

Graduate School of Economics, Waseda University

Nominations for the Asia Special Scholarship

2009 Recruitment Guidelines

Recruitment Policy

Based on the guidelines listed below, the Graduate School of Economics is now accepting applications from candidates nominated for the Asia Special Scholarship in the Master's and Doctoral programs. Candidates should possess the potential to make significant contributions to their fields in business, research, or other areas. This recruitment and selection will be the same for those who attended Waseda University under the double degree program and are currently living abroad AND for those who are institute recommended. Prior to application, candidates should ensure they have a firm understanding of the research and specialty area of the Graduate School of Economics professor with whom they would like to study.

Excerpts from the Guidelines for the Waseda University Asia Special Scholarship

Scholarship Amount

Article 3

The scholarship breakdown is as follows. However, depending on the circumstances of the recipient, Waseda University reserves the right to adjust the scholarship amount.

1. The scholarship includes tuition for a standard-length program, facility fees, laboratory facility fees, laboratory experiment fees, and other tuition-related fees (hereinafter referred to collectively as "tuition").
2. Stipend: 200,000 yen/month
3. Arrival Settlement Subsidy: 150,000 yen (one-time stipend upon arrival)

Eligibility

Article 4

(1) Scholarship candidates must meet all of the following conditions:

1. As outlined in Article 6, international graduate students (in principle, students enrolled in regular full-time programs) from the Asia region who can take the entrance exam without coming to Japan.
2. Students who have the potential to make significant contributions to their fields in business, research, or other areas.

(2) Students who are receiving financial assistance from governments, businesses or other scholarship foundations are ineligible for this scholarship. Students who have been approved to receive such assistance are also ineligible.

Review of Eligibility

Article 9

(1) Students are eligible for the scholarship throughout the standard duration of their research program.

However, at the end of each year, a review committee will determine whether students are eligible to continue receiving the scholarship.

Scholarship Cancellation

Article 10

- (1) Upon consultation with the Scholarship Selection Committee, the university can stop scholarship payments or cancel the scholarship entirely if any of the following conditions arise.
 1. Students take a leave of absence from school.
 2. Students withdraw from school.
 3. Students receive financial support as outlined in Article 4, Section (2).
 4. Students' performance as a scholarship recipient is judged inadequate.
- (2) In accordance with the points above, if a scholarship is cancelled, the student must return all scholarship funds received up to the point of cancellation. However, upon consultation with the Scholarship Selection Committee, the student may be exempted from returning all or part of their scholarship funds.

Eligibility Outline

1. Qualification Requirements for Recommended Applicants

Recommended applicants must fulfill the following conditions. Either April or September entrance dates may be chosen, but the selection schedule will be the same.

(1) Applicants for the Master's program:

Those who have obtained a Bachelor's degree from Waseda University under the double degree program (or those who will have obtained it by the time of entrance) and are deemed suited for the Asia Special Scholarship. However, this is limited to those living abroad (outside of Japan) at the time of application.

Applicants for the Doctoral program:

Those who have obtained a Master's degree from Waseda University under the double degree program (or those who will have obtained it by the time of entrance) and are deemed suited for the Asia Special Scholarship. However, this is limited to those living abroad (outside of Japan) at the time of application. Moreover, those who have already obtained a Doctorate are excluded.

(2) Language Proficiency (Same for both Master's and Doctoral applicants)

Applicants for research advice in Japanese:

Students must have Japanese language skills equivalent to Level 1 of the Japanese Language Proficiency Test.

Applicants for research advice in English:

Applicants must have a TOEFL-iBT score above 100 (or TOEFL-PBT above 600 / TOEFL-CBT above 250). In this case, Japanese language skills equivalent to Level 1 of the JLPT may not be

required.

- (3) On the application form, the name of a Waseda University full-time faculty or seminar professor to whom inquiries for recommendations may be made must be submitted (1 to 2 people).

Based on notification from the department or school to which the applicant belongs, we will confirm whether or not the applicant meets the criteria outlined in the Recruitment Policy section and whether they qualify for an interview.

