

## **Application Procedures and Guidelines for the 2015 Keio University-Sciences Po (KUSP) Double Master's Degree Programme**

**(For those who are already enrolled in the master course in the Graduate School of Economics, Keio University.)**

### 1. About the Programme

The KUSP Double Master's Degree Programme is a two-year programme, with Year 1 commencing in the autumn of 2015 and being spent at Sciences Po, and Year 2 commencing in the autumn of 2016 and being spent at Keio. However, due to differences in the academic calendars, students from Keio must have earned 4 credit points at Keio before joining Year 1 at Sciences Po.

The Programme is designed to enable students to acquire the core knowledge in economics, quantitative methods, law and political science that is needed to design and evaluate public policies. Students who successfully complete the programme will be granted a Master de Sciences Po from Sciences Po and a Master of Arts in Economics from Keio University.

### 2. Eligibility

Individuals who meet both (i) and (ii) prescribed below are eligible for the programme.

(i) Applicants should already be enrolled and must be currently in the first year in the Master's programme offered by Graduate School of Economics, Keio University. Students who are currently in the second or later years of their Master's programme offered by the Graduate School of Economics, Keio University are not eligible for this programme, because it will take at least two years to complete the Double Master's Degree Programme commencing in the autumn of 2015, but students cannot be enrolled for more than four years in the Master's programme offered by the Graduate School of Economics, Keio University.

(ii) Applicants should meet one of following two English language requirements.

(a) a score of 7.0 or more in the case of IELTS and a minimum mark of 6 for each category.

(b) a score of 100 or more in the case of TOEFL iBT.

IELTS or TOEFL iBT score reports are valid for two years, and scores will be deemed to have expired if the test was taken more than two years prior to submission of this application, namely, before September 2012.

### 3. Application Period

Web registration should be made between 1 September 2014 (opening at 9:00, Japan time) and 5 September 2014 (closing at 16:30, Japan time). Also, all application documents should be submitted to Keio University, the Office of Student Services (Graduate School of Economics) between 1 September 2014 and 5 September 2014(closing at 16:45, Japan time) .

#### 4. Application Procedure

First, please register your application information through the web page which will be found on Keio University Department of Economics web page

([http://www.econ.keio.ac.jp/en/graduate/double\\_degree/](http://www.econ.keio.ac.jp/en/graduate/double_degree/)) from 1 September 2014. Then all application documents should be submitted to Keio University, the Office of Student Services (Graduate School of Economics) on either 1 September 2014 or 5 September 2014.

#### 5. Application Documents

Applications must contain the following documents:

(i) Keio University-Sciences Po (KUSP) Double Master's Degree Programme Online Application Web Entry. (This must be filled in, printed out and sent to the Keio University, the Office of Student Services (Graduate School of Economics), as part of the Application Documents, and will be treated as the Application Form and the Study Plan of the applicant in the Programme. A photo of the applicant, 4cm by 3cm, taken within the last three months, should be affixed to this.)

(ii) Official Transcript of Academic Record of Undergraduate Study and Official Transcript of Academic Record for the Spring Semester of the First Year of Graduate Study

(iii) The Test Report Form of IELTS or the Examiner's Score Record of TOEFL iBT. Only originals of the results will be accepted. The Test Report Form of IELTS or the Examiner's Score Record of TOEFL iBT will be returned to the applicant.

All application documents mentioned in (i) and (ii) above should be written in English and produced within the last three months.

Apart from the originals of the Test Report Form of IELTS and the Examiner's Score Record of TOEFL iBT, application documents will not be returned.

#### 6. Screening

Screening to select applicants to proceed to the final selection to be made jointly by the staff of Sciences Po and Keio will be based on an examination of the applicant's application documents and an interview in English. Interviews will be held on 12 September 2014 at the Mita Campus of Keio University.

#### 7. Tuition and Other Fees

Tuition fees of E13,700 must be paid to Sciences Po for year 1 commencing in autumn 2015 that is spent at Sciences Po. The exact timing of the payment of these fees is determined by Sciences Po. For the year spent at Sciences Po, students in the programme are exempt from paying tuition and most other fees to Keio..

Applicants should note that tuition and other fees are subject to change without notice.

(25 July 2014, revised.)