

研究科要項

Study Guide for Students

2011

Graduate School of Economics, WASEDA UNIVERSITY

Management Policy of the Graduate School of Economics

1. History and Philosophy

The origin of the School of Political Science and Economics, which is the parent body of the Graduate School of Economics, goes back to the Department of Political Science and Economics from when Waseda University was founded as the Tokyo Senmon Gakko (College) in 1882. The present-day Graduate School of Economics was inaugurated as a new graduate school in 1951 under a new education system that subsumed the graduate schools of the old education system that had existed up until then. The graduate school is comprised of 2 majors—Theoretical Economics and Economic History, and Applied Economics. The sophistication of learning is an inevitable phenomenon that arises together with the passing of time, and economics is no exception. The mission of the Graduate School of Economics is to contribute to society, not only by engaging and aiding in research that contributes to the development of frontiers in economics, which is constantly making advances, but by also making approaches in cultivating human resources who are desirable in accordance with the expansion of learning.

2. Purpose Concerning the Cultivation of Human Resources and Purpose in Educational Research

The School of Political Science and Economics, which is the parent body of the Graduate School of Economics aimed to integrate political science with economics, and to be ahead of the times in adopting the academic climate of these latter days that emphasizes interdisciplinary learning. Together with cultivating researchers who can contribute to each of the highly developed and specialized fields of economics and to various fields of global political economy developing in tandem with related academic fields, the purpose of this graduate school is to nurture human resources that are equipped with the capability to recommend, implement, and assess concrete policies, and that can respond to domestic and foreign political and economic problems in this age where national borders are becoming invisible--all of this reinforced by the outstanding philosophy on which this school was built.

3. Diploma Policy

Waseda University aims to encourage the exchange of various kinds of knowledge, culture, language, and value-oriented concept and to cultivate its students to be able to take the initiative in contributing to global society, based upon a systematic educational system that recognizes that all its schools are related to one another cooperatively and that advantage should be taken of combining multidisciplinary approaches with the unique characteristics of each institution.

The Graduate Schools, in particular, have a mission empowering students to acquire technical knowledge—based on the firm foundation laid down at the undergraduate school level—that will allow them to play a crucial role in today's highly developed society.

The Graduate School of Economics thus strives to nurture its students in this borderless era in which we find ourselves, encouraging them to produce results for the benefit of all based on the technical knowledge they absorb, to apply this knowledge to global activities, and thereby to play a pivotal role in international society.

These efforts have effectively led the Graduate School of Economics to thorough internationalization and have contributed to greater realization of academic development and a prosperous global society for students not only in Japan but also throughout the world.

4. Curriculum Policy

The curriculum which advances from basic knowledge through applicable mastering of concepts taught in the Graduate School of Economics reflects its principle that precise and detailed intellectual consideration based upon a thorough knowledge of economic theory is indispensable to the accurate analysis of economic and social issues and to the discovery of appropriate solutions. The economics course of the Master's program requires students to undertake (i) coursework (Methodology of Economic History being a requirement for the research field of Economic History, and Microeconomics I and Macroeconomics I being requirements for other research fields), (ii) supervised research in conjunction with a specialized course (a seminar course and a specialized course by a supervisor being the requirements) to build up a strong foundation of technical knowledge, and (iii) the writing of a Master's thesis based upon the work that has been done. Students also expand their knowledge base beyond their specialization by taking common courses, elective courses, and/or courses audited at other locations or graduate schools to correspond with their own themes and future plans.

In addition, the Graduate School of Economics adopts a joint research guidance system according to six different research fields to support students in the research of a rich variety of topics. For the Global Political Economy Course, the two courses of Political Methodology, experimental and normative, as well as Microeconomics I and Macroeconomics I, are basic requirements. Students are also permitted to take core courses, common courses, and elective courses in a combination of their own choosing.

The supervision of research is conducted under the auspices of a joint guidance system in which more than one professor from the Graduate Schools of Politics and of Economics supervise a student's research. The Graduate School of Economics provides students with a curriculum that will develop in them the ability to discuss and design appropriate policies from a prescriptive standpoint, while analyzing and understanding the inseparable link between politics and economics from an international perspective.

