

Graduate School of Law, Tohoku University 2016
Application Requirements for the Doctoral Programme (October)
(Cross-National Doctoral Course)

The Graduate School of Law at Tohoku University has collaborated with Ecole Normale Supérieure de Lyon (ENS-Lyon), University Lumière Lyon 2, the University of Sheffield's School of East Asian Studies, the Department of Political Science at Tsinghua University, the School of Law at Tsinghua University, the Institute of Law at the Chinese Academy of Social Sciences (CASS), the Institute of Political Science at the Chinese Academy of Social Sciences (CASS), the Department of Political Science and International Studies at Yonsei University, the College of Law at National Taiwan University, and the Faculty of Philosophy at Heidelberg University (hereafter "Overseas Partner Institutions") and decided to offer a Cross-National Doctoral Course in fields related to law and political science (including humanities and social sciences).

1. Number of Students to be accepted

We will admit up to 10 qualified applicants each year in total from the Overseas Partner Institutions.

2. Eligibility

Applicants must satisfy all of the following requirements.

(1) Those who are registered, or are expected to be registered, as PhD students at one of the Overseas Partner Institutions by October, 2016.

(2) Those who have passed the preliminary requirements set forth by the Overseas Partner Institutions at which he or she is registered or plans to be registered ("Home Institution"), and are agreed upon as candidates for making an application to the Graduate School of Law, Tohoku University.

* Pertaining to (2), please make inquiries regarding the preliminary requirements to the person in charge at each Home Institution

3. Application Period

1st December (Tue), 2015 – 5th January (Tue), 2016

All required documents must be received by the School of Law Office by 5th January(Tue), 2016 deadline.

Incomplete applications received after the deadline will not be considered.

Applications sent by post will be accepted during the above application period.

Applications hand-delivered directly to the School of Law Office will be accepted during its business hours (from 9:00 to 12:45 and from 13:45 to 16:45, except Saturdays, Sundays, national holidays, and the Year-end and New Year holidays (December 26, 2015 – January 3, 2016)).

4. Application Procedure

Applicants should prepare and submit the following documents.

	Documents to be submitted	Details
①	Application for Admission/ CV	Use the forms specified by the School of Law. The forms can be downloaded from the following website: http://www.law.tohoku.ac.jp/english/graduate/entrance_examination/application/
②	Master thesis [(in case there is no master thesis, other equivalent piece of written work)] (4 copies)	If you have written a master thesis, its submission is required. In case there is no master thesis, other equivalent piece of written work shall be accepted. If the Master thesis or other equivalent piece of written work to be submitted is written in a language other than English or Japanese, the full paper in the original language must be accompanied by an abstract written in either English or Japanese (approximately 4,000 words in English or 10,000 characters in Japanese, on A4 paper).
③	List of past research and publications (4 copies)	In any format, on A4 paper. The list must be written in English or Japanese.
④	Research proposal (4 copies)	The research proposal should be a minimum of 500 words and no more than 2,000 words on A4 paper in English or minimum of 1,200 characters and no more than 5,000 characters on A4 paper in Japanese. The research proposal must be written in English or Japanese, and should cover the entirety of research to be conducted for the completion of the degree, but should also indicate the work to be conducted during the one year at the Graduate School of Law, Tohoku University.
⑤	Student Registration Certificate (or certificate of expected registration) from the Home Institutions	The certificate must be written in English or Japanese. Use the form specified by the School of Law. An official seal of the Home Institution is required on the form.
⑥	Recommendation letter from the student's supervisor or prospective supervisor at one of the Home Institutions	The letter must be written in English or Japanese. Supervisor's or prospective supervisor's signature is required.
⑦	Certificate of Master degree (or certificate of expected Master degree)	The certificate must be written in English or Japanese. Use the form specified by the School of Law. An official seal of the Home Institution is required on the form.
⑧	Certificates of Residence	Foreign residents in Japan who wish to enroll in the Programme must submit the official Certificate issued by a local municipal office (this excludes those staying in Japan for less than 90 days.)
⑨	Mailing label	Labels will be provided by the School of Law [EMS (Express Mail Service) label or address label]. *These labels will be used to send applicants their notification of results along with registration forms. If the applicant's address is in Japan, the address label should be used. If the applicant's address is outside of Japan, the EMS label should be used. (Applicant should enter his/her name, address and phone number in the label's destination box.) Should an applicant change addresses after applying to the Programme, the applicant should notify the School of Law Office of Educational Affairs Section immediately.

