



Meiji University

Master of Public Policy English Track Program

Joint Japan/World Bank Graduate Scholarship Program

(JJ/WBGSP)

Scholarship Screening Application Guidelines for September 2021 Enrollment

Graduate School of Governance Studies

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September 2021 Admissions

We are pleased to announce that the Graduate School of Governance Studies (GSGS), Meiji University will provide screening for the applicants to the Joint Japan/ World Bank Graduate Scholarship Program (JJ/WBGSP) for the Fall term of the year 2021. Applicants who wish to be admitted into GSGS with this scholarship are advised to read the following.

- JJ/WBGSP is a joint scholarship by Japanese Government and World Bank. It targets individuals from World Bank member developing countries who wish to undertake graduate studies at universities specialized for their development research topics. Please visit World Bank's website for the eligibility and latest country list (<https://www.worldbank.org/en/programs/scholarships#3>). How to apply, Selection Process and Scholarship Benefits are also described.
- JJ/WBGSP scholarship applicants for the GSGS Master Course must submit all required documents to the GSGS, Meiji University **between December 10, 2020 and February 3, 2021**. **Screening fee is exempted at that time**. Those who are admitted to the GSGS through the screening process will receive the Letter of Acceptance (L/A) on February 26, 2021. With the L/A, eligible candidates must apply for the scholarship by World Bank. Decisions on the scholarship by World Bank are expected to be announced to eligible candidates by the mid-July 2021.
- Those applicants who have passed the GSGS screening and received a L/A but unfortunately did not pass the JJ/WBGSP selection may apply to the 2021 September Enrollment as a self-funded applicant. Such applicants must submit the Financial Statement and will be granted a waiver of essay-writing and interview exams for the 2021 September Enrollment.

TABLE OF CONTENTS

SCHOOL OUTLINE.....	3
ENGLISH TRACK COURSE.....	3
COURSE OUTLINES AND OBJECTIVES OF THE SCHOOL.....	4
ADMISSION POLICY.....	4
REQUIREMENTS FOR COURSE COMPLETION.....	5
APPLICATION GUIDELINES.....	6
1. ENROLLMENT CAPACITY.....	6
2. JJ/WBGSP SCREENING PROCEDURE.....	6
3. DETAILS OF THE SCREENING.....	6
4. APPLICATION ELIGIBILITY.....	6
5. APPLICATION DOCUMENTS.....	7
6. NOTICE OF SCREENING RESULTS.....	12
7. ADMISSION PROCEDURE.....	12
8. ADDITIONAL INFORMATION.....	13
9. TUITION AND FEES.....	14
FOR INQUIRIES.....	15

Handling of Personal Information

The personal information submitted for admission or enrollment procedures will be used only for admission purposes such as the enrollment test, admission decision, enrollment procedure and other related matters. Meiji University may outsource part of the handling operations to an external agency. Under this operating agreement, please note that personal information submitted for the admission process may be provided to the agency.

SCHOOL OUTLINE

SCHOOL: Graduate School of Governance Studies, Governance Studies Program
(Professional Graduate School)

COURSE: Professional Degree Program

DEGREE TO BE AWARDED: Master of Public Policy (Professional Graduate School Degree)

NUMBER OF STUDENTS ADMITTED: 55 students (for the entire school)

DURATION: Two years from September 20, 2021 to September 19, 2023

CONDITIONS FOR COMPLETION: Must complete all of the followings:

Acquiring 40 or more credits (must include credits from Research Method 1/2 and Research Paper 1/2 courses administered by a designated supervisor and 4 or more credits each from Fields A and B); and submitting a research paper (Master's thesis)

ENGLISH TRACK COURSE

COURSES OFFERED:

- (1) Courses in English are organized during the daytime on weekdays, and intensive courses are organized around Sundays and national/university holidays.
- (2) Students in the English track program are allowed to participate in the courses offered in the Japanese language as well under some conditions.

RESEARCH PAPER (Master's Thesis):

All parts of the research paper (Master's Thesis) must be written in the English language only.

