



Peace and Conflict Studies (PCS)
2013 Admissions Information – Doctoral (PhD) Degree Program

PCS is an interdisciplinary research and study program at Tokyo University of Foreign Studies (TUFS), created to attract international students and researchers at the graduate level who are interested in exploring diverse topics that fall within the emerging discipline of Peace and Conflict Studies. In the 2006 academic year, TUFS began to offer a concentration in Peace and Conflict Studies within its 3-year Doctor of Philosophy (Humanities) Degree Program. English is the primary language of instruction for all courses within the PCS curriculum, but students may also explore other courses offered at TUFS in Japanese and various languages including basic to advanced language training. Outstanding applicants are invited to apply for the Doctoral Degree Program commencing in the 2013 academic year as follows:

Degree awarded **Doctor of Philosophy (Humanities)**
Major Field of Study **Peace and Conflict Studies**

Study Period:	April 2013 – March 2016
Graduation requirements:	12 course units, PhD Dissertation (60,000 – 80,000 words)
Yearly Intake	Several Students
Entrance Fee:	¥282,000 JP Yen (paid in the 1 st year only)
Tuition Fee:	¥535,800 JP Yen per year
Estimated Cost of Living:	¥1,500,000 JP Yen per year (assuming residence in a private apartment, and not including travel abroad)
Application Period:	26 -29 November, 2012 (Main Application forms and supporting documents) 7-9 January 2013 (Submission of MA thesis)
Interview:	27 January 2013 (for all applicants, held at TUFS in Tokyo, Japan)
Admissions Result	15 February 2013 (on password-protected page on PCS Website)

*In case the entrance fee and tuition shall be amended at the time of entrance and during enrollment, the new entrance fee and tuition shall be applied.

Eligibility:

Applicants must meet one of the following criteria upon application:

- 1. You have obtained or are expected to obtain Master's Degree or Professional Degree in Japan by March 2013.**
- 2. You have obtained a master's degree according to the Clause 4 of Article 104 in the School Education Law of Japan (Gakko Kyouiku Hou) or are expected to obtain such degree by 31 March 2013**
- 3. You have obtained or are expected to obtain Master's Degree or such Degree as equivalent of that of Professional Degree at an educational institution outside Japan by March 2013.**



4. You have obtained or expected to obtain Master’s Degree or Degree equivalent of that of Professional Degree by 31 March 2013 through taking classes of the correspondence course in Japan offered by an educational institution outside Japan.
5. You have completed or expect to complete a course and obtain Master’s Degree in Japan at a foreign educational institution, which is recognized to have graduate courses in the educational system and specifically so designated by the Minister of Education, Culture, Sports, Science and Technology.
6. You have a master’s degree or equivalent after finishing a course offered by the United Nations University, or are scheduled to receive such a degree by 31 March 2013.
7. You have been designated as eligible by the Minister of Education, Culture, Sports, Science and Technology.
8. You have been screened separately for eligibility and approved by the graduate School of this university as having the academic ability equivalent of that of a student who has obtained Master’s Degree or Professional Degree and you will be aged 24 or older by March 31, 2013.

(For Japanese applicants only: Please also read the Eligibility section within the Application guidelines for Graduate School Program of TUFS posted on the TUFS website)

* In case you are not sure whether you are eligible to apply or not, please send a full detailed academic history (including month/year you started and completed each institution) to pcs@tufs.ac.jp by 15 October, 2012.

