The 1st Recruitment

October 2023

Application Package for
International Public Policy, Doctoral Program

Academic Year 2024/2025 (First Recruitment)

Graduate School of Public Policy
The University of Tokyo

Application and Admissions Procedures

For Academic Year 2024/2025

Program Description

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

- possess outstanding 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 candidates who

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

I. Field of Research

・International Finance and Development
・International Security
・Science and Technology Policy

II. Degree Program

・Doctor of Philosophy in Public Policy
・20 credits and doctoral thesis, 3 years

III. Annual Intake

・8 places*
*About half of the 8 places will be recruited separately around April 2024.

IV. Enrollment Dates

Late September, 2024
Enrollment on April 1, 2024, is also available*.

**April enrollment is only for Japanese nationals and for non-Japanese nationals who, at the time of application, have a visa valid through March 31, 2024, that allows applicants to study in Japan. Non-Japanese nationals must contact the PhD Desk by November 17 to be pre-checked. The PhD Desk cannot guarantee that the pre-check can be done by the application deadline if the inquiry arrives at the PhD Desk after November 17, which could result in being ineligible for April enrollment.*

V. Eligibility Requirement for Applicants

Applicants must meet at least one of the following requirements:

1. Those who have been conferred or are expected to be conferred one of the following degrees from a graduate school or an equivalent program, or an institution in Japan or abroad before the enrollment dates: a master's degree, a professional degree, or a degree equivalent to either of the aforementioned degrees.(Note)

2. Those who have graduated from a Japanese university or have completed at least 16 years of academic education overseas, 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 shall be recognized by the PhD Desk 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)

3. Those who are 24 years of age or older as of one day before the enrollment date, and whom the GraSPP has recognized through an individual screening of entrance qualifications, as having abilities that are equivalent to a master's degree or professional degree holder. (Note)

(Note) Those who wish to apply based on Eligibilities 2 or 3, or those who do not apply for any of the above eligibilities must contact the PhD Desk by November 17, 2023 before the application, as the eligibility for applying / entrance will be confirmed individually in advance by the GraSPP. Upon confirmation, these applicants must submit all the documents specified by the PhD Desk by November 24, 2023. Screening results will be notified individually by December 1, 2023.

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 pass the screening process will be invited to an online interview.

VII. Schedule for Screening and Admission Decisions

1. Application period: **Friday, November 17, 2023 to Friday, December 15, 2023, 5pm (JST)**
2. Announcement of candidates to be interviewed on the GraSPP website: **Wednesday, January 31, 2024, 2pm (JST).** (https://www.pp.u-tokyo.ac.jp/en/index.htm)
3. Interview: **Friday, February 9, 2024 and Tuesday, February 13, 2024**
4. Announcement of admitted candidates on the website: **Wednesday, February 21, 2024, 2pm (JST)**
5. Sending of Admission Certificate together with Admission Package: **Wednesday, February 21, 2024 (for April enrollment) / end of April 2024 (for September enrollment)**

VIII. Application Fee, Admission Fee and Tuition Fee

- Application Fee for applicants (JPY 10,000) is payable at the time of application via e-shiharai website. (For details, refer to X. Documentation Requirements 11.)
- Admission Fee (JPY 282,000) is payable at the time of enrollment.
- Annual Tuition Fee for AY2024/2025 (JPY 520,800) is payable in two annual installments.

Note 1: Japanese government (Monbukagakusho, MEXT) scholarship students are exempted from paying the application fee, the admission fee, and the 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.

Note 2: Those who are expected to obtain a master's or a professional degree from the University of Tokyo in either March 2024 (for April 2024 enrollment) or September 2024 (for September 2024 enrollment) are exempted from paying the application fee and the admission fee.