ENGLISH PROFICIENCY REQUIREMENTS:

Applicants whose first language is not English must have a sufficient score of the following English proficiency test and submit the official score report. The test score is only valid if received within the past two years of the application deadline (February 3, 2021).

- ✓ TOEFL iBT 79 points or above
(TOEFL-PBT 550 points or above, TOEFL-CBT 213 points or above, IELTS 6 points or above) TOEIC score is not accepted.

COURSE OUTLINES AND OBJECTIVES OF THE SCHOOL

One of the major objectives of Governance Studies program is to enhance the administrative capacity and governance skills of early career professionals, mainly from the developing nations. Our focus is on governance, public policy, and public management. Toward the goal, enrolled students are focus on a broad spectrum of issues, such as administrative and fiscal reform, economic development, sustainable development, and community management. They are also encouraged to study varieties of policy-making processes as well as issues in policy implementation and evaluation.

By offering a wide range of subjects for the students to choose from, our Governance Studies program encourages students to specialize further in the theory of public policy such as governance and policy sciences, or in more pragmatic issues such as government-business relationships and inter-governmental interfaces. Students are trained for evaluating the role and function of these policy matters from different perspectives. In this regard, the program is highly interdisciplinary, enabling students to apply various approaches and concepts to political science, economics, and public management. By being exposed to these different fields, students will increase their knowledge in governance and skills for public management.

The first year of the master's program will mostly be devoted to the introduction of certain concepts, theories and methodologies in the fields of policy sciences and public management. This arrangement will help students to deepen their understanding of governance, public management, policy making, policy implementation and program evaluation. In these courses, students are encouraged to participate vigorously in in-class discussions, while they are also expected to conduct their own preliminary research related to their specific policy interests.

In the second year, most students conduct their own research, in addition to attending a few seminar courses that are relevant to their research interests. Each student will have to write a master's thesis (research paper), by the end of the second year under the supervision of a designated academic advisor. The theme of the thesis may vary according to their interests, such as governance, public management, international finance, urban policy, and social development.

ADMISSION POLICY

Qualities Sought in the Applicants:

The Graduate School of Governance Studies aims to produce graduates who are capable of meeting the political and administrative needs of the coming era. Our program is designed to train professionals with advanced knowledge, vision, and a high level of ability to formulate and carry out policy. In our entrance examination and interview, we look not only for special knowledge or skills relevant to public policy and associated fields, but also for the practical qualities of professionalism and for the signs of such potential.

Eligibility to Apply and Intended Targets:

Applicants must be university graduates or expected graduates, or those who are recognized by the Graduate School of Governance Studies as having academic abilities

equivalent or superior to those who with university degrees. In particular, our programs are designed for practitioners in the fields of public administration, such as elected representatives, public officials, non-profit organizations (NPO) and non-governmental organizations (NGO) workers, private sector employees, as well as those who aspire to pursue political or public service careers.

Approaches to Learning and Teaching:

In order to realize a collaborative and participatory society in the coming era, both instructors and students, working closely together, must consider a wide range of policy options and put them into practice. To that end, our curriculums are designed to enable students to take charge of their own learning through case studies and discussions of ongoing issues, while providing a grounding in theoretical matters and other basics. Our faculty embodies this approach to a high degree, with many of its members bringing extensive practical experience in policy-making and implementation, others contributing legal expertise in areas like the relationship between public policy and lawmaking, and still others with specialist knowledge in NPOs and NGOs. Many also bring a wealth of overseas experience and inspire students to learn by providing their global perspective and an opportunity to contact with practitioners in various fields.

Notes on the Entrance Examination:

The entrance examination consists of a written test and an interview. Prior to the examination, applicants are required to submit a personal statement discussing their long-term goals and motivation, including a question about the reasons for attending the graduate program (see “Application for Admission and Study Plan”). By applying the goals of the Graduate School of Governance Studies as the basic criteria, applicants are judged on qualities such as their reasoning and analytical skills. In the interview, the ability to present one’s ideas persuasively and with a clear logic carries particular weight.

