

**Graduate School of Asia-Pacific Studies (GSAPS)
Waseda University**

**Admission Guide of “The State Scholarship Study Abroad Program for Graduate Studies
at the China National University of Construction by China Scholarship Council”
for the Admissions of September 2012**

*This admission is for applicants who are currently enrolled in master’s program or doctoral program at one of 60 universities designated by the State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council, be nominated by their home university, and intend to apply for a scholarship from the China Scholarship Council.

1. Admission Period

September 2012

2. Program for application

1) PhD Program

Degree Seeking Program / Duration : 36 months(3 years)

2) Special Research Students Program

Non-Degree Program at PhD Program level / Duration: 6 to 12 months (half-year to one year)

* Note that special research students cannot obtain degrees at Waseda University.

3. Applicant Qualifications

To apply to this admission, applicants should meet both qualifications (1) and (2) for each program.

[PhD Program]

- (1) Applicants must be a student of master’s program or doctoral program at one of 60 universities designated by The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council, be nominated by their home university, and intend to apply for a scholarship from the China Scholarship Council.
- (2) Applicants must have obtained a master’s degree, professional master’s degree, or any equivalent degree in countries other than Japan. Or must be a student of master’s program at one of 60 universities designated by The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council and be expected to obtain a master’s degree by September 20, 2012 for September 2012 entrance. The applicants who enrolled in a full-term doctoral program (a doctoral program not divided into a two-year first-term program and a three-year second-term program following that), must have been enrolled at their home university’s graduate school for at least two years at the time of enrollment into the graduate schools of Waseda University and be recognized to have scholastic abilities equivalent to holders of master’s degrees.

[Special Research Students Program]

- (1) Applicants must be a student of doctoral program at one of 60 universities designated by The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council, be nominated by their home university, and intend to apply for a scholarship from the China Scholarship Council.

- (2) Applicants must have obtained a master's degree, professional master's degree, or any equivalent degree in countries other than Japan. If enrolled in a full-term doctoral program (a doctoral program not divided into a two-year first-term program and a three-year second-term program following that), have been enrolled at their home university's graduate school for at least two years at the time of enrollment into the graduate schools of Waseda University and be recognized to have scholastic abilities equivalent to holders of master's degrees.

4. Screening Method

1) PhD Program

The decision whether to accept or reject will be based on the all the required documents submitted(first screening) and results of the interview(second screening).

The second screening will be held at either "Waseda University Beijing Education and Research Center" or "Waseda University Shanghai Education and Research Center" via interactive television.

Applicants are requested to select the desired venue for the second screening, either Beijing or Shanghai on the Questionnaire for applicants of "The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council".

2) Special Research Student Program

The decision whether to accept or reject will be based on the all the required documents submitted.

5. Screening Schedule

2011/12/14(Wed)-12/21(Wed)	<ul style="list-style-type: none"> • Application Period (Application must be reached to the GSAPS Admissions Office by Dec. 21.)
↓	
2012/1/26(Thu) or later	<ul style="list-style-type: none"> • Results of the first screening sent to the applicant by e-mail/letter. *Notification for the Second Screening sent to applicants of PhD Program who pass the first screening *Letter of Conditional Consent of Acceptance sent to the successful applicants of Special Research Student Applicants:
↓	
2012/2/3(Fri)-2/10(Fri)	<ul style="list-style-type: none"> • Second Screening (Interview) *Second screening conducted for applicants of the PhD program who pass the first screening. *Second screening date will be assigned from Feb. 3 to Feb. 10 by GSAPS. After the second screening date is fixed, the detailed information will be notified to applicants of the PhD program who pass the first screening.
↓	
2012/2/16(Thu) or later	<ul style="list-style-type: none"> • Results of the second screening sent to the applicant by e-mail/letter. *Letter of Acceptance sent to the successful applicants of PhD program.

*Applicants are required to submit an application within the application period above to the GSAPS Admissions Office and pass the designated screening of GSAPS even if they obtain a Letter of Conditional Consent of Acceptance from the research supervisor of their choice by contacting him/her in advance. Please note that applicants who do not pass the designated screening of GSAPS above will not be eligible to enter Waseda University with the CSC scholarship.

6. Application Documents

Applicants to the “The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council” are requested to refer to the GSAPS admission guide before submitting the application documents listed below.

