

Graduate School of Asia-Pacific Studies(GSAPS), Waseda University
Admission Guide of "Doctoral Education Support Project for Vietnamese Students"
for the Admissions of September 2011

*This guide is for applicants who are nominated by Vietnam International Education Development of the Ministry of Education and Training, Vietnam ("VIED"), as candidates to be government-financed students in accordance with the doctoral education support project.

1. Admission Period

September 21, 2011

2. Program for application

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

3. Number of Students to Be Admitted

Up to 100 students per year at whole Waseda University

(This program for Vietnamese students is part of Waseda University's doctoral program tuition waiver system made available for 100 outstanding students from all over the world.)

4. Applicant Qualifications

Applicants must meet both of the following criteria to apply to this admission.

- a) Have been nominated by the VIED, and are scheduled to be granted scholarship by the Vietnamese government
- b) Holding or expecting to obtain a master's degree or equivalent prior to enrollment in GSAPS

5. Screening Method

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 the venue in Hanoi, Vietnam via interactive television. Applicants who pass the first screening will be notified about details on interview's date & time" and interview venue for the second screening separately.

6. Screening Schedule

May 20(Fri.) – May 27(Fri), 2011	• Application Period (Application must be reached to the GSAPS Admissions Office by 5/27.)
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June 16(Thu), 2011	• Results of the first screening sent to the applicant by EMS. *Notification for the second Screening will be sent to applicants who pass the first screening.
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June 27(Mon) – July 1(Fri.), 2011	<ul style="list-style-type: none"> • Second Screening (Interview) *Second screening will be conducted for applicants who pass the first screening. *Applicants will be interviewed at the venue in Hanoi, Vietnam via interactive television. *One of the dates between June 27 (Mon.), 2011 and July 1 (Fri.), 2011 will be assigned by GSAPS for the second screening. *Applicants who pass the first screening will be notified about details on "interview's date & time" and interview venue for the second screening separately.
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July 7(Thu), 2011	<ul style="list-style-type: none"> • Results of the second screening sent to the applicant by EMS. *Letter of Admission will be sent to the successful applicants.
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July 14(Thu), 2011	<ul style="list-style-type: none"> • Deadline for entrance procedures (All the necessary documents for entrance procedures must arrived by July 14 by post-mail.)
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7. Application Documents

Applicants of "Doctoral Education Support Project for Vietnamese Students" 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.

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

《Required for all applicants》

1. Certificate issued by the VIED attesting your status as a candidate for the doctoral education support project of Vietnam
2. GSAPS application form (designated form)
3. Applicant evaluation form (designated form)
4. Official college/university certificate from both Undergraduate program and Master's program (Original)
 - Certificate of (expected) graduation/degree
 - Official transcript of courses
5. 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
6. Research plan (designated form)
7. List of previous publications and research (designated form)
8. Master's thesis (1 photocopy)

9. Outline of Master's thesis (3 photocopies)
10. Statement of source of funds (designated form)
11. Copy of the passport (page with photo) *If you have one.
12. Address label (designated form)
13. Application for the certificate of eligibility (designated form)
14. Photographs (Total 3 pieces: 4cm x 3cm)

《Documents not required to applicants of "Doctoral Education Support Project for Vietnamese Students"》

1. Application sheet (designated form)
2. Application for telegraphic transfer of application fee
3. Documents to prove that you 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 "Doctoral Education Support Project for Vietnamese Students".

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

[Address]

Attn: Admissions Office (Application for Doctoral Education Support Project)
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 in principle. Original documents and materials 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) 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.
- iii) If there is any falsification found in any of the documents presented for application, admission will be revoked.
- iv) Applicants are requested to make arrangements of travel and accommodation for the screening on their own.
- v) 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.

8. School Expenses, Scholarships, etc.

- 1) The entrance fee and other fees incurred during their doctoral program, including tuition fee, facilities fee, seminar fee, fee for laboratory/seminar work will be waived for successfully admitted students.
- 2) Living expenses and a return air ticket will be provided by the VIED.
- 3) Waseda University will not be responsible for arranging student dormitories for the admitted students. Students are required to make arrangements for their housing in Japan and are responsible for the rent.
- 4) Applicants are not allowed to apply to other scholarships including ones offered by both Waseda University and other institutions such as Japanese Government.

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. (Application fee will not be refunded in this case.)
 - 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 personal information on applicants, such as their addresses, names and dates of birth, collected at the time of application in order to provide services such as entrance screening, announcement of the results and entrance procedures. Necessary and proper measures will be taken to protect such personal information from leakage, disclosure or unauthorized use. Waseda University 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

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