

**Graduate School of Environment and Energy Engineering (WEEE),
Waseda University**

**Application Guide for Doctoral Education Support Project for
Vietnamese Students**

September Admission 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.
- ◇ For further details about our faculty members, please refer to our website.
(<http://www.waseda.jp/weee/english/staff/index.html>)

1. Application Guideline

Program	Doctorate Program Three-year program for students who pursue a doctoral degree
Number of Students to Be Admitted	Doctorate Program: Not specified
Application Deadline	Applications must arrive by April 30 (Sat.), 2011
Screening Method	Document review (Based on application documents)
Result Announcement	May 18 (Wed.), 2011 *Result will be announced by postal mail (EMS) to be sent out on the day of result announcement. *A letter of acceptance will be sent out to successful applicants.
Time of Admission	September 21 (Wed.), 2011

2. Application Criteria

Applicants must meet both of the following criteria:

- 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 or professional degree, or any equivalent degree in a foreign country.

* Applicants with physical disabilities which require special consideration to take entrance examinations or study at school are advised to contact the WEEE Admissions Office before application. In the case of applicants who have serious illness or injury which might affect taking entrance examinations or studying at school, they are also asked to notify the WEEE Admissions Office promptly even after submitting applications.

3. Application Procedure

(1) Preliminary Contact (Mandatory for prospective applicants)

Prior to submitting application documents, each applicant is required to send an email stating the applicant's name, school and desired supervisor along with an attachment of a one-page research plan in MS Word format to the Admissions Office (weee@list.waseda.jp).

Deadline for preliminary contact: April 16 (Sat.), 2011

* WEEE Admissions office may contact the applicant depending on the content of the information given in the email.

(2) Screening Fee: Exempted

(3) Important Notes on Necessary Documents for Application

All the documents must be written either in English or Japanese and enclosed in an envelope. To send the documents, applicants are advised to use registered mail. (The documents submitted cannot be returned.)

- In case that intellectual property rights in the materials used for application documents belong to someone else, applicants should resolve possible problems beforehand.
- In case that an applicant is found to have made false statements, it will result in cancellation of his/her admission or dismissal from the program. Recommendation letters and certificates submitted might be referred to the issuer or be verified through an agency.
- Applicants must notify the WEEE Admissions Office of any changes in their address given at the time of application. In case that an applicant fails to report his/her address change, he/she might lose eligibility for screening.

[Application documents for the Doctorate Program]

Prescribed Form		Documents to be Submitted
*	①	Application for Admission
*	②	Resume
	③	Certificate issued by the VIED attesting your status as a candidate for the doctoral education support project of Vietnam
	④	Graduation Certificate and Degree Certificate (Copies acceptable)
	⑤	Academic Transcripts (Original copies issued by universities)
*	⑥	Summary of Activities
*	⑦	Summary of Research
*	⑧	Statement of Purpose including Self Promotion
*	⑨	Research Plan
	⑩	Letters of Recommendation

Explanation of the application documents to be submitted

① Application for Admission

This must be filled out by the applicant. A color photograph (4cm h x 3cm w) of the applicant which was taken within the last three months needs to be attached. Each applicant should sign his/her name in English on the reverse side of the photographs. Three more photographs which are the same as this one will be required for admission procedures if admitted.

② Resume

- a. All the schools in which the applicant was/has been enrolled starting with High school (incl. non-degree seeking program) must be listed in the Education Background fields, or on a separate sheet of paper if the space is not sufficient.
- b. The applicant's address must be written correctly as entrance procedure documents will be sent to the address.
- c. A brief summary of work experience before present position should be written in the additional notes section if any.

③ Certificate issued by the VIED attesting your status as a candidate for the doctoral education support project of Vietnam.

The original certificate issued by the VIED attesting your status as a candidate for the doctoral education support project of Vietnam must be submitted. A photocopy is not accepted.

④ (Expected) Graduation Certificate and Degree Certificate (Copies acceptable)

The original (official) certificates of both undergraduate and graduate schools must be submitted.

⑤ Academic Transcripts (Original copies issued by their home institution)

The original (official) certificates of both undergraduate and graduate schools must be submitted. These certificates will be required again if admitted. In the case of a transferred student, an academic transcript issued by his/her former university is required.

⑥ Summary of Activities

Research and social activities the applicant has been engaged in should be summarized within 500 words.

⑦ Summary of Research

Academic achievement and a list of papers/articles the applicant presented in journals/academic societies should be stated.

⑧ Statement of Purpose including self Promotion

Reason for application, the applicant's aspiration for study and competency must be stated within 500 words.

⑨ Research Plan

Research plan after entering the course must be stated within 500 words.

⑩ Letters of Recommendation

Letters of Recommendation must be written by the applicant's current supervisor or a person who is well acquainted with the applicant. (Free format; Relationship with the recommender must be mentioned. The letter should have the recommender's signature/seal and his/her contact information, and must be enclosed in a sealed envelope.) The letter needs to be written in Japanese or English. In the case of a letter written in any other language, a Japanese or English translation must be attached.

Copies of the applicant's papers or articles presented at conferences or a list of works must be submitted along with the documents above.