In addition, applicants specifically to the Doctor of Philosophy (Humanities) Degree Program with a concentration in Peace and Conflict Studies are expected to have a good MA degree in Peace and Conflict Studies or closely related field, and to have completed substantial research and an MA Thesis (or similar length and quality academic work). Professional and other types of significant international experience are also important, especially for applicants who propose research on more applied topics, but most importantly the applicant’s record should strongly reflect the ability to pursue independent research and writing at an advanced level. This will be assessed primarily on the basis of a thorough review of the applicant’s MA Thesis (or similar length and quality academic work), 4 copies of which must be submitted to the university admissions office by the deadline prescribed above. Each applicant may also submit with the application materials one additional academic or professional publication he or she wishes the Admissions Committee to consider. With regards to language skills, all non-native speakers of English are asked to present their test scores on the major English proficiency exams (taken within the last 2 years). Generally speaking, it would be desirable to have the following minimum score to academically succeed in our program:

<i>Test</i>	<i>Preferred Minimum Score</i>
TOEFL	PBT600/CBT250/IBT100
IELTS	7.0

Lastly, Doctoral students are expected to make a unique contribution to PCS through participating in PhD and lower level seminars and classes, making regular presentations on their research, assisting in



organizing major conferences and other events, and initiating new educational activities and research projects. The admissions committee will look for evidence of the applicant's ability and motivation to take on and fulfill such responsibilities.

During his or her studies in the PCS concentration within the TUFS Doctoral Degree Program, each student closely works with and is supervised by a PCS Professor (PCS Professors Kenji ISEZKAKI and Yasuyuki MATSUNAGA). Applicants must therefore specify on the Main Application Form which PCS Professor they would like to have as their academic supervisor for the duration of their studies. The applicants should contact the chosen faculty member to discuss his or her research proposal and confirm that the faculty member is willing to serve as the applicant's academic supervisor, before submitting the application materials to the university. Applicants must submit all documents listed on the Application Checklist (following page) to the Admissions Office at TUFS before the specified deadline. Alternations to contents of application documents will not be allowed after they have been submitted, and the Application Fee is non-refundable. Additionally, all materials submitted should contain only factual and honest information, and should include the applicant's own work only (i.e. any sort of plagiarism will immediately disqualify an applicant). Applicants who are found to have misrepresented any information or documents in their Application after having commenced their studies at TUFS will be asked to leave the university. And please be reminded that documents submitted will not be returned for any reasons. In case you need to keep the original documents (specially academic documents), make sure to submit the true (certified) copies of such documents

After all application documents have been received, they will then be evaluated by faculty members to gauge the overall suitability and potential of each applicant to benefit from and contribute to graduate study at PCS. All Doctoral Degree applicants are required to attend an interview as part of the admissions process, held at the TUFS campus in Tokyo, Japan on the date listed above. Admissions results will be posted on the PCS website (applicants will be emailed the internet address for a secure web page where they can view the results once they are available) and each applicant will also receive a formal admissions notification letter through regular mail. Telephone inquiries are not accepted. Applicants who are granted admission to the PhD Degree Program will be provided with relevant information concerning necessary procedures and documentation for enrollment and registration, immigration and other issues, shortly after receiving the official admissions letter. The University's Administrative Offices will be open for Enrollment and Registration from mid-March, and students who plan to enroll at PCS will be expected to arrive in Japan in late March or early April for orientation and the start of classes.

Please refer to the PCS website www.tufs.ac.jp/common/pg/pcs/index.html for more information about the background of the department, faculty and students, academic degree programs, research activities, admissions, fees and scholarships and student life. Further inquiries should be directed to pcs@tufs.ac.jp