REQUIREMENTS FOR COURSE COMPLETION

1. As a general rule, students must be enrolled in the Graduate School of Governance Studies for at least 2 years, and must obtain at least 40 credits and also submit a research paper.
2. Students must obtain at least 4 credits each from Field A and Field B.
3. Students must enroll in the following four courses; Research Method 1, Research Method 2, Research Paper 1, and Research Paper 2. Students must prepare a research paper with guidance from their faculty advisor.
4. In addition to the above four courses, students must complete at least one other course taught by their faculty advisor.
5. Students may take a maximum of 36 credits in a single academic year. Students are advised to take approximately 20 credits per year for an efficient accumulation of knowledge.

APPLICATION GUIDELINES

1. ENROLLMENT CAPACITY

A few students

2. JJ/WBGSP SCREENING PROCEDURE

(1) APPLICATION PERIOD

- ✓ Application Period:
Thursday, December 10, 2020 to Wednesday, February 3, 2021
Documents must arrive at the Professional Graduate School Office, Meiji University between December 10, 2020 and February 3, 2021
- ✓ Announcement of Screening Results:
Friday, February 26, 2021
- ✓ Deadline for Admission Procedures for Successful Applicants:
Admission procedures must be completed by Friday, July 30, 2021.

(2) SCREENING METHODS

- ✓ Document Screening
- ✓ For those who pass the document screening, an on-line interview will be conducted over teleconferencing software. Schedule will be arranged between 10:30 and 17:00 in the Japan Standard Time for the period between February 10, 2021 and February 22, 2021.

3. DETAILS OF THE SCREENING

Applicants for the English Track program must submit all application documents and take the interview conducted in the English language. Applicants must also note that the Application Form (E-1) and Research Proposal must all be written in English. No other language is accepted.

4. APPLICATION ELIGIBILITY

Applicants must meet the following requirements (1)-(3). Please read carefully, and make sure you meet the requirements before applying. Note that the TOEFL-iBT minimum requirement is 79 points or above. Details are as follows.

(1) Education

Applicants must meet at least one of the following educational requirements A) - H):

- A) Those who have graduated or are expected to graduate from a university in Japan by September 19, 2021.
- B) Those who have received or are expected to receive a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education by September 19, 2021.
- C) Those who have completed or are expected to complete 16 years of formal education outside Japan by September 19, 2021.
- D) Those who have completed or are expected to complete 16 years of correspondence program

in Japan offered by a foreign institution by September 19, 2021.

- E) Those who have, in Japan, completed or are expected to complete a program in an educational facility that is positioned in the school education system of a foreign country as having the program in a university in that foreign country (limited to degree holders who have completed a 16 years of program in the school education of the foreign country) and that is designated separately by the Minister of Education, Culture, Sports and Technology by September 19, 2021.
- F) Those who have completed or are expected to complete a program of which period 3 years or more outside Japan in a foreign university or other foreign schools and have received or are expected to receive a bachelor's degree or equivalent degree by September 19, 2021.
- G) Those who have completed or are expected to complete a specialized program (limited to programs of at least four years or that otherwise fulfill criteria prescribed by the Minister of Education, Culture, Sports and Technology) in an advanced vocational school designated separately on or after a date stipulated by, the Minister of Education, Culture, Sports and Technology by September 19, 2021.
- H) Those designated by the Minister of Education, Culture, Sports, Science, and Technology by September 19, 2021

IF YOU HAVE CONCERNS WITH YOUR ELIGIBILITY

Please send the "Application Form (Form E-1)" to the Professional Graduate School Office at least two weeks before the beginning of each application period by email, if you have any questions or concerns about your eligibility.

(2) Language Proficiency

Have proficiency in English

TOEFL-iBT 79 points or above

(TOEFL-PBT 550 points or above, TOEFL-CBT 213 points or above, IELTS 6 points or above)

5. APPLICATION DOCUMENTS

< Preparing the required application documents >

- **The name on the application documents must be written same as recorded in the applicant's passport verbatim.**
- All documentation must be typed or written in English.
- Black or blue ink (a ballpoint pen is preferred) is to be used for handwritten information. The documentations must be completed in block letters.

