



2015 Admissions Information – Doctoral (PhD) Degree Program
Regional and Interregional Studies (concentrating on Peace and Conflict Studies)

PCS is an interdisciplinary research and study program held in English 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 an English admission process for those who wish to pursue further studies on Peace and Conflict Studies within its Doctor of Philosophy (Humanities) Degree Program. Students entering through this process will be enrolled under “Regional and Interregional Studies” along with other Japanese speaking students. However, the language of instruction will be English, and you are to write your dissertation in English as well. Students may also explore other courses offered at TUFS. Outstanding applicants wishing to concentrate on Peace and Conflict Studies are invited to apply for the Doctoral Degree Program commencing in the 2015 academic year as follows:

| | |
|-----------------------------|--|
| <i>Degree awarded</i> | Doctor of Philosophy (Humanities) |
| <i>Major Field of Study</i> | Peace and Conflict Studies |

| | |
|---|--|
| Study Period: | April 2015 – March 2018 or October 2015 – September 2018 *Applicants shall specify the date of entrance on the Application form. * Changes will not be accepted once the application is submitted. |
| Graduation requirements: | 12 course units and PhD Dissertation |
| Language of instruction: | English |
| Yearly Intake | Several Students |
| Application Fee: | 30,000 JP Yen |
| Application Period: | 25(Tues)-28 (Fri) November, 2014 (Main Application forms and supporting documents) |
| Submission of thesis or similar length and quality academic work: | 7 (Wed) -9 (Fri) January 2015 |
| Interview: | 25 January 2015 (for all applicants, held at TUFS in Tokyo, Japan) |
| Admissions Result: | 13 (Fri) February, 2015 (on password protected page on PCS website) |

****Please check the details of the application on the following pages****

| | |
|---------------|---|
| Entrance Fee: | ¥282,000 JP Yen (paid in the 1 st year only) |
| Tuition Fee: | ¥535,800 JP Yen per year |

*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 Entering April 2015

1. You have obtained or expect to obtain a Master's Degree or a Professional Degree by 31 March 2015.
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 expect to obtain such a degree by 31 March 2015
3. You have obtained or expect to obtain a Master's Degree or such a Degree as equivalent of that of a Professional Degree at an educational institution outside Japan by 31 March 2015.
4. You have obtained or expect to obtain a Master's Degree or a Degree equivalent of that of a Professional Degree by 31 March 2015 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 a Master's Degree by 31 March 2015 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 completing a course offered by the United Nations University, or are scheduled to receive such a degree by 31 March 2015.
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 a Master's Degree or a Professional Degree and you will be aged 24 or older by 31 March, 2015.

② Entering October 2015

1. You have obtained or expect to obtain a Master's Degree or a Professional Degree by 30 September 2015.
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 expect to obtain such a degree by 30 September 2015
3. You have obtained or expect to obtain a Master's Degree or such a Degree as equivalent of that of a Professional Degree at an educational institution outside Japan by 30 September 2015.
4. You have obtained or expect to obtain a Master's Degree or a Degree equivalent of that of a Professional Degree by 30 September 2015 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 a Master's Degree by 30 September 2015 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 completing a course offered by the United Nations University, or are scheduled to receive such a degree by 30 September 2015.
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 a Master’s Degree or a Professional Degree and you will be aged 24 or older by 30 September, 2015.

* In case you are not sure whether you are eligible or not, or you may apply to No.8 of the above, prior screening for the eligibility will be necessary. The deadline for the application for the screening is 10 October (Fri), 2014. Please contact PCS office by 30 September 2014 for further instruction. (The result of the screening will be notified by 7 November 2014)

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 official 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 |
| TOEIC | 870 |

Lastly, Doctoral students are expected to make a unique contribution to the program 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 TUFSS Doctoral Degree Program, each student closely works with and is supervised by a PCS Professor (PCS Professors Kenji ISEZAKI, Yasuyuki MATSUNAGA and Hideaki SHINODA). 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 TUFSS 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 TUFSS 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 TUFSS 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 secured 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 from April 2015 will be expected to arrive in Japan in late March or early April (those planning to enroll from October 2015 will be expected to arrive in Japan by late September) 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



