

Guidelines for the September 2015 “Special Entrance Examination” for the Master’s Program of Waseda University’s Graduate School of Economics (First Application Period)

In order to facilitate a more systematic study plan for those candidates with a strong desire for learning, the Graduate School of Economics expedites the admissions process by offering a Special Entrance Examination according to the guidelines below (opportunities to apply by Special Entrance Examination are limited to one per candidate regardless of the period of enrollment).

1. Candidate Openings:

Economics Course/Global Political Economy Course Few
(Economic Journalism Course does not have candidate openings for this admission)

2. Eligibility Requirements

Candidates must meet all of 1), 2) and 3) listed below.

- 1) Current students in any department of Waseda University who are on schedule to graduate in September 2015.
- 2) Students obtained credits in the schools or the courses in Waseda University listed below.
 - ① Current students in the Department of Economics or in the Department of Global Political Economy in the School of Political Science and Economics who are on schedule to graduate.
There are no required courses.
 - ② Current students in the Department of Political Science in the School of Political Science and Economics who are on schedule to graduate.
Candidates who have received credit from the School of Political Science and Economics, “Microeconomics A,” “Microeconomics B,” and “Macroeconomics B” (credit acquired as a developmental course is acceptable).
 - ③ Students who are estimated to graduate Schools or Courses except ① and ②
Candidates who have acquired 20 or more credits from economics related courses in their affiliated school, including “Microeconomics,” “Macroeconomics” or equivalent courses.
- 3) GPA (GPA of Uniform Standards of Universities) calculated by courses which candidates acquired credits (credits counted toward graduation) by March 2015 must be **2.20 or higher**

[How to Calculate GPA]

For calculating GPA, all courses counted toward graduation are included in the calculations. GPAs are shown to the second decimal place (rounded off to two decimal places).

[Comparative Table for GPA of Uniform Standards of Universities]

| Evaluation (unadjusted score) | Grade used for GPA | GPA |
|----------------------------------|--------------------|-----|
| 100 ~ 90 | A ⁺ | 4.0 |
| 89 ~ 80 | A | 3.0 |
| 79 ~ 70 | B | 2.0 |
| 69 ~ 60 | C | 1.0 |
| 59 ~ 0 | F/G | 0 |
| * | H | |

$$\text{GPA} = \frac{[(\text{all } 4.0 \times \text{A}^+ \text{ credits}) + (\text{all } 3.0 \times \text{A credits}) + (\text{all } 2.0 \times \text{B credits}) + (\text{all } 1.0 \times \text{C credits})]}{\text{Total number of credits registered (including courses that you did not pass)}}$$

(Note) If you are a graduate of a different department, please inquire at the Office of the Graduate School of Economics.

3. Application Period

April 17 (Fri) – April 23 (Thurs), 2015

4. Materials for Submission

- 1) Application Form (prescribed form)
- 2) Research Plan (prescribed form)
- 3) Academic Transcript (original), grade report (a photocopy is acceptable)
- *Please print out a copy of grade report from Waseda-net portal by yourself.
- 4) Certificate of Expected Graduation
- 5) Letter of Recommendation (prescribed form)

Please get a recommendation from a professor as follows:

- ① Students who belong to a seminar: The professor in charge of the seminar.
- ② Students who do not belong to a seminar: A professor in the School you are enrolled in.

*Please download and print the prescribed form for the Letter of Recommendation from the Graduate School of Economics website.

*It may be regarded as improper conduct if fabrication, misstatement or plagiarism is committed on the application documents, materials or provided information and the results of the examination may be declared invalid. In this case, the submitted application documents, materials and entrance examination fee will not be returned.

5. Announcement of Qualified Applicants

At 10:00 a.m. on April 24 (Fri), 2015

Qualified applicants are asked to go to the Office of the Graduate School of Economics to receive the examinee's card on which the information on the date and location of their oral examination are written.

6. Entrance Examination Fee

25,000 yen (only to be paid by those considered to be qualified applicants)

The deadline for payment is May 15 (Fri), 2015, and you are asked to make payment using the information terminals available in convenience stores (qualified applicants will be given further written information on the date of announcement).

7. Selection Process and Venue

- Oral examination will be held on May 16 (Sat) or May 17 (Sun) or May 23 (Sat) or May 24 (Sun), 2015.

- Oral examinations will take about 20 minutes and will be conducted on the Waseda Campus

*Please note that applicants may be accepted in a different research area from their choice in cases where their choice of research field is judged not to fit their research plan.

8. Announcement of Successful Applicants

- Results will be posted at 10:00 a.m. on May 29 (Fri), 2015 on the information board at the Graduate School of Economics Office in Building 3, 10th floor.

- Successful applicants are asked to pick up enrollment forms at the Graduate School of Economics Office (Building 3, 10th floor).

9. Enrollment Period

Entrance Procedure Period: June 1 (Mon) to 19 (Fri), 2015

You are required to submit documents for entrance procedures and make a payment of tuition fees and other fees for the 2015 fall semester. For details, please refer to the Guide to Entrance Procedures sent to successful applicants.

