

April 5, 2023

Application Guidelines 2023 (Second Recruitment)

Graduate Research Students Program Department of International Public Policy

The Graduate School of Public Policy (GraSPP) offers the Graduate Research Students Program **for applicants who wish to enroll in our doctoral program.**

This program seeks candidates who

- aspire to be leaders 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

A Graduate Research Student is able to conduct research on specific topics at GraSPP supervised by our faculty members **as a non-degree student.**

Note that a student in this program cannot obtain any credits or grades at our graduate school and should apply to our doctoral program separately in order to enroll in our graduate school as a doctoral student (<https://www.pp.u-tokyo.ac.jp/en/education/doctoral-course/>). Also, an acceptance as a research student does not guarantee an enrollment in our doctoral program.

I. Field of Research

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

II. Enrollment Dates

October 2023 or April 2024

III. Duration of Enrollment

The duration of enrollment is six months or one year. This may be extended for a period of up to one year if an application for extension is approved by the graduate school.

IV. Eligibility Requirements for Applicants

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

- (1) Those who have obtained or are expected to obtain a Master's or a professional degree in Japan or abroad before the enrollment dates.
- (2) Those who have been conferred or are expected to be conferred a degree equivalent to a Master's or a professional degree in Japan or abroad before the enrollment dates.

- (3) Those 24 years or older before the enrollment dates, whom the PhD Desk has recognized, through individual screening as having abilities that are at least equivalent to a Master's degree or professional degree holder.
(Note 1)

(Note) Those who wish to apply based on Eligibilities (3) above shall contact the PhD Desk by Monday, 8 May 2023 prior to the application as the eligibility for entrance will be confirmed individually in advance.

V. Selection Procedures

Applicants shall be assessed and selected based on all the applicant's submitted materials basically. Interview may be required at the discretion of GraSPP.

VI. Schedule for Screening and Admission Decisions

1. Application Period: **Monday, 24 April 2023 to Friday, 26 May 2023 NOON (JST)**
2. Announcement of Successful Applicants by e-mail: **Monday, 26 June 2023 (JST)**

VII. Fees for the Program

- Application Fee: JPY 9,800
- Admission Fee: JPY 84,600
- Monthly Tuition: JPY 28,900

* Tuition payments are made in 6-month amounts twice a year: in May for the first term (April-September) and in November for the second term (October-March).

- The fees are subject to change. In the case of a change the fees, applicants and students are liable for the new fees that will be set.

VIII. Documentation Requirements

Applicants must obtain the necessary forms from the GraSPP website and prepare the documents according to the list below. All the documents must be submitted by the application deadline **in PDF format.**

Once all the application documents are ready, please contact the GraSPP PhD desk at <ppin.j@gs.mail.u-tokyo.ac.jp> in order to obtain an upload link.

- All the documents must be provided in English unless otherwise instructed.
- In case 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.
- Apart from the items listed below, do not attach any additional documents.
- None of the submitted documents and materials shall be returned.
- Successful applicants will be required to submit original copies of the Official Proof of Graduation and the Official Transcript to the PhD Desk by postal mail.

1. Application Form (Form #1)

- Application Form must be typed in English.

2. Research Proposal (Form #2)

- Applicants must submit a Research Proposal for studying as a Graduate Research Student at the Graduate School of Public Policy.
- This document must be typed and written in English.
- The length of the Research Proposal should not exceed 1,500 words.

3. Master's Thesis or its equivalent

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

4. Summary of Master's Thesis or its equivalent

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

5. Official Proof of Graduation

- One official document of graduation issued by the university from which you earned bachelor and master's or professional degree.
- 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.

Note:

If the name of the degree awarded and the date of award are contained in the Official Transcript, applicants do not need to submit this document.

6. Official Transcript

- All official transcripts listing all courses and grades issued by 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 by the university. It must include an explanation of the numerical values used to calculate the average.
- If the applicant has changed his/her university, or participated in an exchange program, he/she should include all official transcripts from the former universities or colleges.

7. Proof of English Proficiency

Applicants must submit either TOEFL or IELTS (academic module) test score as a 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 digital copy of TOEFL or IELTS score sheet from the website with applicants' name, scores, and test date.
- TOEFL or IELTS test must have been taken within two years prior to the application's arrival date. (Note 2)
- TOEFL: The Institutional Score Report of PBT, iBT, or Home Edition is acceptable. (ITP score is not acceptable). Test Date Scores are only accepted. Applicants cannot use TOEFL iBT My Best scores for application.
- IELTS: IELTS Academic module test score or IELTS Indicator is acceptable.

Note 1: 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 the qualification does not appear above, there will be no English Proficiency Test exemption.

Note 2: In case the applicant cannot submit TOEFL nor IELTS scores due to the reason that the applicant is not responsible for, the applicant must describe the reason in the application form. The reason stated in the application form may affect the screening results decided by the Admissions Committee.

8. Receipt of Application Fee

JPY 9,800

- Payment of application fee can be made by credit card through the university's e-payment system. Refer to <https://e-shiharai.net/english/> for instructions.

IX. Contact Information

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 relating to application and admission must be made by e-mail.

X. 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 with 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. 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 screening results used in the selection of entrants may be used in future studies for the improvement of both the selection procedures 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.
8. The University of Tokyo has established "The University of Tokyo Security Export Control Regulations" in accordance with Japan's "Foreign Exchange and Foreign Trade Act", and rigorously implements security export control for potential students before and after their enrollment on the basis of these regulations. In particular, pre-enrollment screenings are mandatory for all international students and also for 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 entrance examinations.
Details can be obtained from the following website: Office of Export Control
<https://www.u-tokyo.ac.jp/adm/export-control/ja/rule.html> (Only in Japanese)