< Important notes for the application procedure >

- Overseas application must submit their application documents by EMS, DHL, or another courier service with a tracking number.

- If mailing domestically (in Japan), please use simplified registered express mail (Sokutatsu 速達 and Kan-i Kakitome 簡易書留).
- Make sure that the documents arrive at the Professional Graduate School Office, Meiji University before the deadline.
- Meiji University is unable to respond to inquiries regarding delivery confirmation of documents from each applicant. Meiji University will contact individual applicants as needed once the application documents is screened.
- Changes cannot be made on the application documents after submission.
- Screening fee is exempted at that time.
- **Once the application documents are submitted, they are not returned under any circumstances.**
- Meiji University cannot respond to any inquiries regarding the screening results.

◇ **REQUIRED APPLICATION DOCUMENTATION**

Note1: All documents must be post mailed so that it will reach the Professional Graduate School office by the due date.

Note2: Prior to post mailing all documents, (2) or (3) and (5) listed below must be sent by email attachment to the Professional Graduate School Office at the earliest possible date.

- E-mail: gabaken@mics.meiji.ac.jp
- Subject: 2021ET JJ/WBGSP admission exam (YOUR NAME)

(1) Checklist for Application Documents

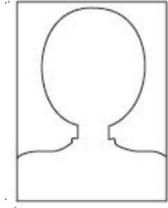
Use the checklist to ensure all required documents are enclosed in the submission. Include the checklist as the first page of the application.

(2) Application Form (Form E-1) [for Non-Japanese students]

- Fill in the form not by handwritten but by typing.
- Attach your ID Photo to the form.
- Emergency contact: The name and telephone number of an emergency contact must be included in the application.
- If you reside in Japan, check your Residence Card and include your residence status, the date of arrival and the date of expiration.
- Include all detailed of your educational background, from primary school to the latest level of qualification. Include the names of all institutions and years attended. Also include information regarding attendance at a Japanese university as a non-degree students.
- Work history: If you have been employed, include the details of your two most recent jobs in chronological order. (Work experience includes any full-time job and military service, but not part-time jobs.)

(3) Three Color ID Photos (4cm x 3cm) of the Applicant

- Your name and the name of the school that you are applying to (i.e., Graduate School of Governance Studies) must be written clearly on the back.
- The ID Photo must be colored, 4cm by 3cm in size, and should have taken in the last three months.
- The ID Photo must be frontal view, full head; from top of the hair to shoulders, borderless, and against a plain background. The following will not be accepted: snapshots blurred photos, or photographs with covered features using sunglasses, hats, etc.
- These photos will be used for the Application Form listed at above (2) and the Student ID Card of admitted students. The photos may be used for student visa purposes.



(4) Research Proposal

- Type your detailed research plan of no more than 2,500 words in English. Please include the heading; “Research Proposal”, your name, and word count.

(5) Original of Certificate(s) of (expected) Graduation and Degree

- Original documents (issued and verified by your graduated or attending school) must be submitted. If you are unable to submit the originals, a notarized copy will be accepted. Copies of qualifications that have not been notarized will not be accepted. Please refer to < Flow chart for (5) and (6) >.
- You must submit both university and graduate school certificated of graduation and degree, along with your academic transcripts.
- Certificates of (expected) graduation and degree, and official academic transcripts must be written in either English or Japanese. For documents written in other languages, a Japanese or English translation, notarized by an embassy or another appropriate government office, must be attached. Please refer to < Flow chart for (5) and (6) >

(6) Original of Official Academic Transcript(s)

Refer to details in < Flow chart for (5) and (6) >.

