Graduate School of Political Science, Waseda University

Doctoral Program

Special Admission Application Guidelines

[September 2019 Admission]

In order to nurture specialized researchers with sophisticated research skills among those candidates with a strong desire to proceed to the Doctoral Program, the Graduate School of Political Science expedites the admissions process by offering Special Admission to graduates of the Master's Program/Professional Degree Program of GSPS.

1. **Admissions Quota**: Strictly limited

2. **Application Requirements:**
   Candidates must meet all the requirements listed below.
   1) Be a current student in the Master's Program or the Professional Degree Program of the Graduate School of Political Science.
   2) Be on schedule to complete in September 2019 and submit master's thesis or research paper in Spring AY2019.
   3) Have passed the Analytical Method Certification Examination.

3. **Application period:** June 15 ~ June 18, 2019

4. **Application Procedures:**
   Submit the application to the GSPS Office in person during the application period (9:00~17:00, Monday to Saturday), or post* by delivery-certified mail (kan-i kakitome yuubin).
   *Applications registered at the Post Office on June 18 will be accepted.

5. **Application Documents**
   ① **Application Forms [Prescribed Forms]**
   ② **Research Plan [Prescribed Form]**
   You must complete the whole description of the research plan within 5 pages of Japanese or 10 pages of English.
   ③ **A copy of Notification of the Result of the Analytical Method Certification Examination (in order to prove that you passed it.)**
   ④ **English Examination Score Card:**
   - Submit a score card from TOEFL, TOEIC or IELTS. (The examination must have been taken within the previous 2 years.)
   - A photocopy is acceptable. Applicants can submit scores of more than one of the examinations mentioned above.
   - Applicants who satisfied following reference point when they applied for master program in Graduate School of Political Science can submit same score that they have submitted.
     TOEFL iBT 80 , TOEIC 800, IELTS 6.7
   - Applicants who are nationals of countries where English is an official language, or have received a degree from an English-based degree program at an institute of higher education (university or higher) are not required to submit test results.

※You may be deemed to have committed a dishonest act if you have falsified, fabricated, or plagiarized a document, material or information submitted in your application. In such cases, any decision taken with regard to your application may later be invalidated, and the application documents submitted will not be returned.
※You do not have to submit a copy of either your Master's Thesis or your Master's Thesis Outline.

6. **Admissions Schedule**

Procedure	Schedule	Notes
Application period	June 15 ~ June 18, 2019	–
Screening period	June 27 ~ July 2, 2019	Concurrent with the screening of the Master's thesis/Research Paper (on Waseda Campus)
Announcement of final results	July 19, 2019, 10:00 a.m.	

7. **Examinations:** Document Screening , Oral Examination

8. **Oral Examination Date:** June 27 ~ July 2, 2019
   ※An oral examination will be conducted concurrently with the oral examination for the Master's Thesis/Research Paper. An examination card will be given at the reception on the exam day.

9. **Announcement of results:** July 19, 2019, 10:00 a.m.
   The results of the examinations will be posted on the information board and the website of the Graduate School of Political Science (http://www.waseda.jp/fpse/gsps/en/).

10. **Entrance Procedures:** July 25 ~ August 8, 2019
    ※As a rule, we do not return submitted documents or refund school expenses and fees (the entrance fee and school expenses for the first semester). However, if you do not enter Waseda University due to unavoidable circumstances or fail to meet the entrance qualifications prior to enrollment, we may refund the school expenses for the first semester alone (though not the entrance fee). For more information about the procedure for receiving such refunds, refer to the handbook on entrance procedures mailed to successful applicants.

11. **Other:**
    No examination fee is required for the Special Admission application.

12. **Academic and Other Expenses:**
    <Registration fee and academic/other expenses for students admitted in September 2019 (in Japanese yen)>
    Note that the seminar fee and other fees may change.

Academic year	Time of payment	Admission fee	Academic fees		Other fees			Total
			Tuition fee	Seminar fee	Waseda University Student Health Promotion Mutual Aid Association	Society Enrollment fee	Society membership fee	
First year	At enrollment (Fall 2019)	200,000	224,000	3,000	1,500	2,000	750	431,250
	Spring 2020	—	224,000	3,000	1,500	—	750	229,250
	Total	200,000	448,000	6,000	3,000	2,000	1,500	660,500
Second year	Fall 2020	—	324,000	3,000	1,500	—	750	329,250
	Spring 2021	—	324,000	3,000	1,500	—	750	329,250
	Total	—	648,000	6,000	3,000	—	1,500	658,500
Third year	Fall 2021	—	324,000	3,000	1,500	—	750	329,250
	Spring 2022	—	324,000	3,000	1,500	—	750	329,250
	Total	—	648,000	6,000	3,000	—	1,500	658,500

[Notes]

1. The entrance fee (admission fee) is not required if those who enrolled, graduated, or withdrew from an undergraduate school or graduate school of Waseda University enter the university again.
2. Graduates of the Graduate School of Political Science, Graduate School of Economics or School of Political Science and Economics will be exempt from paying the society enrollment fee.
3. Other fees are subject to change without notice.