**Peace and Conflict Studies (PCS)
2013 Application Checklist – Doctoral (PhD) Degree Program**

-
- Main Application Forms (5 pages)
 - ▶ Personal Information (with photograph attached)
 - ▶ Application Fee Payment Receipt
 - ▶ Academic and Professional History
 - Personal Statement
 - Research Proposal
 - 4 Copies of the MA Thesis or similar length and quality academic work
(can be included with the other application documents and submitted by the November deadline; alternatively, for students currently in an MA degree program and still writing the MA Thesis during the main application period, copies of the completed MA Thesis should be submitted separate from the other application documents by the January deadline listed above)
 - Copy of 1 Additional Academic or Professional Publication (optional)
(Should be included with the other application documents and submitted by the deadline)
 - 2 Letters of Recommendation
(Prescribed forms included: at least one should be from a former professor)
 - 2 Additional Photographs
(4 x 3 cm portrait-style photographs taken within the past 3 months with full name written on the back)
 - Academic Transcript(s) of Grades
(From all previously attended universities; only originals or true copies will be accepted)
 - Certificate(s) of Graduation
(From all previously attended universities; only originals or true copies will be accepted; a separate Certificate of Graduation is not required if the Academic Transcript of Grades also specifies the dates and titles of the degree received)
 - Evidence of English Proficiency
(Only applicants whose first language is English are exempt; all other applicants are required to submit a copy of the score report from the TOEFL or IELTS exam, taken within the last 2 years)
 - Certificate of Foreign Registration
(For applicants residing in Japan only)
 - Confirmation of Financial Award(s)
(For applicants who have received funding for graduate study applicable to PCS such as Japanese Government Scholarships should submit copies of official documents detailing the amounts and types of funding)
 - Application Fee - ¥30,000 JP Yen
(To be paid by electronic bank transfer; applicants must pay all additional charges for the transfer)

Applications should be mailed to: ADMISSIONS, TOKYO UNIVERSITY OF FOREIGN STUDIES
3-11-1, Asahi-cho, Fuchu-shi, Tokyo, 183-8534, JAPAN



**Peace and Conflict Studies (PCS)
2013 Application for Admission – Doctoral (PhD) Degree Program**

Please type or print in ink, using Roman block capitals, and write out all names and proper nouns. Please also fill in all blanks, and marking boxes with x.

Personal Information

Legal Name _____

Native language _____ Last/Family Name _____ First Name _____ Middle Name _____

Legal Name _____

in English _____ Last/Family Name _____ First Name _____ Middle Name _____

First Language _____ Sex Female Male

Date of Birth _____

Year Month Day

Place of Birth _____

City State Country

Country of Citizenship _____

Immigration status in Japan _____

Type and Length of Visa or Permanent residency, if applicable

Alien Registration Number _____

Other countries where you have resided and lengths of residence _____

Mailing address (through April 2013) _____

Street address

city state postal code country

Phone _____ FAX _____ email _____

How did you find out about PCS at TUFS? _____

Other universities/programs you are applying to _____

Preferred academic supervisor at TUFS (PCS) _____

Have you been awarded or do you plan to apply for a Japanese Government Scholarship for 2013?

Awarded Currently under selection None

Other scholarships/funding you have secured for your graduate studies (with amount and duration)

Please write your name on the back of a 4 x 3cm portrait-style photo taken within the past 3 months, and attach it here.



Application Fee Payment Receipt

The Application Fee of ¥30,000 JP Yen should be paid via electronic bank transfer to the university's account in Japan. **Applicants are required to pay all additional charges associated with the transfer, and should make sure that the university receives the full amount of the Application Fee.** Please fill in the following form and attach the receipt or confirmation of transfer of the specified amount. Those applicants who are already receiving the Japanese Government MEXT Scholarship and/or those who pursue into PhD program directly after completing TUFS MA program do not need to pay the Application Fee and therefore should not proceed beyond the first question of this form.

Amount: ¥30,000 JP Yen
Name of the Bank: SUMITOMO MITSUI BANKING CORPORATION
Name of the Branch: FUCHU BRANCH, JAPAN
Account Type: REGULAR SAVINGS ACCOUNT
Account number: 7310272
Swift Code: SMBCJPT
Name of the Account: TOKYO UNIVERSITY OF FOREIGN STUDIES

For applicants residing within Japan:

< 振込口座 >
銀行：三井住友銀行
支店：東京第一支店
口座の種類：普通
口座番号：9796004
名義：東京外国語大学

Bank Transfer Information

Name of the Bank _____

Name of the Branch _____

Location _____

City

state

country

Date of Transfer _____

Please staple a copy of the Receipt/Confirmation of Electronic Bank Transfer here or to the back of this sheet if necessary.

