

## Guidelines for the April 2020 “Special Entrance Examination” for the Doctoral Program of Waseda University’s Graduate School of Economics

In order to facilitate a more systematic study plan for current students who are enrolled in the Graduate School of Economics Master’s program who show a strong desire for learning and who wish to cultivate higher knowledge in their area of study, the Special Entrance Exam expedites the admission process to enter the Doctoral program.

1. Candidate Openings: Few

2. Application Qualifications:

In filing an application, all of the following items must be fulfilled.

- (1) The student has been enrolled for 2 or more years in the Master’s Program for the Graduate School of Economics at Waseda University, and is expected to complete the program in March, 2020.
- (2) The student has an outstanding academic record for courses that they have taken while enrolled in the program.
- (3) The student must submit the master’s thesis by the deadline for 2020 and has outstanding performance in master’s thesis.
- (4) The student has been recommended by his/her research supervisor in the Master’s Program, or by a research supervisor under whom he/she wishes to study in the Doctoral Program.
- (5) Students must acquire credits of at least three courses from the course category below, but up to one course in each category during enrollment in the Master’s Program (This applies to all students, except those specializing in economic history). If the student is currently enrolled in the above required classes while making his or her application, the final approval of admission will not take place until after they have officially received credits for the classes.

Catagory1. Microeconomics II-IV, Public Finance

Catagory2. Macroeconomics II-IV, International Finance\*1

Catagory3. Econometrics II

Catagory4. Game Theory II, Cooperative Game Theory, Expected Utility Theory and Nash Social Welfare Function, Inductive Game Theory

\*1 International Macroeconomics

※Courses conducted in Japanese are also permissible.

※Students need to confirm their eligibility as blow and restrictions on program and thesis type.

✓ : eligible for the Special Admissions

	Academic Paper	Research Paper	Survey Paper
5-year Doctoral Program Student	✓	- (Cannot select this type of paper in the first place)	✓
Non 5-year Doctoral Program Student	✓	✓	- (Not eligible for the Special Admissions)

3. Application Period:

November 6 (Wed) – 12:00 p.m. November 13 (Wed), 2020 (Strict observance of deadline)

4. Application Process:

Process (1) ~ (3) need to be completed by designated deadline.

(1) Fill out the Online Application Form. (Within the Application Period)

(2) Send the Research Plan (PDF file) to [gse-admissions@list.waseda.jp](mailto:gse-admissions@list.waseda.jp) (Within the Application Period)

※Maximum 2,000 English words + reference literature

※Make the file name as 「Name\_researchplan.pdf」 (e.g. : YAMADA\_taro\_researchplan.pdf) 」

and email title as 「Name\_ Special Exams for Doctoral Program\_ Research plan」

(3) Submission of Letter of Recommendation from Supervisor (by Jan, 8 2020)

※Recommendation Letter must be filled out by the student's research supervisor in the Master's Program or by a main research supervisor under whom student wishes to study in the Doctoral Program. The student must ask his/her supervisor to submit the letter of recommendation directly to Admission Office of the Graduate School of Economics.

5. Distribution of Examinee Cards:

Examinee cards will be distributed from January 10 (Fri) — January 15 (Wed), 2020 at the Graduate School of Economics Office ( 9:00 a.m. — 5:00p.m.). Students must show their Student ID card to receive examinee cards.

6. Selection Procedure: Applicants will be assessed based on application documents and oral examination.

7. Oral Examination:

Time: January 25(Sat), 2020

Venue: Oral Examinations will be held at the same time as the Master's Thesis Final Examination.

Details of the oral examination will be written on the examinee card.

8. Announcement of Successful Applicants: 10:00am , February 14 (Fri), 2020

The results of the examinations will be posted on the website of the Graduate School of Economics.

[Website Address] <https://www.waseda.jp/fpse/gse/en/>

Applicants who pass the examinations will receive an enrollment pack, sent to the address given on the application form.

9. Enrollment Period: March 4 (Mon) – March 8(Fri), 2019

※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 paid at admission can be refunded. Payment methods and other details will be included in the "Admission Procedure Guidelines" sent to successful applicants.

10. Important Notes:

- Examination Fees are not required for the Doctoral Program Special Entrance Examination.
- It may be regarded as improper conduct if fabrication, misstatement, or plagiarism is committed on the application documents, materials, or provided information, and it may lead to the admission result invalidated. The submitted documents will not be returned.
- Please be aware that applicants who are applying for "Special Entrance Examination" are not allowed to apply for "General Entrance Examination" at the same time.

## 11. Academic and Membership Fees:

Academic Fees and Membership Fees for the 2020 Academic Year

(amounts in yen)

Academic year	Time of payment	Admissions fee *1	Academic fees		Membership fees *3			Total (After exemption)
			Tuition fee	Seminar fee *3	Waseda University Student Health Promotion Mutual Aid Association	Society enrollment fee *2	Society membership fee	
1st year	2020 Spring	200,000	224,000	1,500	1,500	2,000	750	429,750
	2020 Fall	—	224,000	1,500	1,500	—	750	227,750
	<b>Total</b>	200,000	448,000	3,000	3,000	2,000	1,500	657,500
2nd year	2021 Spring	—	324,000	1,500	1,500	—	750	327,750
	2021 Fall	—	324,000	1,500	1,500	—	750	327,750
	<b>Total</b>	—	648,000	3,000	3,000	—	1,500	655,500
3rd year	2022 Spring	—	324,000	1,500	1,500	—	750	327,750
	2022 Fall	—	324,000	1,500	1,500	—	750	327,750
	<b>Total</b>	—	648,000	3,000	3,000	—	1,500	655,500

※Notes:

- Applicants who have enrolled in an undergraduate or graduate school of Waseda University as a regular student are exempt from payment of the admissions fee.
- Graduates of the Waseda University School of Political Science and Economics or the Graduate Schools of Economics/Political Science are exempt from payment of the society enrollment fee.
- The Seminar fee and membership fees are subject to change.

## 12. 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.

## 13. Other Important Notes

### [Regarding improper conduct]

The University has established the following regulations on entrance examinations in order to conduct a fair and equitable examination for all examinees. Please read them carefully, and follow the instructions in an appropriate 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 actions may be regarded as improper conduct and the candidate disqualified:
  - Cheating (concealing or using of crib sheets, reference books, looking at other candidates' answers, receiving answers from other persons, and similar actions).
  - Engaging in behavior of benefit to other candidates during the examination, such as communication to them of answers.
  - Possession or use of cellular phones during the examination.
  - Allowing a cellular phone or watch to emit any noise (ringtone, alarm, vibration noise, or other such noise) during the examination.
  - Engaging in any behavior that disturbs other candidates at the examination venue.
  - Failure to obey the instructions of the proctor or other officials at the examination venue.
  - Taking of the examination by any person other than the applicant.
  - Other actions that detract from the fairness of the examination.
- Persons suspected of engaging in improper conduct may be dealt with as follows:

- The candidate may be warned or questioned about the circumstances by the proctor.
  - The candidate may be required to take the examination in another room.
4. If a candidate is found to have engaged in improper conduct, he/she may be dealt with as follows:
- The candidate may be disqualified from taking further examinations and from taking any admission examinations at Waseda University during the academic year concerned. (In this case, application fees will not be returned.)
  - The results of all examinations taken by the candidate at Waseda University in the academic year concerned may be declared invalid.

### **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.

### **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.

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