<Flow chart for (5) and (6)>

Can you submit original certificates and transcripts?	What language are certificates and transcripts in?	Required Procedure	Documents to be submitted
YES	>> English or Japanese	N / A	Original
	>> Languages other than English or Japanese	Translate the documents into English or Japanese. Notarize the documents.	The original certificates and transcripts written in a language other than English or Japanese AND The original documents translated into English or Japanese with notarization.
NO	>> English or Japanese	Request a certified true copy of your certificates and transcripts.	A certified true copy of certificates.
	>> Languages other than English or Japanese	Request a certified true copy of your certificates and transcripts. AND Translate the documents into English or Japanese. Notarize the documents.	The certified true copy of certificates and transcripts written in a language other than English or Japanese AND The original documents translated into English or Japanese with notarization.

Note: Prospective students from educational institutions in the People's Republic of China

From August 1, 2012 onwards, Embassy of the People's Republic of China in Japan and Consulate-General of the People's Republic of China in Japan do not issue notarial documents to authenticate Certificates of Graduation, Transcripts and the like issued by educational institutions in China.

Notarization or authentication of Certificates of Graduation and Transcripts issued in China is handled by CHSI (Beijing) or regional Notary Public Offices (organization authorized by the juridical authorities of the region.) CHSI accepts application for notarization by post from overseas.

Prospective students from the educational institutions in China who intend to apply to universities in Japan are required to proceed with necessary formalities for notarization as early as possible. Applicants to universities must allow enough time to prepare application materials before deadline, as it requires time to have notarized documents ready.

(7) Letter of Recommendation from a supervisor at work or an academic supervisor of undergraduate program

- The recommender must sign the letter. Digital signature will not be accepted.
- The letters must be written in English or Japanese.
- The letters must include all these information such as, recommender's name, institution address, and contact information (phone and email).

(8) Proof of English Language Proficiency [for applicants whose first language is not English]

- Please submit one of the following official score reports. Scores must have been obtained **after February 3, 2019.**

TOEFL® iBT (79 or above)	Official Score Report *Our code is C318 when TOEFL test score report is sent directly from ETS. *Official Score Report is NOT “Examine Score Report (Test Taker Score Report)” which is delivered to examinee.
IELTS (Academic Module) (6.0 or above)	The original and copy of the Report Form *The general training module is NOT accepted.

- Scores without face photo are not acceptable.
- Your name, date of birth (etc.) must be same as the one written on your passport. If it is different, contact to test institution for correction.

(9) Photocopy of Your Passport [for Non-Japanese students]

Copied page(s) must include the applicant's name, date of birth, passport number, identification photograph, and expiry date. (A copy of the visa page is not required.)

❖ **ONCE THE APPLICATION DOCUMENTS ARE RECEIVED:**

- First, applications documents are reviewed for screening.
- Applicants who pass the document screening receive an e-mail for setting up an on-line interview session. Those who failed the document screening will receive notification of failure by e-mail. The GSGS will not respond to any inquiry regarding the failure notice.
- At the interview session, each interviewee is asked to present his/her passport (original, not photocopy).

6. NOTICE OF SCREENING RESULTS

Friday, February 26, 2021

- The notice of screening results and the Letter of Acceptance will be mailed on the date stated above to the successful (accepted) applicants. The email of the notice of examination results and the admission procedure will also be sent to the successful (accepted) applicants on the same day.
- If the successful (accepted) applicant wishes to receive the Letter of Acceptance in person from the Professional Graduate School Office, please notify the staff. Otherwise, the documents will be sent to the mailing address indicated in the application documents.
- Any inquiries about screening results are not accepted. It is the successful (accepted) applicant's responsibility to inform the Professional Graduate School Office if the documents do not arrive within 7 days after the date stated above.

7. ADMISSION PROCEDURE

(1) Admission Procedure

For further details regarding the admission procedure, please follow the Admission Procedure Guideline.

Those who passed the screening must submit the application for the JJ/WBGSP directly to the World Bank.

If the applicant is awarded the JJ/WBGSP scholarship, s/he may proceed to the admission procedure. S/he must submit necessary documents to the GSGS before the specified due date. S/he must pay a screening fee of 35,000 Japanese Yen (which is not covered by the JJ/WBGSP) to Meiji University as a part of admission procedure.