Please note that the requirements differ from the general applicants.

GSAPS designated application forms can be downloaded from the Admissions section of the GSAPS website as follows except for the Questionnaire for applicants of “The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council”.

http://www.waseda.jp/gsaps/admission/phd/phd_application_pdf_en.html

《Required for all applicants》

1. Certificate showing that you have been officially nominated as a candidate for CSC program by your home university (original)
 - *You must be nominated by your home university, and attach the certificate showing that you have been officially nominated as a candidate for CSC program by your home university.
 - *The certificate must be issued in English or Japanese.
2. Questionnaire for applicants of “The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council” (designated form)
3. GSAPS application form (designated form)
4. One Applicant evaluation form (designated form)
5. Official college/university certificate from both Undergraduate program and Master's program (Original)
 - Certificate of (expected) graduation/degree
 - Official transcript of courses
6. Proof of language proficiency (Original)
 - <Applicants applying to the program conducted in Japanese:>
Original score report of Level 1 or N1 of the Japanese Language Proficiency Test
 - <Applicants applying to the program conducted in English:>
Original TOEFL, IELTS or TOEIC score report card
7. Research plan (designated form)
8. List of previous publications and research (designated form) *Submission of this form is optional.
9. Statement of source of funds (designated form)
10. Copy of the passport (page with photo) *If you have one.
11. Address label (designated form)

12. Application for the certificate of eligibility (designated form)
13. Photographs (Total 3 pieces: 4cm(length) x 3cm(width))

《Required for PhD degree program applicants》

14. Master's thesis (1 photocopy)
15. Outline of Master's thesis (3 photocopies)

《Documents not required to applicants of “The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council”》

1. Application sheet (designated form)
2. Application for telegraphic transfer of application fee
3. Documents to prove that applicants can defray all the expenses
4. Income certificate for the past three years
5. Written oath for defraying expenses (designated form)

【Note】

Application fee is exempted for applicants of “The State Scholarship Study Abroad Program for Graduate Studies at the China National University of Construction by China Scholarship Council”.

Application documents must be sent to the following address by post-mail (registered mail) by the deadline of application period.

[Address]

Attn: Admissions Office (CSC Application)
Graduate School of Asia-Pacific Studies (GSAPS), WASEDA University
Nishi-Waseda Building 7F, 1-21-1 Nishi-Waseda, Shinjuku-Ku
Tokyo 169-0051, JAPAN

Notes on application

- i) Documents will not be returned once submitted, regardless of any special circumstances on the part of the applicant. Original certificate which cannot be reissued may be returned only when a written request by the designated format, “Request Form for Return of Submitted Materials” is submitted together with its photocopy at the time of application.
- ii) For Application documents, please complete them in Japanese or English. If it is impossible to have Japanese or English certificates issued, an official translation must be submitted together with the original in local language.
- iii) Applicants are requested to notify the GSAPS Admissions Office at the earliest convenience if there are any changes on the information regarding address, telephone number or e-mail address in the application documents after submitting application at gsaps@list.waseda.jp.
- iv) If there is any falsification found in any of the documents presented for application, admission will be revoked. In some cases, the GSAPS Admissions Office may contact the institution(s) that issued the certificates.
- v) Applicants are requested to make arrangements of travel and accommodation for the screening on their own.

vi) If a physical disability requires a special consideration when taking the entrance examination or study at GSAPS, please inquire the GSAPS Admissions Office prior to submitting an application. If a serious illness or injury makes it difficult to take the screening even after submitting an application, please notify the GSAPS Admissions Office at the earliest convenience.

7. School Expenses, Scholarships, etc.

1) If the students who were not selected as candidates of the China Scholarship Council, They will result in nullification of their acceptance of Waseda University.

2) Students of the PhD Program:

Recipients for this scholarship will be exempted from entrance fee, tuition fees, miscellaneous fees while they enroll at the program up to a maximum of 36 months.

Students of the Special Research Students Program:

Recipients for this scholarship will be exempted from entrance fee, tuition fees, miscellaneous fees while they enroll at the program up to a maximum of 12 months.

3) Fees/expenses to take non-degree subjects / courses (Japanese Language Subjects etc.) which are not required the program must be borne by their own.

4) Living expenses and a return air ticket will be provided by the China Scholarship Council.

