

**Application Guideline for Continuation to the 3-Year Doctoral Curriculum  
The Global Program in Economics and Management (GPEM)  
Graduate School of Economics and Management, Tohoku University  
2018 Academic Year (October Entrance)**

The Global Program in Economics and Management (GPEM) recruits eligible students for the 3-year Doctoral Curriculum who are currently enrolled in the GPEM 2-year Master program in the Graduate School of Economics and Management, Tohoku University. All students who wish to continue to this curriculum must follow the application procedure stated below.

**1. Number of Enrollments**

A few

**2. Application Qualification**

Applicants must be currently enrolled through Special Examination for Foreign Applicants in the GPEM 2-year Master program in the Graduate School of Economics and Management, Tohoku University, and expected to receive a Master Degree by September 2018.

Note : Please refer to General Examination Guideline if you enter the GPEM 2-year Master Program other than Special Examination for Foreign Applicants.

**3. Application Documents**

Applicants must send the following documents by postal mail, or bring them in person, to the Instruction Section, Graduate School of Economics and Management.

Applicants can download and print application forms from the GPEM website:

<http://www.econ.tohoku.ac.jp/econ/english/GPEM/index.html>

No.	Document	Abstract
1.	Application to Continue, Exam Admission Ticket/Photo Sheet	Use the provided forms. In the photograph area, please attach a 4cm high x 3cm wide photograph taken within the last three months. You will need a total of 3 photos, one for each form. (The photos must show upper body from front, no hat).
2.	Project Paper (3 copies)	Send the version you submitted showing the result of your project.
3.	Abstract of Project Paper (3 copies)	Typed on A4-size paper (approximately 1,500 words, double-spaced, in English).
4.	Research Plan (3 copies)	Typed on A4-size paper (approximately 3,000 words, double-spaced, in English).

5.	Return Envelope	Please include a 23.5cm x 12cm self-addressed envelope with a 672 yen postage stamp attached.
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#### 4. Application Period

**July 18(Wed.) to 16:00 on August 2 (Thu.), 2018.**

Note 1: Application documents sent by post will only be considered if they arrive within the above application period.

Note 2: If sending your application by postal mail, please use registered post and write "GPEM Doctoral Course Application Enclosed" in red pen on the front of the envelope.

Note 3: Applications in person will be accepted on weekdays from 8:30 to 12:45, and from 13:45 to 16:00. (Applications are not accepted on Saturdays, Sundays and holidays, also on July 31(TUE) and August 1(WED)).

Note 4: We cannot accept incomplete applications.

Note 5: After completing the application procedures, your application documents cannot be altered or returned.

#### 5. Exam Admission Ticket

Exam Admission Tickets will be issued on August 30(Thu.). If you do not receive an Exam Admission Ticket, please contact the Instruction Section, Graduate School of Economics and Management (Phone: 022-795-6265). You must bring your Exam Admission Tickets to the examination. Please carefully read the instructions on the Exam Admission Ticket.

#### 6. Screening

Applicants will be comprehensively assessed based on the examination result of their project report, their project paper, an oral exam, and their research plan.

Examination Date	Examination Time	Subject of Examination
September 5 (Wed.), 2018	9:00-	Oral Examination

Note: You must bring your exam admission ticket and come to the designated testing venue (Graduate School of Economics and Management, Tohoku University) 15 minutes before your assigned time (you will be notified of this time at a later date). Exact examination time will be announced at a later date.

#### 7. Successful Applicants and Necessary Procedure

(1)Announcement of Successful Applicants

**September 13(Thu.), 2018 at 17:00 (tentative)**

Successful applicants will be announced on the GPEM website, as well as personally notified in writing; applicants who did not pass will not be sent any notification. We cannot accept any inquiries on this matter by phone, writing, or other means.

(2) Enrollment Procedures

Those who received the acceptance letter must adhere to the enrollment procedures as set out in the acceptance notification between **September 14th (Friday) and 21st (Friday)**. Submitting enrollment documents in person will be accepted during the hours of 8:30 to 12:45 and 13:45 to 16:00 (excluding Saturdays, Sundays, and holidays). Please be advised that if you do not enroll in the prescribed time period, you will lose

your place in the course.

## **8. Term of Enrollment**

The standard term of enrollment is 3 years

## **9. Tuition**

Tuition per semester is JPY267,900 or yearly tuition is JPY535,800 (both figures are subject to change).

Note 1: If tuition amounts are revised, the new tuition will become applicable from the time of the revision.

Note 2: Information on waivers and deferments of tuition fees will be announced after the announcement of successful applicants.

## **10. Comments**

(1) If it is discovered that applicants have made false declarations in the application documents, admission will be cancelled even after enrolment.

(2) After entering the graduate course, and a certain period of time has passed, students are allowed to change their academic advisors, if they receive permission to do so from this graduate school's Faculty Committee.

## **11. Privacy Policy on the Treatment of Personal Information**

(1) Any personal information gathered by Tohoku University shall be treated with due care in compliance with the Law for the Protection of Personal Information Retained by Independent Administrative Institutions, and the Act on the Protection of Personal Information of Tohoku University, and security measures will be taken to protect private information.

(2) Personal information, such as examination scores, used in selecting applicants will be used for educational purposes, such as selecting applicants, enrollment support during enrollment procedures, follow-up surveys, and post-enrollment student support (scholarship/tuition waivers and health management etc.), and in connection with tuition collection. Details such as name and address may also be provided to the Keiwakai (Alumni association of 'Faculty of Economics' and 'Graduate School of Economics and Management')

(3) In some cases, tasks related to entrance examinations and educational affairs may be outsourced to third-party contractors (hereafter, "subcontractors"). If necessary, all or some personal information may be provided to subcontractors as per the Act on the Protection of Personal Information of Tohoku University.

June 2018

**Graduate School of Economics and Management, Tohoku University**

27-1, Kawauchi, Aoba-ku, Sendai, 980-8576, JAPAN

Phone: 022 (795) 6265