There is no student dormitory available, so student have to look for housing on their own. However, the International Affairs Office will provide you with housing information as well as consultation to find a safe area/place to stay. Please begin researching. For your reference, please find the website below.

<http://eaesp.fgvsp.br/en/courses/doing/accommodation>

University of California, Los Angeles (UCLA)
Luskin School of Public Affairs 
California, USA

<https://luskin.ucla.edu/public-policy/>

Application requirement: You must have equivalent or higher scores in the following tests:
a minimum score of 87 iBT on the TOEFL or 7.0 on the IELTS.

Quota: up to 3 applicants

Exchange period: ①2024. 9~12 (2024 Fall Term) *or*

②2025. 1~3 (2025 Winter Term)

***Applicants must choose ①or②**

Brief overview: Founded in 1994, UCLA Luskin incorporates the best practices in scholarship, research, and teaching in the fields of social work, urban and regional planning, and policymaking. The unique intersection of these disciplines within one school allows for academic cross-collaboration and a graduate education that values diverse perspectives at the macro- and micro- organizational levels. Graduates of the master's and doctoral programs are well prepared to take leadership roles and effect change as practitioners, researchers, and policymakers in the public, private, and non-governmental sectors.

PUBLIC POLICY DEPARTMENT

“The UCLA Department of Public Policy take people who are passionate about making a difference in the world and give them the tools they need to do so. Our master's program combines the best of rigorous policy education with a flexibility and responsiveness that enables us to remain relevant in a rapidly changing world. A career in public service is no longer limited to working in government. By giving students a diversified tool kit of quantitative and analytical skills and the flexibility to design their own program of study—while drawing on all the resources of one of the world's top research universities — we produce graduates who are equipped to become real leaders in policy making, wherever that process takes place.”

Model exchange: The maximum exchange period is one term (※spending two terms are not allowed).

UCLA Fall term classes commence in the fourth week of September and continue until mid-December. Winter term classes commence in the beginning of January and finish in late March. Please refer to the website for further information:

<https://www.registrar.ucla.edu/Calendars/Overview>

Costs: 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.

Program: Master of Public Policy (MPP)

<https://luskin.ucla.edu/public-policy/academic-programs/>

Accommodation: UCLA does not provide accommodations for students. Students are responsible to find housing on their own. “UCLA Luskin School of Public Affairs, Department of Public Policy can provide students with information and resources regarding housing, but we do have any affiliations.”

<https://housing.ucla.edu/>