

# Frequently Asked Questions and Answers for Application

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International Graduate Programme for East Asia Sustainable Economic  
Development Studies, Graduate School of Economics, Kyoto University

## **ATTENTION:**

*For your application, please carefully read the application form, the application guidelines, and the Frequently Asked Questions and Answers. We only respond to those inquiries to which answers cannot be found in the guidelines and FAQ.*

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## Frequently Asked Questions and Answers for Application [For 2017 Academic Year enrollment]

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## ***1. Eligibility***

**Q1-1. Is there a particular requirement on the applicant's field of undergraduate study?**

A1-1. There is no particular requirement. However, as you can read in the application guidelines, applicants are required to submit a research proposal that would be used in the screening process.

**Q1-2. I have or will have a degree other than economics or management. Am I eligible to apply to your Programme?**

A1-2. Yes. Anyone who has or will have a Bachelor's degree is eligible to apply for our Master's Programme. However, applicants are required to submit a research proposal that would be used in the screening process.

**Q1-3. I hold dual citizenship in Japan and another country. Am I eligible to apply to the Programme starting from October?**

A1-3. Yes, you are eligible to apply to the EA Programme.

**Q1-4. Does the Programme accept application from those who graduated (or are graduating) early?**

A1-4. In principle, applicants must have completed 16 years of formal education and will have reached 22 years old by the day before his [her] enrolment. The Programme Committee may accept applications from those who graduated (or are graduating) early

only after screening by our faculty. Please mention your special situation when you are applying to our Programme.

**Q1-5. I currently hold a Master's degree. Am I eligible to apply for the Doctoral Programme of the EA Programme?**

A1-5. Yes. You can apply for the Doctoral Programme. However, please note that there is less likelihood for you to be chosen for the MEXT(Japanese government) scholarship as this Programme is a part of the MEXT scholarship programme that is primarily designed for the 5-year graduate (Master's to Doctoral) study. If you would be funded by another scholarship, or you would be privately-funded, you can apply for the Doctoral Programme.

(Please refer as well to No. 4. Scholarships.) .

**Q1-6. My university does not have a partnership agreement with Kyoto University. Can I still apply to the Programme?**

A1-6. Yes. You are eligible to apply to the Programme even if your university does not have any exchange agreements with Kyoto University.

**Q1-7. I am now studying in Japan. Am I eligible to apply to the Programme?**

A1-7. Yes, you are eligible to apply. But if your current residency status in Japan is "College Student" or you will be studying at a Japanese university for a substantial period of time before enrollment, you are not eligible to be selected by the Programme for MEXT scholarship. If you qualify as a student in the Programme, you will be then admitted only as a privately-funded student.

**Q1-8. My nationality is Japanese. Am I eligible to apply to the Programme?**

A1-8. Yes, we are pleased to receive applications from Japanese.

**Q1-9. I graduated from a university for some time, and I am currently working [or am retired from work]. Am I eligible to apply to the Programme?**

A1-9. Yes, some of our students had work experience when they applied to our Programme. We are pleased to receive an application by applicants with various backgrounds. Please explain your current situation and why you decided to apply in Reasons for Application [please check the application documents in the Application

Guidelines].

**Q1-10. Does this Programme allow students to enter in April?**

A1-10. No. The Academic Year of this Programme starts in October. Students would have to enter the Programme starting from October.

**Q1-11. I have already received a Master's degree [in economics, or in other academic fields]. Do I have a chance to be admitted to the Doctoral Programme if I go through the application for the Master's Programme?**

A1-11. No. If you go through the screening process for the Master's Programme, you can only be admitted to start as a Master's Programme student. If you wish to start your study as a doctoral student, please apply for the Doctoral Programme. Regarding the application schedule, please check the application guidelines.

**Q1-12. I attained a Master's degree other than economics or management. Am I eligible to apply to the Doctoral Programme? Or should I apply to the Master's Programme?**

A1-12. Since you already graduated from the Master's Programme, you are eligible to apply for our Doctoral Programme, however if you would like to have a stronger background in Economics, it is advisable to start from the Master's Programme. Please be reminded that the application period is different: for the Master's Programme, around November, and for the Doctoral Programme, around April.

**Q1-13. I have an embassy recommendation for Japanese Government Scholarship. Can I be accepted in your Programme?**

A1-13.