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Regional and Interregional Studies (concentrating on Peace and Conflict Studies)
Application Documents

To be submitted during the application period (25 – 28 November 2014)

- Main Application Forms (5 pages)
 - ▶ Circle the time of entrance (April or October)
 - ▶ Personal Information (with photograph attached)
 - ▶ Application Fee Payment Receipt
 - ▶ Academic and Professional History
- Personal Statement (see details on p.12)
- Research Proposal (see details on p.12)
- Copy of 1 Additional Academic or Professional Publication (optional)
- 2 Letters of Recommendation (see details on pages 13 & 14)
(at least one should be from a former academic professor)
- 2 Additional Photographs
Photographs must be:
 - a. 4cm x 3 cm
 - b. Portrait-style, facing front with no hats and sunglasses.
 - c. taken within 3 months
 - d. with full name written on the back
- Academic Transcript(s) of Grades of most recent attended university
 - a. Only original or true copies* are accepted. Photocopies are not accepted.
 - b. If the transcripts are written in languages other than English or Japanese, you are required to attach its English translation to the official transcript written in original language.

* True copies are photocopies verified by the university or a notary public or the embassy. It shall have the official stamp and the signature of the authority who has verified the photocopy.
- Certificate(s) of Graduation
 - a. Only original or true copies* are accepted. Photocopies are not accepted.
 - b. If the certificates are written in languages other than English or Japanese, you are required to attach its English translation to the official transcript written in original language.
 - c. In case the name of the degree granted is not clearly stated on the certificate, separate document certifying the degree granted shall be necessary.

* True copies are photocopies verified by the university or a notary public or the embassy. It shall have the official stamp and the signature of the authority who has verified the photocopy.
- * For applicants residing in Japan, in case you cannot arrange for the “true copy”, you may request for the verification at the Admissions office of TUFSS. Please contact PCS office for further details.
- Evidence of English Proficiency (TOEFL, IELTS or TOEIC)
An official TOEFL, IELTS or TOEIC score is required of applicants whose native language is not English. Please arrange for the test or test score early enough so that your score will arrive by the due date.
 - a. The test shall be taken within 2 years prior to the application.
 - b. The test score shall be sent to us directly from either ETS (TOEFL and/or TOEIC) or the British Council (or an IELTS test center)



c. The university's institutional code for TOEFL is 3059

■ Certificate of Registration

Applicants residing in Japan shall submit the copy of your registration card (both sides)

■ 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

a. To be paid by electronic bank transfer. The applicant is responsible for all additional charges for the transfer.

b. Applicants on MEXT scholarship and pursuing directly from our MA program into our Doctoral program do not need to pay the application fee.

To be submitted during 7 – 9 January 2015

■ 4 copies of the MA Thesis or similar length and quality academic work.

Applicants who failed to submit his/her thesis or academic work on the above period shall be treated as having his/her application declined.

Applications should be mailed to:

ADMISSIONS OFFICE
TOKYO UNIVERSITY OF FOREIGN STUDIES
3-11-1, Asahi-cho, Fuchu-shi, Tokyo, 183-8534, JAPAN
TEL: +81-42-330-5523

Note: Deadlines are strictly observed. All original documents must arrive at the Admissions Office by the stated deadline. Late submission/arrival will not be accepted.

We do not accept submission by e-mail attachment.

***Please be reminded that application documents will not be returned. Please give full attention when submitting your academic certificates. If you need to keep the original, you must submit the true copy of such certificates.**



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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.

Date of Entrance (circle either one): April 2015 or October 2015

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

Registration Number (if applicable)

Other countries where you have resided and lengths of residence

Mailing address (through April or September 2015)
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 2014?

[] Awarded [] Currently under selection [] None

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.



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

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: SMBCJPJT
 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 an official score report from TOEFL, IELTS or TOEIC taken within the last 2 years. 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 TOEIC

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 _____



**2015 Admissions Information – Doctoral (PhD) Degree Program
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Essay and Proposal**

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)