13. Note:

Waseda University utilizes applicant information (addresses, names, dates of birth, etc.) collected at the time of application in order to carry out operations such as the entrance examination, announcement of the screening results, and enrollment procedures. We will take necessary and proper measures to protect such information from leakage, disclosure or unauthorized use. All or part of the above operations may be outsourced to an agency. In such cases, the agency will be contractually required to maintain necessary and proper management. Please note that the personal information may be used as materials for studies and research to improve our entrance examinations. The information will be statistically processed to prevent any individuals from being identified.

If you expect to require special care during the entrance examination or after entering the university due to a disability or serious medical condition, etc., please contact the Graduate School of Political Science Office at Waseda University immediately. In addition, contact us if a serious injury or illness is expected to affect your ability to take the entrance examination. Please contact us immediately even if you find yourself in such a situation after submitting your application.

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

1. You may be deemed to have committed a dishonest act if Waseda University determines that you have falsified, fabricated or plagiarized the document(s), statement(s) or information submitted for your application.
2. Your actions may be considered dishonest if you commit any of the following acts:
   ① Cheating (concealing or glancing at a cheat sheet or reference book during the examination, glancing at another examinee's answer sheet, or gaining answers from others)
   ② Providing benefits to other examinees (providing them with answers, etc.) during the examination
   ③ Keeping your mobile phone with you or using it during the examination
   ④ Letting your mobile phone or watch emit noise (incoming call alert, alarm, vibration, etc.) during the examination
   ⑤ Conducting acts that could be considered a nuisance to other examinees at the examination venue
   ⑥ Not following instructions from the examination supervisors at the examination venue
   ⑦ Pretending to be an applicant and taking the examination for the actual applicant
   ⑧ Conducting other acts impairing the fairness of the examination
3. The following responses may be taken if an applicant is suspected of committing a dishonest act:
   - A supervisor may warn or question the applicant.
   - The applicant may be requested to take the examination in another room.
4. In addition, the following responses may be taken if a dishonest act is identified:
   - The applicant may not be allowed to continue taking the examination or allowed to take any other entrance examination given by Waseda University during that year. (Screening fees will not be returned.)
   - The results of all entrance examinations taken by the applicant at Waseda University during that year may become invalid.

<Privacy Policy>

Personal information submitted to Waseda University in association with applications (including a name, a date of birth, and an address) will be used in the conducting of admissions examinations, announcement of results, performance of admission procedures, and associated activities. At such time, this information will be administered as necessary and appropriate to ensure that it is not leaked, divulged or improperly used.

Some or all of the above activities may be outsourced to other parties, in which case these parties will be required by contract or other arrangement to ensure that personal information is administered as necessary and appropriate.

Statistics treated personal information is used as a document of the research for the new student selection so that an individual is not identified.

< Unforeseen problems that are beyond human control>

In cases of unforeseen circumstances that are beyond human control, such as natural disasters (e.g., typhoons, earthquakes, flooding, tsunami) and/or accident, such as fire, power failure, and so on, measures including delaying the start of the exam or postponing the exam, etc., may be taken. However, in such an event, we will bear no responsibility for any resulting inconvenience, expense, or other personal loss that the examinee may incur.

<Requests to Applicants>

1. Protect yourself against illness by taking measures such as hand washing and gargling in order to be able to take the entrance examination in top physical condition.
2. Please wear a mask at the examination venue as needed to protect yourself from contagious diseases such as influenza. If you are coughing or sneezing, please try to prevent the transmission of illness by wearing a mask or covering your mouth.

If a physical disability requires special consideration when taking the entrance examination or studying at Waseda University, be sure to notify the Waseda University International Admissions Office before submitting your application. If a serious illness or injury makes it difficult for you to take the entrance examination, or if you find yourself in such a situation after submitting your application, promptly notify us.

Waseda University

Graduate School of Political Science

1-6-1 Nishiwaseda, Shinjuku, Tokyo 169-0051

Office Hours: Monday – Saturday 9:00am -5:00pm (Japan time)

E-mail: gsps-admission@list.waseda.jp

URL: http://www.waseda.jp/fpse/gsps/en/appilicants/schedule/

TEL: 03-3203-6150

FAX: 03-3204-8957