The Doctoral program offers six research fields that correspond to those of the Master's program. This allows the fostering of close cooperation between the courses of the Master's program and those of the Doctoral program, offering students the benefits of supervised research that corresponds to their own particular specialization. The core of the Doctoral program is a system involving principal and subsidiary research supervisors and a joint research guidance system that centers on integrated seminars by research field (compulsory).

5. Admission Policy

The Graduate School of Economics conducts entrance examinations with a view to selecting students who are interested not only in real issues of politics, economics, society, and the historical roots thereof, but also in examining such issues from a theoretical viewpoint. Students are expected to have knowledge of real-life society and historical facts from the past to the present. They are expected to understand the importance of logical thinking and to be willing to proactively challenge the mathematical and statistical methodologies that are central to economic theory.

The School recognizes, however, that it may not always be possible for prospective students to meet all of its expectations at the point of enrollment. Screenings at the Graduate School of Economics are therefore conducted with sensitive consideration to the selection of candidates with varied interests, so as to give members of the student body the opportunity to influence one another, while each individual develops his/her strong points, concurrently advancing towards realistic perceptions and a logical approach to thinking.

Today, politics and economics are recognized as being intricately related to each other in many of the most significant social issues of the day, making it difficult to achieve a fundamental resolution without a combination of Political Science and Economics. The Graduate School of Economics welcomes students who are interested in any field exhibiting a mutual relationship between political and economic concerns, such as government, national institutions, and international relationships, and who wish to examine—and find solutions for—various issues in the field, taking full advantage of both Economics and Political Science.

Major Features of the Education Program in the Graduate School of Economics

Feature	Outline
Master's Program	<p>The purpose of this program is for students to acquire strong, specialized knowledge in a structure similar to that of textile weaving, where courses consisting of coursework (methodology of economic history is required for the research field of economic history; microeconomics and macroeconomics are necessary for all other areas) are the “woof” and research guidance and courses that are required according to research specialization (specialization courses and seminars taught by a research supervisor are required) are the “warp,” and to enable for students to create a master’s thesis based on this acquired specialized knowledge. Students can freely weave in “patterns” in the form of common courses, elective courses, audited courses conducted at other locations or at other graduate schools, etc., in accordance with their own theme and future plan.</p>
Doctoral Program	<p>Educational and research guidance is carried out in units of the 6 research fields of economic theory, statistics and econometrics, economic history, economic policy, public policy, and international economy. The Doctoral Program adopts a system of main and sub-research supervisors, as well as a joint research guidance system according to research field that centers on integrated seminars by research field (required). For information on requirements for obtaining a doctorate, refer to P.38.</p>
Degree	<p>When requirements for completion are fulfilled, students are conferred a master’s degree. Students who complete the International Political Economy Course are given a “Masters (in International Political Economy),” and other students are given a “Masters (in Economics).” In general, to obtain a master’s degree, students are required to be enrolled for a period of 2 years (1 year only for students who have passed a review for qualification to complete the program in 1 year), acquire at least 32 credits worth of lecture courses, partake in research guidance (basic/applied), and submit and receive a passing grade on their master’s thesis. However, with regard to the credits necessary to complete the program, the breakdown of the number of necessary credits that students must take is determined for each course classification.</p>
Early completion system	<p>As a special exception to the number of years enrolled in the school, a total of at least 3 years of enrollment in the Master’s Program and Doctoral Program is considered to be sufficient for only students who are recognized by the Graduate School of Economics Steering Committee as having produced outstanding research performance. In addition, an early completion system where students who took graduate courses in advance in their fourth year as an undergraduate student and were recognized as having high scholastic standing can complete the Master’s Program in 1 year is available.</p>
Programs that can be completed entirely in English	<p>Programs are available where a Masters or Doctorate can be received entirely in English. In particular, the Master’s program has been increasing lecture courses instructed only in English, mainly in the Global Political Economy Master’s course.</p>

