

June 2023

Application Guidelines 2024 (First 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 enrolment and strive to enhance their research skills

A Graduate Research Student can conduct research on specific topics at GraSPP supervised by our faculty members **as a nondegree 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/>). Moreover, acceptance as a research student does not guarantee enrolment in our doctoral program. For any questions on the program, please get in touch with the PhD Desk at the Graduate School of Public Policy (see VIII. Contact Information).

I. Field of Research

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

II. Enrolment Dates

April 2024 or October 2024

The enrolment duration as a graduate research student is six months or one year. This duration may be extended for up to one additional year upon the approval of GraSPP.

III. Eligibility Requirements for Applicants

Applicants must fulfill at least one of the following requirements to be eligible to apply for the program. Those who apply for the MEXT Scholarship must also pass the preliminary selection by the Japanese embassy/consulate in their home country before applying to our program.

- (1) Those who have obtained or are expected to obtain a master's or a professional degree in Japan or abroad before the enrolment 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 enrolment dates.
- (3) Those 24 years of age or older before the enrolment dates and whom the GraSPP has recognized through an individual screening of entrance qualifications as having abilities equivalent to a master's degree or professional degree holder. (Note 1)

(Note 1) Those who wish to apply based on Eligibility (3) above shall contact the PhD Desk by Monday, 10 July 2023, prior to the application, as the eligibility for entrance will be confirmed individually in advance.

IV. Selection Procedures

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

V. Schedule for Screening and Admission Decisions

1. Application Period:

MEXT Scholarship applicants

Tuesday, 1 August 2023 to Friday, 25 August 2023 NOON (JST)

Other applicants

Monday, 4 September 2023 to Monday, 2 October 2023 NOON (JST)

2. Announcement of Successful Applicants by e-mail:

MEXT Scholarship applicants

Wednesday, 27 September 2023 (JST)

Other applicants

Monday, 20 November 2023 (JST)

VI. 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 MEXT scholarship applicants are exempted from paying the application fee. In addition, the MEXT scholarship recipients do NOT need to pay the admission fee and the annual tuition after enrolment.

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

VII. 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 get in touch with the GraSPP PhD desk at <ppin.j@gs.mail.u-tokyo.ac.jp> for 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 must 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)

- The 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 equivalent can be submitted in the original language.

4. Summary of Master's Thesis or its equivalent

- The 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 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.

Note:

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

6. 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 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 explain 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.
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- Applicants for the economics stream should submit the Microeconomics, Macroeconomics, and Econometrics syllabi of their master's program. The applicants currently enrolled in GraSPP or the Graduate School of Economics of the University of Tokyo are exempt from this requirement.

7. Proof of English Proficiency

Applicants must submit either 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.

- Please include a digital copy of the TOEFL or IELTS scoresheet from the website with the applicant's name, scores, and test date in the application.
- The TOEFL or IELTS test must have been taken two years before the application's arrival date.
- 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, IELTS Indicator, or IELTS Online 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 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 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. Receipt of Application Fee

JPY 9,800

- Payment of application fees can be made by credit card through the university's e-payment system. Refer to <https://e-shiharai.net/english/> for instructions.
- The MEXT scholarship applicants who passed the preliminary selection by the Japanese embassy/consulate are exempted from paying the application fee.

9. Certificate of preliminary selection issued by the Japanese embassy/consulate

- Only for the MEXT scholarship applicants

10. All the application documents submitted for the MEXT scholarship

- Only for the MEXT scholarship applicants

VIII. 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.

IX. 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 enrolment registration has been made, the Admission Fee is non-refundable.
4. 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 enrolment 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) enrolment 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, and (6) collection of tuition.
6. The screening results used in selecting entrants may be used in future studies to improve 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 enrolment, if any of the submitted set of documents contains falsified records or documents or plagiarized statements.
8. 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 enrolment based on these regulations. In particular, pre-enrolment screenings are mandatory for all international 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 enrolment even if they have passed the screening.

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)