Academic Fees and Membership Fees for the 2015 Academic Year

(amounts in yen)

| Economics Course/Global Political Economy Course | | | | | | | |
|---|---|---|---------|----------------------|--|-----------------|---------|
| AY / Semester Academic Fees Membership Fees | | Year 1 AY 2015 Fall Semester AY 2016 Spring Semester (At the time of entrance)* Fall Semester | | | Year 2 AY 2016 Fall Semester AY 2017 Spring Semester | | |
| | | Spring Semester | Total | | Fall Semester | Spring Semester | Total |
| Admission Fee | | 200,000 | | 200,000 | | | |
| Academic Fees | Tuition fee | 272,500 | 274,500 | 547,000 | 274,500 | 276,500 | 551,000 |
| | Educational Environment Improvement Fee | 60,000 | 60,000 | 120,000 | 60,000 | 60,000 | 120,000 |
| | Seminar Fee | 1,500 | 1,500 | 3,000 | 1,500 | 1,500 | 3,000 |
| Membership Fees | Student Health Promotion Mutual Aid Association | 1,500 | 1,500 | 3,000 | 1,500 | 1,500 | 3,000 |
| | Society enrollment fee | 2,000 | | 2,000 | | | |
| | Society membership fee | 750 | 750 | 1,500 | 750 | 750 | 1,500 |
| Total (Without Admission Fee) * | | 538,250 (338,250) | 338,250 | 876,500 (676,500) | 338,250 | 340,250 | 678,500 |

- (Note)
1. Graduates or those who left school before graduation are exempt from paying the admission fee. (students applying through the Special Entrance Examination are exempt from paying the admissions fee.)
 2. Students coming from the School of Political Science and Economics of the University are exempt from paying the society enrollment fee.
 3. As a rule, submitted documents will not be returned nor academic fees refunded following admission. However, in the event that unavoidable circumstances force a student to withdraw, only academic fees and membership fees paid at admission can be refunded. Also, in the event that a student is admitted to multiple graduate schools, the student may request that admission fees and membership fees already paid be applied to the graduate school of their choice (limited to graduate schools with which there is no overlap in admission period).
 4. Please be aware there may be changes to seminar fee or membership fees.

10. Other Important Notes

Exam Misconduct

Waseda University has established the following rules to conduct the entrance examination strictly and to allow candidates to take the examination equally and fairly. Please read the following rules carefully and take the examination in a sincere manner.

- It may be regarded as improper conduct if fabrication, misstatement or plagiarism is committed on the application documents, materials or provided information.
- The following behavior will be treated as exam misconduct.
 - (1) Cheating (use of crib notes or reference materials; looking at another test-takers examination sheet; receiving answers from another person; etc.)
 - (2) Providing answers or otherwise assisting another test-taker during the exam.
 - (3) Having your mobile phone out during the exam or using a mobile phone during the exam.
 - (4) Making noise (ringing, alarm, vibration, etc.) with your mobile phone or timepiece during the exam.
 - (5) Distracting or disturbing other test-takers at the exam venue.
 - (6) Disobeying the instructions of the exam monitors and other officials at the exam venue.
 - (7) Having someone other than yourself (the applicant) sit the exam for you under the false pretense that they are you (the applicant).
 - (8) Any other behavior that compromises the fairness of the exam.
- In the event that misconduct by a test-taker is suspected, the following actions will be taken.
 - The test-taker will be warned and/or questioned by the exam monitor or another exam official.
 - The test-taker will be asked to sit the exam in a separate room.
- In the event that misconduct by a test-taker is confirmed, the following actions will be taken.
 - The test-taker will be barred from sitting the rest of the exam as well as all other entrance examinations for the University in that year (the entrance examination fee will not be refunded).
 - The results of all entrance examinations for the University in that year will be nullified.

Disclaimers

Please note that Waseda University will endeavor to ensure the following with regard to the entrance examination.

◆ Testing Environment

To the extent possible, Waseda University will work to provide a testing environment which is both fair and quiet and, as a result, may be forced to take the following actions.

- (1) As a rule, no special measures will be taken to suppress everyday noises (airplanes; automobiles; wind and rain; air conditioners; coughing, sneezing, sniffing by other test-takers; mobile phone ringing; etc.).
- (2) If a mobile phone, timepiece, etc., rings, vibrates or makes some other noise, and the location of the item in question can be identified (in a bag, etc.); the exam monitor may, without the permission of the owner, take it out of the exam venue and store it in the exam headquarters.
- (3) No consideration is given to differences in features, such as desks, chairs and audio equipment, which may exist between testing rooms.
- (4) If a test-taker's behavior is bothersome to other test-takers, they can be asked to move to a separate room for the examination.

◆ Unavoidable Accidents

In the event of natural disasters, such as typhoons, earthquakes, flooding or tsunamis, or unavoidable accidents, such as fires or power outages, special measures may be taken, such as postponing the examination starting time or extending the time for the exam. However, Waseda University is in no way responsible for any inconveniences, costs or other individual losses which test-takers may incur as a result of said unavoidable accidents.

Return of Application Documents and Entrance Examination Fee

As a rule, submitted documents will not be returned nor entrance examination fee refunded following admission. However, the entrance fee can be refunded in case it is overpaid.

Special Measures

If you require special consideration with regard to sitting the examination or getting to and around campus as a result of physical limitations, please contact the Office of the Graduate School of Economics in advance. Also, if serious illness or injury is likely to interfere with your ability to sit the examination or get to and around the campus, even if said illness or injury occurs after application to sit the exam has been made, please contact the office as soon as possible.

Request to the Examinee about Infectious Disease as Influenza

- 1) Please practice good health habits (such as hand washing and gargling) on a daily basis so that you will be ready for the examination in your best condition.
- 2) If necessary, bring a face mask with you in order to protect yourself from contagious illnesses such as influenza at the examination venue.
- 3) If you are coughing or sneezing, take measures for preventing the spread of contagious illnesses such as the use of a face mask and cough etiquette.

Personal Information Handling

The University collects personal information (addresses, names, dates of birth, etc.) at the time of application to be used in facilitating exam implementation, announcements of exam results, administering admissions procedures and other related duties. This information is managed in a manner both necessary and appropriate to preventing its leakage, release, improper usage, etc. All or some of the above personal information collection and management duties may be outsourced to a third party, in which case said third party will be contractually obligated to handle this information in the necessary and appropriate manner.

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