In principle, applicants who received an embassy recommendation should apply to the General Programme (whose academic year starts in April and whose medium of instruction is Japanese), and enter initially as a research student. In order to become a research student, it is required to obtain a letter of acceptance from a prospective supervisor as you can read in the link below.

<http://www.econ.kyoto-u.ac.jp/en/examguide/application/letter-of-acceptance>

<http://www.econ.kyoto-u.ac.jp/en/examguide/faq/>

Only in case that an applicant with an embassy recommendation wishes to be enrolled in the East Asia Programme (whose academic year starts in October and whose medium of instruction is English), the applicant also has to take a screening process of the East Asia Programme. Please bear in mind that the application procedure is different for the General Programme and the International Programme (the East Asia Programme). Please note that even if you become a research student of the Graduate School of Economics, or take the screening process of the East Asia Programme, we CANNOT guarantee your acceptance to our International Programme.

The application submission period for the East Asia Programme is scheduled in November for the Master's Programme, and in April for the Doctoral Programme.

As for the application procedure for the General Programme, please contact the Student Affairs Office (kyoumu@econ.kyoto-u.ac.jp).

**Q1-15. Are there any minimum scores requirement for TOEFL and IELTS regarding admission to the EA Programme?**

A1-15. No, there is no minimum score. For your reference, the minimum score for our successful applicants is around 90-100 for TOEFL, and 6.5-7.0 for IELTS.

## ***2. Application Procedures***

**Q2-1. I am a student at a university in China. Do I have to submit the required documents to the AAO as well as to the Graduate School of Economics by the deadline as mentioned in the “Application and Selection Procedure [A]”?**

A2-1. Yes. You have to register and go through the AAO procedure and the Graduate School of Economics by the deadline.

**Q2-2. How do I pay the application fee?**

A2-2. During the application process, applicants do not need to pay the fee. Only qualified applicants who intend to enroll at the Programme are required to pay the fee. Students eligible for MEXT scholarship are exempted from paying the fee.

**Q2-3. Is it possible for the applicants to this Programme to choose anyone as their academic supervisor other than faculty members at the Graduate School of**

**Economics?**

A2-3. Yes, it is possible if the faculty member belongs to the Graduate School of Economics and agrees to be your supervisor. However, please be reminded that there are many cases that faculty members do not accept to be your supervisor.

<http://www.econ.kyoto-u.ac.jp/en/faculty-members/>

**Q2-4. Can I contact my preferred supervisor before the announcement of the initial screening process?**

A2-4. In principle, we do not recommend applicants to contact their preferred supervisor[s] before the announcement of the initial screening for Master's Programme application. For Doctor's Programme application, an applicant must have a contact with their prospective supervisors and get an approval from him[her] to be a supervisor.

**Q2-5. I have gone through the initial screening process and communicated with some of the faculty members. However, I am very disappointed and embarrassed to be declined by all of them. What can I do?**

A2-5. We understand your disappointment in finding a supervisor[s]. Nevertheless, it is very important and crucial to find an appropriate supervisor to be admitted to our Programme. It is often the case that finding an appropriate supervisor[s] is a matter of matching and timing. In some cases, even though an applicant's research proposal or potential skill is satisfactory, a professor may not accept him [her] because his [her] research interests/topics are quite far from those of the professor. There could be such other cases. It is possible that although a professor was interested in your research proposal, [s]he had to decline to accept you because [s]he is already supervising many graduate students beyond his [her] capacity. I hope you understand these situations.

**Q2-6. I have gone through the initial screening process and made contact with a faculty member. However, I do not get a reply from him [her]. What can I do?**

A2-6. Please understand that most of our faculty members are very busy and sometimes cannot give a prompt reply. Please wait for a few days and write again. If you do not still receive a reply, please try to make a contact with other faculty members, or inform us the situation.

**Q2-7. I have gone through the initial screening process and made contact with a faculty staff. But [s] he wrote to me that [s]he cannot supervise my research topic because it is quite different from his[her] research interests and specialty. Can I change my research proposal in order to match his [her] research interest and specialty and submit again?**

A2-7. In some cases, applicants are permitted to modify or to fix their research proposals or themes in order to match a prospective supervisor's academic fields. However, it should be noted that this process is an exceptional arrangement and is not generally recommended. Some revisions of a research proposal to make a research proposal better according to the advice of your prospective supervisor are permitted. In principle, please follow the advices by your prospective supervisors.