This recruitment and selection will be the same for those who attended Waseda University under the double degree program and are currently living abroad AND for those who are institute recommended.

2. Application Period

Documents **MUST** arrive by Wednesday, October 1st 2008.

3. Documents to be Submitted by Recommended Candidates

- (1) Application Form (university prescribed form)

Fill in the form in Japanese, if applying for research advice in Japanese (PhD applicants may fill in the form in English). Fill in the form in English, if applying for research advice in English.

Students applying for Master's programs can select up to 2 supervising professors.

Students applying for PhD programs should clearly indicate one choice for their main research supervisor and up to 2 choices for their research sub-supervisors on their application form.

For information regarding the research and specialties of supervising professors, refer to the Graduate School of Economics homepage: <http://www.waseda.jp/seikei/gse/>

- (2) Verification Documents

Master's Program Candidates:

- Undergraduate academic transcript (students already in their second year of a Master's program should submit their Master's program transcript as well)
- Graduation Certificate (those who have not yet graduated should submit documentation verifying their current status and expected graduation date)

Doctoral Program Candidates:

- Academic transcript from Master's program (candidates currently enrolled in a doctoral programs should submit their doctoral program transcript as well)
- Graduation certificate or other proof of completion of Master's Degree (those who have not yet completed their program should submit documentation verifying their current status and expected completion date)

- Master's Degree certificate; those who have completed an equivalent degree should submit verification of their degree

(3) 3 copies of Master's Thesis (Only for those applying to enter PhD programs)

For theses written in languages other than Japanese or English, candidates should submit a Japanese or English translation (English: about 2000 words, Japanese: about 4000 characters).

Applicants currently enrolled in Master's programs who have not yet completed their thesis must submit 3 referee reviewed and published research papers (including those in the process of being printed). If it is in the process of being printed., attach a document to prove acceptance for publishing. Papers written in languages other than Japanese or English must have either a Japanese or English translation attached (English: about 2000 words, Japanese: about 4000 characters)

(4) Research Plan (university prescribed coversheet)

Same for both Master's and Doctoral applicants

Please use A4-sized paper vertically oriented and write horizontally. Students can use word processors.

Applicants for research advice in Japanese:

Submit the research plan in Japanese. Plans should be 2-4 pages, 36 lines/page, 40 characters/line (11pt). Applicants for the PhD program may submit their research plan in English. In this case, plans should be 4 pages with line spacing set to 1.5 lines (11 pt)

Applicants for research advice in English:

Submit the research plan in English. Plans should be 4 pages with line spacing set to 1.5 lines (11 pt).

(5) Letter of Recommendation (university prescribed form)

As a general rule, the recommendation should be from the candidate's main research supervisor Please note that the letter of recommendation must be sealed by the recommender.

(6) Certificate of Language Proficiency (Same for both Master's and Doctoral applicants)

Applicants for research advice in Japanese:

Submit proof of one of the following: Level 1 of the Japanese Language Proficiency Test administered by Japan Educational Exchanges and Services (JEES) and the Japan Foundation, or verification of a score on the Examination for Japanese University Admission for International Students (administered by JASSO) that is equivalent to Level 1 of the Japanese Language Proficiency Exam.

Applicants for research advice in English:

Submit a TOEFL score sheet verifying a TOEFL-iBT score above 100 (or TOEFL-PBT above 600 / TOEFL-CBT above 250).

4. Screening Fee

Not applicable.

5. Screening Process

(1) Document Screening

Document screening will be conducted based on submitted forms. Results will be notified to the applicant by the end of October 2008. Those who pass the document screening will be further screened through an oral exam and aptitude test.

(2) Oral Exam by Teleconference (Interview Exam)

Applicants will be interviewed by the scholarship selection committee via teleconference. This interview panel will include your chosen research supervisor. Details related to the interview will be sent to applicants at a later date.

(3) Aptitude Test by Teleconference (Interview Exam)

Upon completion of the teleconference interview, an additional interview will be conducted to check student's "fit with Waseda University's aims," "character," and "communication skills." Details related to the interview will be sent to applicants at a later date.