2011 Academic Year:

Calendar for the Graduate School of Economics

Semester	Events	Date		
Spring semester	Graduate school entrance ceremony	April 2 (Saturday)		
	Graduate School of Economics entrance ceremony/ Guidance for new students			
	Classes in session	From	April 6 (Wednesday)	
		To	July 26 (Tuesday)	
	Makeup classes/Examination period	From	July 27 (Wednesday)	
		To	August 2 (Tuesday)	
	Summer break	From	August 3 (Wednesday)	
To		September 20 (Tuesday)		
Announcement of first semester grades		September 9 (Friday)		
Completion ceremony		September 17 (Saturday)		
Fall semester	Graduate school entrance ceremony	September 24 (Saturday)		
	Graduate School of Economics entrance ceremony/ Guidance for new students			
	Classes in session	From	September 26 (Monday)	
		To	January 28 (Saturday), 2012	
	Anniversary of the establishment of the university (classes held)		October 21 (Friday)	
	Sports Festival (No classes)		November 4 (Friday)	
	Waseda Festival (No classes)		November 5 (Saturday)	
	Winter break	From	December 23 (Friday)	
		To	January 5, 2012 (Thursday)	
	Makeup classes/Examination period	From	January 30, 2012 (Monday)	
		To	February 4, 2012 (Saturday)	
	Announcement of students expected to complete Master's Program		March 1, 2012 (Thursday)	
	Announcement of grades for currently enrolled students		March 9, 2012 (Friday)	
Completion ceremony		March 25, 2012 (Sunday)		

— Implementation of classes on Sundays/Holidays, extra days with no classes —

To ensure the number of times that classes are held, it has been decided that the Sunday/holidays described below will serve as days in the 2011 academic year on which classes are held at Waseda University. (Relevant revised rules and regulations: Article 26 of Graduate School Academic Rules)

Date	Remarks
July 18 (Monday) Marine Day	* Classes held
October 10 (Monday) National Sports Day	* Classes held

* In accordance with the holding of classes on the above holidays, **classes will not be held at the university** on the following dates in 2011.

[Extra holidays: April 30 (Saturday) and May 2 (Monday)]

Time System

Period	Time period	Length of break after every period
1 st period	9:00 to 10:30	10 minutes
2 nd period	10:40 to 12:10	50 minutes
3 rd period	13:00 to 14:30	15 minutes
4 th period	14:45 to 16:15	15 minutes
5 th period	16:30 to 18:00	15 minutes
6 th period	18:15 to 19:45	10 minutes
7 th period	19:55 to 21:25	End

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Masters Program [separate attachment]
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*For common courses offered through other universities graduate schools, see the website for that Graduate School. [Study Guide / Course Offerings]

Major Changes from the Previous Year's Guide to the Graduate School of Economics

1. Master's Thesis

(1) Changes to the Master's thesis submission process (see page 30)

Please submit the Masters thesis as three paper copies and 2 CD-R copies.

Note) Stapling and binding of theses within the Office on the submission deadline and beforehand will not be allowed. Please use the facilities in the research offices, etc. All theses should be stapled and bound before they are brought to the Office.

(2) Thesis topic and language will be decided at the time of submitting the “Notification for Planned Submission of the Master's Thesis”, not when submitting the “Master's Thesis Research Plan.” (see page 31)

※After submitting the “Notification for Planned Submission of the Master's Thesis” the language and topic of your thesis cannot be changed.

In the case that you want to change your thesis topic after submission, you will need to turn in the “Thesis Topic Reason for Change Form” that must be signed or sealed by your research supervisor.

2. Entrance Examinations for Doctoral Course (Recommendation•General)

(1) Recommendation Entrance Exam

The interview examination for the Recommendation Entrance Exam for the Doctoral Program will be held at the same time as the Masters Thesis interview examination. Please be aware of the submission procedures that have changed to accommodate this new policy (see page 32)

(2) General Entrance Exam

For AY2012 entrance onward, the written test to enter the Doctoral program will be stopped. Submitting a copy of a language test score card is a requirement for the general entrance examination for the Doctoral program. (Only valid for tests taken within 2 years from the last day of the application period) If you do not pass the Recommendation Entrance Examination you will need to have a language score card to apply for the general entrance examination. (see page 35)

3. Precautions Regarding Examinations and Reports (see page 21)

4. Flow of the review of a doctoral dissertation (see page 40)

If a student submits a dissertation within three years of withdrawing from the doctorate program, they will be able to officially submit their dissertation for an internal doctorate. (Applicable to students entering from AY2007) For those who have been withdrawn for over three years, they will be considered “non-internal doctoral candidates” and maybe charged a judging fee for their dissertation.