Note 3: The fees are subject to change. In the case of a change in 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 PDF format by being uploaded to the designated link during the following period:

<Application submission period>

from Friday November 17, 2023, to Friday December 15, 2023, 5pm （JST）

1. Applicants are required to submit the Application Form (Form #1 only in Excel format) to ppin.j@gs.mail.u-tokyo.ac.jp by email during the application submission period, then the PhD Desk will send the applicant an application number and an upload link for PDF documents within three working days after receiving the email. Applicants should refer to this application number for all communications thereafter.

2. Documents in their original forms must be sent out to the GraSPP (see XI. Address) via registered mail or an international delivery service (such as UPS or FEDEX) by the application deadline so that applicants can track the delivery status of their application. The PhD Desk does not respond to inquiries about individual delivery status.

3. If available, include the information of the date of sending the application, means of shipping and its tracking number in the email.

4. Application documents that are uploaded after 5pm on December 15, 2023 (JST) shall not be accepted.

5. We do not accept applications by fax.

X. Documentation Requirements

Applicants must obtain the necessary forms from the GraSPP's website and prepare the documents according to the list below and the Checklist (Form #4). (https://www.pp.u-tokyo.ac.jp/en/admissions/doctoral-course-graduate-research-students-program/)

- All the documents must be written in English unless otherwise instructed.
- If the applicant cannot submit the original document, a certified copy issued by the university must be submitted.
- If the university does not issue an official document in English, 1) the original document and 2) an English translation carried out by a translator who is accredited by the university or by a notary public must be submitted.
- We do not accept applications by fax.
- Apart from the items listed below, do not attach any additional documents.
- Do not staple documents.
- None of the submitted documents and materials shall be returned.

1. APPLICATION Form (Form #1)

- The Application Form must be typed in English.

2. Official Proof of Graduation

- One official document of graduation issued by the university from which the applicant has earned a bachelor's and master's or professional degree is required.
- Those who have not yet earned a master's or professional degree at the time of application are requested to submit an authorized statement of anticipated graduation.

3. Official Transcript

- All official transcripts listing all courses and grades issued by the university where the applicant is or was enrolled are required.
- If available, a cumulative Grade Point Average (GPA) must be included. The GPA statement must be part of the official transcript, or, if separate, must be certified by the university. It must explain the numerical values used to calculate the average.
- If the applicant has changed his/her university, or participated in exchange programs, he/she should include all official transcripts from the former universities or colleges.
- Applicants for the economics stream should submit the Microeconomics, Macroeconomics, and Econometrics syllabi of their master's program. Applicants currently enrolled in GraSPP or the Graduate School of Economics of the University of Tokyo are exempt from this requirement.

Note: 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.

4. Master's Thesis or its equivalent

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

  Additional supplementary works can be submitted.

5. Summary of Master's Thesis or its equivalent

- The summary must be written in English and the length must be 1,000 to 1,500 words.

6. Proof of English Proficiency

Applicants must submit either a TOEFL or IELTS (academic module) test score as proof of English competency (Note 1). Be sure to take the test well in advance so that scores will arrive at the PhD Desk in time.

- In the application, please include a printed copy of the TOEFL or IELTS scoresheet from the website with the applicant's name, scores, and test date.
- The TOEFL or IELTS test must have been taken two years before the application's arrival date. (Note 2)
- Applicants must request the testing organization submit a TOEFL Institutional Score Report (Official Score Report) or IELTS Test Report Form to the GraSPP before sending the application package.
- TOEFL: TOEFL Institutional Score Report (Official Score Report) must be sent by Educational Testing Service (ETS) directly to the GraSPP (**Institution Code: 8554**).
  The Institutional Score Report of PBT, iBT and Home Edition is acceptable. (ITP score is not acceptable).
  Test Date scores are only accepted, not My Best scores.
- IELTS: IELTS Academic module test report must be sent by the testing organization directly to the GraSPP. IELTS Indicator and IELTS Online are also acceptable.

Note 1: The TOEFL or IELTS requirement does not apply to the following applicants.