**Q2-8. I went through the initial screening process and received advices about my prospective supervisors from the Programme Committee. I made contacts with two of them and got approvals from both of them. Is it possible to have two supervisors?**

A2-8. Yes, to some applicants we recommend supervisions from more than one supervisors, since they could get advices from different academic perspectives and most of our faculty members are busy. Please note that you are not allowed to make contacts with our faculty members in the same time. Please bear in mind that you are required to contact the Programme Committee before you try to communicate with our faculty members.

**Q2-9. I have gone through initial screening process and fortunately could find a prospective supervisor. What should I do next?**

A2-9. Please let us know the professor's name from whom you got an approval to supervise you via email (eac@econ.kyoto-u.ac.jp). If you are trying to communicate with your desirable supervisor, please include the Programme Committee's email address as CC when you contact him[her]. You will be informed of the dates (in 1-2 months) for your interview via Skype and the testing of Skype-connection.

**Q2-10. I have gone through the initial screening process and fortunately I was able to find a prospective supervisor. Now I am wondering what an interview via Skype**

**will be like and how long it will be.**

A2-10. An interview via Skype will take around 20-30 minutes per applicant. It will cover a discussion of your research proposal and other related questions by examiners. The interview will be in English. However, please understand that we cannot accept any questions regarding the details of interview.

**Q2-11. I have gone through the initial screening process and fortunately, I could find a prospective supervisor. Now I got the schedule for the interview via Skype from the Programme Committee. But I am currently working full-time and I am not available on the date and time of the interview. Would it be possible to change the interview date?**

A2-11. No. We cannot change the date and time of the interview to adjust according to the applicant's schedule.

**Q2-12. I have a middle [introductory, high] level of Japanese language ability. Could it be an advantage for the screening process?**

A2-12. It is up to your research proposal and your prospective supervisor. In some cases, especially when applicants' research proposal includes field research in Japan or investigation of documents in Japanese, it may be advantageous, as this will make your research proposal convincing and achievable. It is also true that some professors prefer to supervise their students in Japanese. You can mention to your preferred supervisor[s] about your Japanese language ability and how you intend to use or develop it.

### ***3. Application Documents***

**Q3-1. I would not be able to complete my Graduation Thesis before the deadline for application submission. Can I send one of my essays that I submitted in my programme instead?**

A3-1. Yes, you can submit a paper or an essay as a substitute. What is more important in the screening process is your research proposal.

**Q3-2. I do not have an academic supervisor who is supposed to write a letter of**

**recommendation for me. How should I apply for the Programme?**

A3-2. If you do not have an academic supervisor, try to find a faculty member or a staff member in your university who can write your recommendation letter. If you are already working for a long time and have difficulty in contacting staffs of the university from where you graduated, we can also accept a letter of recommendation written by a non-academic person (e.g. a superior in your workplace). However, please note that a recommendation by a non-academic person may be degraded as a certification for your academic skill. Moreover, if you will be chosen as a Top 4 MEXT Scholarship student, you are required to submit a recommendation letter from the dean of your faculty.

**Q3-3. Are there any special requirements or formats on recommendation letters?**

A3-2. Recommendation letters should contain: a letterhead of your university [institution], the writer of the letter's signature including affiliation and contact information, and your academic performance such as achievement, accomplishment, and attitude.

**Q3-4. I am a supervisor of an applicant and I have been asked to write a letter of recommendation for him [her]. Can I send the recommendation letter directly to your faculty?**

A3-4. Yes. Please send it directly to the Programme Committee via postal mail at the following address.

International Affairs Office

Graduate School of Economics, Kyoto University

Yoshida Honmachi, Sakyo-ku, Kyoto 606-8501, JAPAN

TEL: +81-(0)75-753-3476

**Q3-5. I received a bachelor degree from a university that uses English as its medium of instruction. Do I still need to submit my TOEFL or IELTS score?**

A3-5. TOEFL or IELTS scores are not necessarily required for those who received a bachelor degree from a university in English speaking countries such as the United States, United Kingdom, Australia, New Zealand and Philippines.

**Q3-6. I received a bachelor degree from a university that does not use English as its medium of instruction. Do I need to submit my GRE score?**

A3-6. No. The GRE score is not required. Please submit your TOEFL or IELTS score.