5. Research Students (see page 43)

Master's Program

I. Requirements for Completing the Master's Program and Methods for Completing Courses

1. To Obtain a Master's Degree

In order to obtain a master's degree, the requirements listed in 1 to 3 below must all be fulfilled.

1. Requirements regarding number of years enrolled in the program

Students who passed the general examination: 2 years or more

Students who passed the examination for returning students: 2 years or more (1.5 years or more for only students qualified to complete program in 1.5 years)

Students who passed the examination for recommended admission: 2 years or more (1 year or more for only students qualified to complete program in 1 year)

2. Requirements for completing research guidance (basic and applied) and submitting a master's thesis/passing the final examination

In accordance with the number of years that a student is required to be enrolled in the program (until his/her master's thesis receives a passing grade), the student is required to participate in research guidance by a research supervisor. After submitting a master's thesis, students must take and pass the final examination (oral examination).

* Basic research guidance is taken by students in the first year, and applied research guidance is taken by students in the second year.

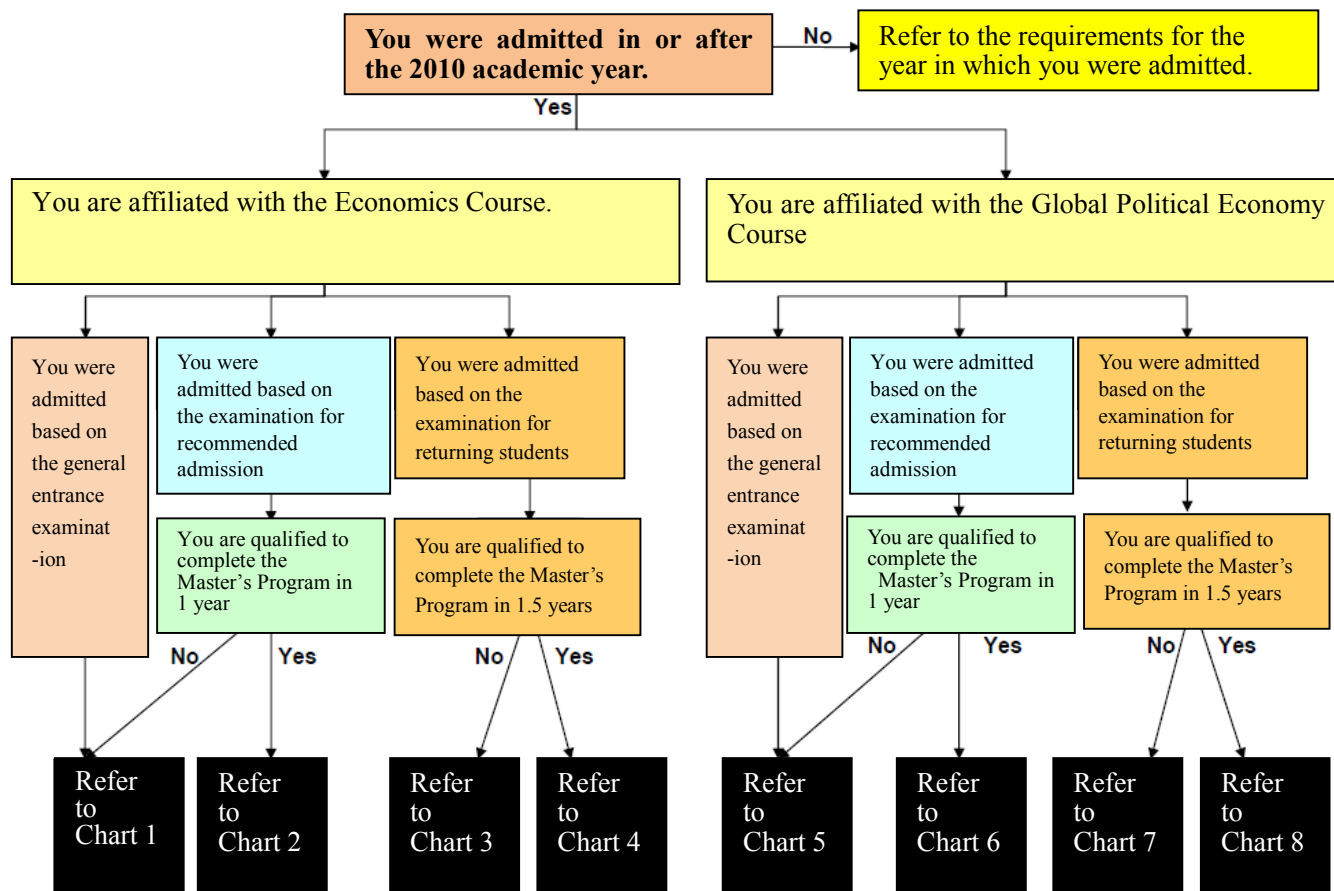
3. Requirements for acquiring prescribed credits