**Academic and Professional History**

Provide the Names, Locations, and Dates of Attendance (month and year), and Total Years of Schooling, for all primary and secondary educational institutions that you have attended.

<i>Level of Education</i>	<i>Name and Location of Institution</i>	<i>Dates of attendance</i>
Primary		
Lower Secondary		
Upper Secondary		

Years of schooling _____

Provide the Names, Locations, Fields of Study and Dates of Attendance (month and year), and total Years of Schooling, for all tertiary/university-level educational institutions that you have attended

<i>Level of Education</i>	<i>Name and Location of Institution</i> <i>Field of Study</i>	<i>Dates of attendance</i>
University (Bachelors)		
University (Masters)		
University (2 nd Masters or Doctoral)		

Years of Schooling _____



List any academic honors, awards, scholarships, or substantial research grants that you have received since completing your secondary education.

Name of honors, awards, scholarships or research grants	Date or Period

List any academic works and publications, including unpublished thesis or dissertations completed as part of previous university degree programs, and published articles, papers, books, etc., that you have authored, coauthored, or edited. In addition to listing the title and type (BA or MA thesis, PhD Dissertation, working paper, article, book, etc.) of each work, for each published work please also list the name and date of the publication in which it appears, and for books also include the name and location of the publisher. Attach a separate sheet entitled “Academic Works and Publications” if necessary. Finally, if you have listed any works besides BA and MA thesis, please choose one and include a copy of it with your other application materials.

Title	Type of work	Date	Name of the publication

All applicants except those whose first language is English are required to submit a proof of their level of English proficiency in the form of a score report from the TOEFL, IELTS, Cambridge CAE or CPE exam taken within the last 2 year. Please indicate which type of exam you are providing a score report for, as well as the date of the exam (month and year), and the overall score that you obtained.

Exam type: TOEFL IELTS

Exam date: _____ Overall score _____

List other languages that you have studied or are able to communicate in, and your levels of proficiency (Beginner, Intermediate, Advance, or Fluent) for Reading, Writing, Listening, and Speaking

<i>Language</i>	<i>Reading</i>	<i>Writing</i>	<i>Listening</i>	<i>Speaking</i>



Provide the following information about your three most recent positions of employment (including internships): *name/title* of each positions, *names, locations and contact information of the organizations* in which you held these positions, your *dates of employment* (month and year), and the total number of years you have been employed full-time to date.

<i>Title/Name, Location, and Contact information of Organization</i>	<i>Dates of Employment</i>
<i>(Most Recent Position)</i>	
<i>(Previous Position)</i>	
<i>(Second Previous Position)</i>	

Years of Employment _____

List any Professional Titles, Certifications, Memberships, Honors, or Awards that you have obtained, or Professional Training Courses that you have completed. Include the name of the Certifying/Training Organization if applicable, as well as relevant Dates. Also, note any other positions you currently hold or have held in the past, for example on the board of any organizations or as a member or volunteer of an NGO or other groups.

Organization/university	Date	Certification	Details

I certify that all information in my application, including the Personal Statement and Research proposal, is fully my own work, factually true, and honestly presented.

Signature _____ Date _____



Peace and Conflict Studies (PCS) 2013 Application Essays – Doctoral (PhD) Degree Program

Personal Statement

Submit a Personal Statement (essay) focusing on your past experiences and current and future interests as well as any other information that you would like to bring to the Admission Committee's attention. Your Statement should demonstrate your suitability and future potential to research and work in areas related to Peace and Conflict Studies. We encourage you to be creative in how you organize and present your thoughts, but please be concrete and detailed, and stay within 3 pages (maximum 1,000 words)

Address some of the following points/questions within your Personal Statement:

- Describe your academic, professional, and relevant personal experience, highlighting anything you have done or been involved in related to Peace and Conflict Studies.
- How have these experiences led you to develop an interest in this field?
- Why would you like to study Peace and Conflict Studies in Japan? At Tokyo University of Foreign Studies?
- What are the most important skills/knowledge/experiences that you hope to gain through this program?
- What unique or valuable perspective(s) can you offer given the diversity of faculty and students in the program?
- What personal qualities do you have that make you well suited to work in this area in the future, and how are these reflected in your past experiences and accomplishments?
- How do you intend to use what you learn at TUFS in the future, both personally and professionally?
- Specifically, what do you see yourself doing 5-10 years after having graduated from PCS?