**Q3-7. Should TOEFL or IELTS score be sent directly by the language test office to your faculty?**

A3-7. No. You should be sending the TOEFL or IELTS score certification with other application documents to our email account (and our faculty office if you pass the first screening process). Please also check the application steps on our Application Guidelines.

**Q3-8. I just recently took a language test [TOEFL or IELTS] but the formal score will be issued after the application deadline. My score can be seen from the language test's website. Can I send the printed version of my score first, and the formal score after the application deadline?**

A3-8. Yes you can do that. However, we cannot assume any responsibility whatever for any disadvantage in the evaluation prompted by your late submission or insufficient application.

**Q3-9. Should a transcript of academic record or a certificate of graduation [certificate of expected graduation] be sent from the university office or should I send it by myself?**

A3-9. Please ask your university office to issue those documents and send them with the other application documents by yourself.

## ***4. Scholarships***

**Q4-1. I am going to apply for the Doctoral Programme. Do I have a chance to get the MEXT Scholarship?**

A4-1. We do not offer MEXT Scholarship to students who will directly enter our Doctoral Programme, however there are several Scholarships as indicated in the next question.

**Q4-2. Do you have scholarships for the students?**

A4-2. Those who belong to the top 4 in the screening process will be recommended for MEXT scholarship. About other private scholarships, please check the following Scholarship pages. Please note that you have to apply for the private scholarship by

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yourself and we cannot answer inquiries relating to the private scholarship.

- Kyoto University Scholarships.

<http://www.kyoto-u.ac.jp/en/education/international/admissions/scholarship.html/>

- Scholarship for Privately-Financed International Students

[http://www.kyoto-u.ac.jp/en/education/international/overseas/scholarship\\_1.htm/](http://www.kyoto-u.ac.jp/en/education/international/overseas/scholarship_1.htm/)

- Scholarships for Study in Japan (outside Kyoto University website);

[http://www.jasso.go.jp/study\\_j/scholarships\\_e.html](http://www.jasso.go.jp/study_j/scholarships_e.html)

#### **Q4-3. I am Taiwanese. Can I be eligible for the MEXT Scholarship?**

A4-3. We welcome Taiwanese students to the East Asia Programme. Unfortunately, Taiwanese students are not eligible for the MEXT scholarship. You will not be selected as a candidate for the MEXT scholarship even if you would be evaluated as the best among the applicants. An alternative scholarship for Taiwanese students would be the scholarship provided by the Interchange Association.

#### **Q4-4. Is there any possibility to work as a Teaching Assistant or a Research Assistant at Kyoto University after enrollment?**

A4-4. Sometimes there are teaching assistant or research assistant jobs opened to EA Programme students. However, please note that the remuneration is not satisfactory to cover all the living and studying expenses and we cannot guarantee it before your enrollment.

### ***5. General Information about the East Asia Programme***

#### **Q5-1. Is it possible to obtain only a Master's degree in 2 years and not to proceed to the Doctoral Programme?**

A5-1. Yes, it is possible. Although the Master's Programme is connected with the Doctoral Programme, it is possible to leave the Programme after receiving a Master's degree.

#### **Q5-2. Is it possible to apply for both Master's Programme of the EA Programme and Research Student at the Graduate School of Economics?**

Q5-2. Yes, it is possible to apply for the EA Programme and Research Student at the same

time.

**Q5-3. Does the entry into the Master's Programme guarantee the entry into the Doctoral Programme?**

Q5-3. The Master's Programme is closely connected to the Doctoral Programme. Students who successfully completed the Master's Programme are eligible to be enrolled in the Doctoral Programme.

**Q5-4. I hold a Master's degree. I am very eager to pursue a Doctoral degree and so I would like to apply for the Programme. Is there a separate application for the Doctoral Programme?**

A5-4. Yes. The application procedure for the Doctoral Programme is separate from that for the Master's Programme. This is mainly because the latter is connected to the selection procedures for the MEXT scholarship, while the former is only open to those who are privately funded.

**Q5-5. What are the differences between the East Asia Programme and General Programme in the Graduate School of Economics at Kyoto University?**

A5-5. The Graduate School of Economics has two Master's Programmes. One is the General Master's Programme in which the medium of instruction is Japanese. The academic year of this Programme starts in April. The other is the International Graduate Programme for East Asia Sustainable Economic Development Studies (East Asia Programme) in which the medium of instruction is English. The academic year of this Programme starts in October.