Application should be submitted to:

Admissions Office
 Graduate School of Environment and Energy Engineering
 Waseda University
 1011 Nishi-Tomida, Honjo-shi, Saitama, Japan 367-0035

4. Screening Process

Admission decision will be made based upon comprehensive evaluation of application documents.

5. Admission Procedure

The WEEE Admissions Office will send, together with announcement of screening results, the application forms for Certificate of Eligibility and other documents with detailed enrollment procedures to successful applicants.

(1) Place of Submission

Admissions Office
 Graduate School of Environment and Energy Engineering
 Waseda University
 1011 Nishi-Tomida, Honjo-shi, Saitama, Japan 367-0035

(2) Necessary Documents for Admission

Prescribed Form		Documents to be Submitted
*	①	Written Oath and Guarantee to be written by the successful applicant and his/her guarantor
*	②	Consent for the Treatment of Personal Data to be written by the successful applicant and his/her guarantor
*	③	Two Student Cards
*	④	Entrance Procedure Form (Student's Individual Record)
*	⑤	Certificate of Registered Items in Foreign Resident Registry (「登録原票記載事項証明書」 "Torokugenpyo-kisajiko-shomeisho") *Needs to be obtained at the city or ward office of your residence after arriving in Japan and submitted to the GITS Admissions Office
	⑥	Certificate of Graduation
	⑦	Three Color Photographs: (h) 4 cm x (w) 3 cm (No border) The photographs must be the same as the one used for the application form and need to be attached to the student cards after having the applicant's name and his/her application number written on the back

(3) Tuition and Fees: Exempted

*If a student extends his/her study beyond the normal duration of the program, the student has to pay the tuition and fees for the extended duration.

6. Contact Address

Admissions Office

Graduate School of Environment and Energy Engineering

Waseda University

1011 Nishi-Tomida, Honjo-shi, Saitama, Japan 367-0035

TEL: +81-495-24-6480 FAX: +81-495-24-6645

E-mail: weee@list.waseda.jp

URL: <http://www.waseda.jp/weee/>

Office Hours: 9:00 – 17:30 (local time) *Closed on Sundays and holidays

Privacy Policy

We use personal information of applicants (address, name, date of birth, etc.) collected at the time of application to accurately and efficiently manage the whole admission process. We may also refer to the information to make contact with those concerned, offer services or send information during and after their period of enrollment. We take necessary and appropriate measures to prevent leakage and misuse of the personal information. When we delegate part or all of the process to an agent, we oblige them to appropriately manage the information by contract, etc.

Please review the following material carefully so that you will know what to expect during the Waseda University Admissions Exam.

1. The exam environment

We will do our best to provide you with a quiet and equitable exam environment.

However, please be aware of the following unavoidable conditions that may occur.

- a. Everyday noise (airplanes; motor vehicles; wind and rain; the sound of the air conditioner; coughs, sneezes and snuffles from the other examinees; the distant noise of cell phones, etc.) is sometimes unavoidable. As a general rule, no special treatment will be given to any examinee (or group of examinees) due to any occurrence of "everyday noise."
- b. In the event that a cell phone or wristwatch rings, vibrates, or otherwise causes a disturbance during the exam, and an exam monitor can identify the particular device as the source of the disturbance, he/she will remove the device from the exam site, with or without the consent of its owner. The item will be kept at exam headquarters.
- c. While desks, chairs, air conditioning, acoustic equipment, etc., may vary between classrooms used as test sites, this will not be taken as a handicap to any examinee.
- d. If, by the actions of a certain examinee, other examinees are disturbed, the examinee causing the problem may be asked to take the exam in a different room.

2. Unforeseen problems that are beyond human control

In cases of unforeseen circumstances that are beyond human control, such as a natural disaster (e.g., typhoons, earthquakes, flooding, tsunamis) 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.

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. Your actions may be considered dishonest if you do any of the following acts:
 - ① Cheating (Glancing at a cheat sheet, reference book, or another examinee's answer sheet and gaining answers from others)
 - ② During the written examination, answering a question using an instrument not allowed to be used
 - ③ During the written examination, touching the question booklet and answer sheet before the instruction to start the examination is given (including opening up the question booklet, starting to answer a question, and writing something on the back cover or the margins of pages)
 - ④ During the written examination, continuing to hold a writing instrument or answer a question without following the instruction that says, "The examination is over. Put your writing instrument on the desk and turn over your answer sheet"
 - ⑤ Providing benefits to other examinees by telling them the answers, etc. during the examination
 - ⑥ Keeping your mobile phone with you during the examination
 - ⑦ Beeping your mobile phone or watch (incoming call alert, alarm, vibration, etc.) during the examination
 - ⑧ Conducting acts that could be considered a nuisance to other examinees at an examination venue
 - ⑨ Not following instructions from examination supervisors, etc. at an examination venue
 - ⑩ Pretending to be an applicant and taking the examination for the applicant
 - ⑪ Conducting other acts impairing the fairness of the examination

2. 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.

3. 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 the year. (Screening fees will not be returned.)
 - The results of all entrance examinations taken by the applicant at Waseda University during the year may become invalid.