Research Proposal

Submit a short proposal outlining your intended research topic for the dissertation component of the Doctoral Degree Program, including a title. The proposal should identify and provide background information about a specific topic or question that you are interested in researching at TUFS, clearly explain why you think this topic is important to explore, and suggest a preliminary research design specifying any case(s) you plan to focus on, the type of research method(s) you plan to utilize, and any related fieldwork you plan to undertake. Please also include some discussion of the primary literature you have reviewed in regards to your topic, including a list of major references (books, scholarly articles, and academic papers). You are asked to choose 3 of the listed references, summarize their contents, relate them to your research theme, and explain why you consider these references as important for your own argument. Again, please try to be as concrete and detailed as possible, but stay within 15 pages (maximum 4,500 words)



**Peace and Conflict Studies (PCS)
2013 Application for Admission – Doctoral (PhD) Degree Program**

Letter of Recommendation

The applicant should fill out the Applicant’s Section and then give this form to a respondent who is able to assess the applicant’s past academic or professional performance and capabilities. After completing the form and attaching the requested letter, the respondent should enclose these in an envelope, seal the envelope and sign across the seal, and as per the request of the applicant, either (1) return the envelope to the applicant, or (2) forward the envelope to the following address via first class mail. Please type or print all entries in ink.

Mail to : ADMISSIONS, TOKYO UNIVERSITY OF FOREIGN STUDIES
3-11-1, ASAHI-CHO, FUCHU-SHI, TOKYO 183-8534, JAPAN

Applicant’s Section

Legal Name _____
Last/Family Name First Name Middle Name

Mailing Address _____
Street address city state postal code country

Respondent’s Section

Legal Name _____
Last/Family Name First Name Middle Name

Organization _____

Position _____

Mailing Address _____
Street address city state postal code country

Telephone _____ E-mail _____

Relationship with the applicant _____ Length of relationship _____

Please assess the applicant, compared to other individuals that you have taught or supervised, on criteria such as personal integrity, intellectual ability, creativity, motivation and initiative, capacity for independent research, contribution to discussions, and the ability to express ideas verbally and through writing.

Overall assessment Below Average Average Above Average
 Excellent In the Top Few Unsure

On a separate sheet (preferably letterhead) please describe your impressions of the applicant in the time and the context that you have known him/her. We are especially interested in your evaluation of the applicant’s suitability for doctoral study in the fields of international studies and Peace and conflict Studies. We welcome any information that would help us to differentiate the applicants from others applying to our program. Thank you for your time and cooperation.

Signature _____ Date _____

**Peace and Conflict Studies (PCS)****2013 Application for Admission – Doctoral (PhD) Degree Program****Letter of Recommendation**

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3-11-1, ASAHI-CHO, FUCHU-SHI, TOKYO 183-8534, JAPAN

Applicant's Section

Legal Name _____
Last/Family Name First Name Middle Name

Mailing Address _____
Street address city state postal code country

Respondent's Section

Legal Name _____
Last/Family Name First Name Middle Name

Organization _____

Position _____

Mailing Address _____
Street address city state postal code country

Telephone _____ E-mail _____

Relationship with the applicant _____ Length of relationship _____

Please assess the applicant, compared to other individuals that you have taught or supervised, on criteria such as personal integrity, intellectual ability, creativity, motivation and initiative, capacity for independent research, contribution to discussions, and the ability to express ideas verbally and through writing.

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Signature _____ Date _____