If the applicant passed the screening but is not awarded the JJ/WBGSP scholarship, s/he is eligible for the English Track Program September 2021 Enrollment as a self-funded student if the proof of his or her financial support is submitted before July 1st, 2021.

(2) Documents for admission procedures

The following documents as well as other designated documents must be submitted. Please prepare following documents in advance.

a) Academic and Miscellaneous Fees (please refer to page 14)

b) Residence Certificate

- The resident certificate must be issued within three months of the application procedure.

- Those residing outside Japan are required to register their residence immediately upon entering Japan. Once the Residence Certificate is received, it is to be submitted as part of the admission procedure.

c) Documents showing university entrance qualification

If you have previously submitted a graduation certificate or academic transcripts as part of your application documentation, you are not required to submit them.

- d) Copy of passport
- e) Financial Statement *

* Those applicants who wish to be enrolled as self-funded student even if they are not awarded the JJ/WBGSP scholarship must submit this statement

(3) Notes

- Submitted documents will not be returned under any circumstances.
- Acceptance to the university may be revoked if any falsified information is found with in submitted documents.
- Orientation will be conducted for international students in the middle of September, 2021. All students are required to attend it. Details will be sent together with notification of acceptance and admission documents.

8. ADDITIONAL INFORMATION

< Guarantor >

- Successful applicants are required to nominate guarantor for their enrollment at Meiji.
- Please note that the following is the order of priority for guarantors:
 - i). Parents or relatives residing in Japan
 - ii). Acquaintance residing in Japan
 - iii). Parents or relatives residing outside Japan [If i. or ii. is not applicable]
- Guarantors are required to submit a guarantor registration form and Residence Certificate during the admission process. If the guarantor does not reside in Japan, a certificate showing his/her name and mailing address, issued by an official institution, will be necessary.

< Other Points >

If a physically disabled person requires special consideration when studying at Meiji University, please inquire at the Professional Graduate school office.

9. TUITION AND FEES

Admission and Other fees for the incoming class of 2021 (in Japanese Yen)

These costs are fully covered by the JJ/WBGSP.

Subject \ Academic Year		2021 (Fall)	2022 (Spring + Fall)	2023 (Spring)
Academic Fees	Admission Fee	200,000	—	—
	Tuition Fee	550,000	1,100,000	550,000
	Educational Development Fee	115,000	230,000	115,000
Miscellaneous Fees	Student Health Insurance	3,000	3,000	3,000
Total (Annual Sum)		868,000	1,333,000	668,000

The Academic Fee is divided into two biannual installments (Spring Semester and Fall Semester). First Year Enrollment Charges consist of the admission fee, half of the tuition fee, half of the educational development fee and miscellaneous fees.

Payment category	Description of payment	Payment Deadline
Fall Semester 2021	Admission Fee, 50% of the annual tuition and educational development fee plus Misc. Fee	Period of admission procedure
Spring Semester 2022	50% of the annual tuition Plus Misc. Fee	April 30, 2022
Fall Semester 2022	50% of the annual tuition fee	October 20, 2022
Spring Semester 2023	50% of the annual tuition fee Plus Misc. Fee	April 30, 2023

[NOTE]

1. After enrollment, an additional charge for certain subjects will be levied. (Subjects related to the teaching profession, social education supervisor, curator, librarian, library teacher, etc.)
2. If you cancel your enrollment by completing the necessary procedure by the designated deadline, all fees excluding the Admission Fee will be refunded.
3. A Consumption Tax will not be imposed on the Academic Fees.
4. Academic Fees are subject to change. For the exact amount of Academic Fees, please refer to the statement sent with the payment form every April.

End of content

FOR INQUIRIES

Meiji University Professional Graduate School Office, Governance Studies Desk

(Admission inquiries in English: 10am to 6pm, Mon. to Fri.)

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E-mail: gabaken@mics.meiji.ac.jp