5) Waseda University will provide information on accommodation in Japan to successful applicants.

Arrangement of accommodation in Japan and payment of the rent must be done on their own.

6) Applicants are not allowed to apply to other scholarships including ones offered by both Waseda University and other institutions such as Japanese Government.

7) This program will only be granted to those whose status of residence is “Student” during the period enrolled in Waseda University.

8. Information for venues of the second screening

» Waseda University Beijing Education and Research Center

Ziyuan Da Sha 702 Shi, Bei Da Jie 151 Hao

Zhong Guan Cun, Hai Dian Qu, Beijing, 100080

People's Republic of China

Tel: +86-10-5887-6701 Fax:+86-10-5887-6702

E-mail: beijing-office@list.waseda.jp

» Waseda University Shanghai Education and Research Center

No.400, Guoding Rd., Yangpu District, Shanghai, 200433

People's Republic of China

Tel: +86-21-6510-0099 Fax: +86-21-6510-8596

E-mail: shanghai-office@list.waseda.jp

9. Notes on Entrance Examination

<Act of Dishonesty>

Waseda University has provided the following guidelines so that all examinations can be properly administered and all applicants have opportunities to perform in a fair and equitable environment. Please read the guidelines carefully and approach the examination in a serious manner.

1. The followings may be considered an act of dishonesty:
 - a) Cheating (Glancing at a cheat sheet, reference book, or another applicants' answer sheet and gaining answers from others)
 - b) Providing benefits to other applicants by telling them answers, etc. during the examination
 - c) Keeping a mobile phone during the examination
 - d) Beeping a mobile phone or watch (incoming call alert, alarm, vibration, etc.) during the examination
 - e) Disturbing other applicants at an examination venue
 - f) Not following instructions by a supervisor of the examination at an examination venue
 - g) Pretending to be an applicant and taking the examination for the applicant
 - h) Conducting any kind of acts impairing the fairness of the examination
2. The following actions may be taken if an applicant is suspected of committing an act of dishonesty.
 - a) A supervisor of the examination may warn or question the applicant.
 - b) The applicant may be requested to take the examination in another room.
3. The following actions may be taken if an act of dishonesty is identified.
 - a) The applicant may be disqualified to continue to take the entrance examination or may be disqualified to take any other entrance examination at Waseda University during the same academic year.
 - b) The results of all entrance examinations at Waseda University that the applicant takes during the same academic year may be invalid.

<Environment for entrance examination >

Waseda University will do our best to secure a fair and quiet environment for entrance examinations, but the following actions may be taken under unavoidable circumstances.

- a) In principle, special measures will not be taken against daily life noise (such as the sound of airplanes, vehicles, wind, rain, and air conditioners; coughs, sneezes, and snuffle by examinees; or sound of mobile phones, etc.)
- b) If a mobile phone, watch or other device rings, vibrates or causes noises during the examination and the source of the sound, vibration or noise is identified, a supervisor of the examination may take it out of the examination venue without the consent of its owner and may keep it at Examination Headquarters.
- c) No considerations will be given for a difference of the type of desks, chairs, air conditioners, sound facilities, etc. prepared at each examination venue.
- d) An applicant may be requested to take the examination in another room when the applicant disturbs other applicants.

< Uncontrollable accidents, etc.>

If natural disasters, such as typhoons, earthquakes, floods, or tidal waves, and other uncontrollable accidents, such as fire or power failure, have occurred, special measures may be taken including delaying the start time of the examination or postponing the examination. However, Waseda University will not assume any responsibilities for applicants' inconvenience, costs, and other personal disadvantage associated with the measures.

Treatment of Personal Information

Waseda University uses your personal information collected at the time of application in order to provide services such as entrance screening, announcement of the results and entrance procedures. Such information includes your physical address, name, birthday, etc. We may provide such information to trusted businesses or persons for the sole purpose of processing the above services. When this is done, it is subject to agreements that oblige those parties to process such information in compliance with appropriate confidentiality.

<Contact Information>

GSAPS Admissions Office, Waseda University

Nishi-Waseda Bldg. 7F, 1-21-1 Nishi-Waseda , Shinjuku-ku Tokyo 169-0051 JAPAN

Tel. : + 81-(0)3-5286-3877

Fax : + 81-(0)3-5272-4533

E-mail: gsaps@list.waseda.jp