

**Waseda University's Graduate School of Economics**  
**Application Guidelines for "Special Entrance Examination"**  
**2019 September Master's Program**

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

**2. Eligibility Requirements**

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

- 1) Currently enrolling in any department of Waseda University and on schedule to graduate in September 2019.
- 2) Fulfilling the specific course credits requirement
  - ☛ Prospective graduates in the Department of Economics or in the Department of Global Political Economy in School of Political Science and Economics: There are no specific course credits requirements.
  - ☛ Prospective graduates in the Department of Political Science in School of Political Science and Economics: Having received credits of the following courses provided by the School of Political Science and Economics, "Introduction to Microeconomics", "Introduction to Macroeconomics", "Microeconomics A" and "Macroeconomics A" (credit acquired as a voluntary course is acceptable).
  - ☛ Prospective graduates in other undergraduate schools of Waseda University. Having acquired 20 or more credits from economics related courses in their affiliated undergraduate 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 2019 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 <sup>+</sup>	4.0
89 ~ 80	A	3.0
79 ~ 70	B	2.0
69 ~ 60	C	1.0
59 ~ 0	F/G	0
*	H	

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

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

### 3. Application Period

April 8 (Mon) – April 12 (Fri), 2019

### 4. Materials for Submission

- 1) Application Form (prescribed form)
- 2) Research Plan (prescribed form)
- 3) Academic Transcript (original)
- 4) “Grade Report” and “Credit Report” which could be printed out from Mywaseda by yourself.
- 5) Letter of Recommendation (prescribed form)

Please get a recommendation from a professor as follows:

- ☛ Students who belong to a seminar: The professor in charge of the seminar.
- ☛ Students who do not belong to a seminar : A professor in the school you are enrolling in.

#### 【Notes】

\*Please download and print out the prescribed forms from the Graduate School of Economics website.

<https://www.waseda.jp/fpse/gse/en/applicants/process/>

\*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 and Applicants exempted from taking the oral examination.

**10:00 a.m. on April 22 (Mon), 2019**

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. Please be aware some of the applicants may be exempted from taking the oral examination.

### 6. Entrance Examination Fee

**25,000 yen** (only qualified applicants need to conduct the payment)

The deadline for payment is **May 10 (Fri), 2019**, 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. Oral Examination

Oral examination will be held among **May 18 (Sat) or May 19 (Sun), 2019.**

Oral examination 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 24 (Fri), 2019** on the bulletin board at the Office of Graduate School of Economics, 10<sup>th</sup> floor, Building 3.

Successful applicants are asked to pick up the documents for entrance procedures at the Graduate School of Economics Office.

## 9. Enrollment Period

Entrance Procedure Period: **May 29 (Fri) to June 14(Fri), 2019**

Successful applicants are required to submit necessary documents and make payment of tuition fees and other fees for the 2019 fall semester by referring to the Guide to Entrance Procedures.

Academic Fees and Membership Fees for the 2019 Academic Year

(amounts in yen)

Economics Course/Global Political Economy Course							
AY / Semester  Academic Fees Membership Fees		Year 1			Year 2		
		AY 2019 Fall Semester AY 2020 Spring Semester			AY 2020 Fall Semester AY 2021 Spring Semester		
		(At the time of entrance) Fall Semester	Spring Semester	Total	Fall Semester	Spring Semester	Total
Admission Fee		200,000		200,000			
Academic Fees	Tuition fee	312,000	312,000	624,000	412,000	412,000	824,000
	Seminar Fee	1,500	1,500	3,000	1,500	1,500	3,000
Member-ship 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		517,750 (317,750)	315,750	833,500 (633,500)	415,750	415,750	831,500

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.

<p>Waseda University Graduate School of Economics 1-6-1 Nishiwaseda Shinjuku-ku, Tokyo 169-8050 Tel. 03-3208-8560 Fax. 03-3204-8957 E-mail. gse-ml@list.waseda.jp</p>
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