Both the oral exam and the aptitude test will be conducted at the below date/location. On the day of the interview, you must bring your university's student ID card. If your student ID does not have a photograph, please provide an additional ID with a photograph.

Interview Date: Wednesday, November 12th 2008 (Interview times will be notified at a later date)

Location: Peking-Waseda Joint Education and Research Institute (Waseda University Beijing Office)

Address: Ziyuan Da Sha 702 Shi, Bei Da Jie 151 Hao, 100080 Zhong Guan Cun, Hai Dian Qu,
Beijing, People's Republic of China

Direct line: +86-10-5887-6701 FAX: +86-10-5887-6702

(3) Recommendation to the Selection Committee

Based on the selection criteria outlined in sections 1-3 above, 2 candidates will be selected and recommended to the Waseda University Asia Special Scholarship Selection Committee.

(4) Announcement of Results

Final results will be sent to applicants by Thursday, December 11th, 2008. Contact the scholarship screening process coordinator by email (gse-ml@list.waseda.jp) or phone if you have not received your results by Thursday, December 18th, 2008.

Entrance Procedures

1. Entrance Procedure Period

For April 2009 Entrance:

1st Process: January 13 (Tue) to 20th (Tue) 2009 Written Oath and Guarantor Certificate only

2nd Process: March 11th (Wed) to 12th (Thu) 2009 Documents (2) below (excluding the Written Oath and Guarantor Certificate)

For September 2009 Entrance:

1st Process: March 11 (Wed) to 12th (Thu) 2009 Written Oath and Guarantor Certificate only

2nd Process: June 15 (Mon) to 22 (Mon) 2009 Documents (2) below (excluding the Written Oath and Guarantor Certificate)

If you are sending any documents by mail, it must arrive by the given deadlines. Please ensure to send them with plenty of time for delivery.

2. Required Documents for Entrance Procedures

Written Oath, Guarantor Certificate (must be completed by applicant and guarantor themselves)

Certificate of Residence (Jumin Hyou Kisai Jiko Shomeisho); a "Resident Certificate" can also be submitted

Certificate of Registered Matters (Toroku Genpyou Kisai Jiko Shomeisho)

3 color, passport style photographs (4cm x 3cm, no frame, same photograph used in application package)

Bank Account Registration Form

Scholarship recipients must open a bank account in Japan in their own name in order to receive their scholarship stipend.

3. Scholarship Information and Payment System

(1) Timing of Arrival Settlement Subsidy (150,000 yen), Monthly Stipend (200,000 yen), and Tuition Fees

The Arrival Settlement Subsidy will be included in the first stipend transfer.

The monthly stipend of 200,000 yen will be paid by bank transfer every three months.

With the exception of the Arrival Settlement Subsidy, which will be paid only once, no other travel costs will be paid including return flights.

(2) Tuition Related Matters

Scholarship recipients will be exempt from the enrollment fees, university tuition, facility fees, student health insurance fees, Student Association entrance fees, annual Student Association fees, and all other fees.

(3) Lodging • Pick up • Orientation

Scholarship recipients must secure their own lodging.

(Reference) Accommodation Information:

http://www.kyoritsugroup.co.jp/waseda/index_E.html

No airport pick-up service will be provided upon arrival in Japan.

Scholarship recipients will participate in the orientation for regular students.

Inquiries

Coordinators: Kondou • Sakamoto

Office of Academic Affairs

Graduate School of Economics

Waseda University

Telephone: +81-3-3208-8560

FAX: +81-3-3204-8957

E-mail: gse-ml@list.waseda.jp

Handling of Private Information

Private information gathered through the application process (name, address, date of birth, etc.) will be used for the applicant screening process, notifying candidates of application results, enrollment procedures, and other purposes related to the scholarship program. Private information will be used for the sole purposes listed above and will be handled with the utmost care to prevent leakage of information to unrelated parties.

For the scholarship program purposes listed above, some private information may be entrusted to other parties. In such cases, those parties, according to contract agreements, will be required to handle the information with the same degree of caution.