- A native English speaker
- 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 a specific faculty or course) is English, in the U.K., Ireland, the U.S.A., Canada, Australia, or New Zealand
  If the qualification does not appear above, there will be no English Proficiency Test exemption.

Note 2: Applicants who have obtained or are expected to obtain a professional degree from the GraSPP can use the TOEFL or IELTS score submitted at the time of application for the professional degree program.

7. Graduate Record Examinations (GRE) General Test Official Institution Score Report

Applicants must submit a GRE General Test Official Score.

- GRE General Test must have been taken within five years prior to the application's arrival date. (Note 1)
- In the application, please include the printed copy of the GRE score sheet with the applicants' name, scores, date of birth, and test date from the website in the package**.**
- Applicants must request ETS submit the Official Score Report to the GraSPP before sending the application package.
- The Official Institution Score Report must be sent by ETS directly to the GraSPP (**Institution Code: 3944**). The Test Taker Score Report sent to applicants from ETS is not acceptable. ETS will issue the Official Institution Score Reports only for tests taken within five years.
- GRE General Test at home is acceptable.

Note 1: Applicants who have obtained or are expected to obtain a professional degree from the GraSPP can use the GRE score submitted at the time of application for the professional degree program.

8. Two Letters of Reference (Form #2)

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

- Must be written in English.
- At least one letter must be written by an academic supervisor or a person who can attest to academic performance.
- The Letters of Reference with Form #2 must be sent in PDF format by e-mail no later than **5pm on December 15, 2023 (JST)** directly from a referee.

9. Research Proposal (Form #3)

- Applicants must submit a Research Proposal for studying in the Doctoral Program at the GraSPP.
- This document must be typed and written in English.
- The length of the Research Proposal should not exceed 1,500 words.

10. 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.

11. Receipt for Remittance of Application Fee

JPY10,000

- Payment of application fees can be made from the beginning of November 2023 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 application fee.
- Not required for applicants who are expected to obtain a master's or a professional degree from the University of Tokyo in either March 2024 (for April 2024 enrollment) or September 2024 (for September 2024 enrollment).

12. Checklist (Form #4)

XI. Address

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

PhD Desk, Graduate School of Public Policy
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku, Tokyo 113-0033, Japan
E-mail: ppin.j@gs.mail.u-tokyo.ac.jp
Any inquiries related to application and admissions must be made by e-mail.

XII. Miscellaneous

1. No documents submitted for the application will be returned to the applicants. The Application Fee is non-refundable.
2. Applicants with disabilities must consult the PhD Desk 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. Applicants who will enroll in the GraSPP during their employment will be required, prior to the time of admission procedure, to obtain approval from their employer stating that they can enroll in a graduate school without hindrance.
5. If needed, a student who enrolls in the GraSPP with a job is able to complete his/her doctoral program in a planned manner during a certain period that exceeds the standard duration of the program, which is three years. For details, please see the Appendix.
6. International students must 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.
7. 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 who enroll, the

personal information and the screening data for the selection of entrants will also be used for (4) educational affairs, (5) student support (healthcare, career support, application procedure for tuition exemption and scholarships, use of libraries, etc.), and (6) collection of tuition.

8. The screening results used in selecting entrants may be used in future studies to improve both the selection procedures and the education at the University of Tokyo.
9. The offer of admission may be withdrawn at any time, even after enrollment, if any of the submitted set of documents contains falsified records or documents or plagiarized statements.
10. The University of Tokyo has established "The University of Tokyo Security Export Control Regulations" under Japan's "Foreign Exchange and Foreign Trade Act," and rigorously implements security export control for potential students before and after their enrollment based on these regulations. In particular, pre-enrollment screenings are mandatory for all international students and Japanese students in certain circumstances.
    Please be aware that applicants who fall under any of the conditions set out in the Act may not receive permission to enroll at the university or may have their research activities restricted after their enrollment even if they have passed the screening.