* Applicants who need assistance or other consideration in taking the entrance examination or completing the course of study should contact the School of Law Office of Educational Affairs Section. Applicants will not be discriminated against based on such inquiries made to the School of Law.

Inquiries should be made by 14th December (Mon), 2015.

5. Selection Process

Selection will be determined by the following two criteria.

(1) Screening by a Selection Committee based on the submitted documents

(2) Interview

* Each applicant will be informed of the time and place of the (2) Interview.

6. Notification of Results

Notification of Results: Around 11:00, 22nd April (Fri), 2016

All applicants will be notified of the selection results by post. The results will also be posted on the website of the School of Law (<http://www.law.tohoku.ac.jp/english/>). Please note that notices of results will be sent on 22nd April (Fri), 2016, and it will take some days for delivery.

7. Status and Research Activities as Registered Students of Tohoku University's Graduate School of Law

(1) Graduate students accepted to the Cross-National Doctoral Course will become registered doctoral programme students of the Graduate School of Law at Tohoku University and their Home Institution. While registered at Tohoku University's Graduate School of Law, students are required to spend a minimum of one year at the institution and to conduct research during that time.

(2) Graduate students on the Cross-National Doctoral Course will submit their dissertations to the Graduate School of Law at Tohoku University and their Home Institution. By successfully defending their dissertations, students will receive a double doctoral degree from the two institutions. The awarding of a doctoral degree from Tohoku University's Graduate School of Law will be in accordance with the Graduate School of Law's regulations.

(3) Graduate students on the Cross-National Doctoral Course will conduct research under the joint supervision of supervisors from Tohoku University's Graduate School of Law and their overseas home institution from the time of enrollment at Tohoku University until they receive their doctoral degrees.

8. Expenses and Financial Support for Research

(1) Students applying to and enrolling in the Cross-National Doctoral Course will be exempt from the admission, matriculation, and tuition fees of Tohoku University.

(2) Travel fees to Japan, living expenses including utilities and rent, insurance, and other expenses will be the student's responsibility.

(3) Those who are in the Cross-National Doctoral Course will be employed as Research Assistants or Fellows for one academic year from October 2016. By assisting at research workshops and with tasks such as translation, Research Assistants or Fellows may receive a monthly stipend of around 130,000 yen (subject to change). In addition, they may be eligible for an annual research grant of up to 100,000 yen (subject to change) to facilitate their research activities.

9. Additional Information

(1) Applications sent by post should be sent by registered mail with “School of Law Application (Cross-National Doctoral Course)” written in red, to:

School of Law, Tohoku University
27-1 Kawauchi, Aoba-ku,
Sendai, Miyagi 980-8576
Japan

(2) Those with inquiries regarding the application process or with requests for application materials by post should enclose a stamped and self-addressed envelope.

(3) Changes cannot be made to documents once submitted.

(4) Submitted documents will not be returned.

(5) Regarding personal information

1) The Graduate School of Law, Tohoku University handles personal information in strict compliance with regulations such as the “Act on the Protection of Personal Information Held by Incorporated Administrative Agencies etc.” and the “National University Corporation Tohoku University - Policy on the Protection of Personal Information”, taking every precaution to protect personal information.

2) Personal information, such as examination scores, used to screen applicants will be used exclusively for educational purposes, such as selecting applicants, enrollment procedures, follow-up surveys, post-enrollment student support (scholarships, tuition waivers and health management etc.) and academic advising, or the purpose of tuition collection.

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