Students must obtain 32 or more credits worth of prescribed lecture courses (40 or more credits for students who were admitted in or before the 2007 academic year). However, there is a limit as to the number of courses (credits) that a student can register in as courses that are counted towards the prescribed credits. For details, refer to Surplus Credits (p. 20).

As the breakdown for the 32 total prescribed credits, the number of credits that a student must acquire is determined for each course category. For details, refer to the following page, and confirm the chart that corresponds to your year of admission, entrance examination classification, affiliated major/course, and whether or not you are qualified for early completion of the program.

Flow Chart for Confirming Requirements for Acquiring Prescribed Credits

The requirements for the number of credits that a student must acquire in order to complete the Master's Program differ depending on the Year of Admission, Entrance Examination Classification and Whether or Not Student Is Qualified for Early Completion. Refer to the following, and confirm which chart, from among Charts 1 to 8, you correspond to.



Breakdown Charts According to Course Category for Prescribed Credits Required for Completion of Program

*Confirm the relevant breakdown chart after figuring out which chart, from among Charts 1 to 8, you correspond to using the flow chart on the previous page.

Chart 1	Affiliated major (Course)	Economics Course
	Entrance examination classification	General entrance examination or examination for recommended admission
	Qualification for early completion	None

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Specialization courses	Selective courses/Common courses	Required courses ^{*(2)}	
Number of credits with limitation on registration	1	Basic research guidance	A: 2 credits B: 2 credits	2 credits	Up to 18 credits	4 credits	22 credits
	2	Applied research guidance	A: 2 credits B: 2 credits		Up to 18 credits		*(3) 22 credits
Minimum number of credits that must be acquired			8 credits	2 credits	18 credits	4 credits	40 credits 32 credits ^{*(4)}

*(1): For basic seminars and basic research guidance, in addition to those of your own specialization (required), it is possible to take up to 2 credits of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

※Six months after enrollment, students who did not decide their supervisors at the time of enrollment should register the name of the professor who taught their first-semester Basic research guidance or Basic seminar class.

*(2): Required courses differ according to whether a student is affiliated with [Economic History Research Field] or [Research Field Other than Economic History]. For details, check "Precautions in Taking Courses."

*(3): The maximum limit is the number obtained upon adding surplus credits of 8 credits to the number of credits necessary for completing the Master's Program, as based on the number of credits you have obtained in the first year (including transferred credits).

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits in the second year (32 – 20 (already acquired) credits + 8 (surplus credits) credits).

*(4): **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology. In addition to this, up to 16 existing credits (for courses established by the Graduate School of Economics) that a student has already acquired in the form of "graduate courses taken in advance" before being admitted can be transferred.**

*(5): Up to 16 credits of elective courses may be taken separately each year.

Chart 2	Affiliated major (Course)	Economics Course
	Entrance examination classification	Examination for recommended admission
	Qualification for early completion	Student with qualification to complete program in 1 year

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(4)}
			Seminar courses ^{*(1)}	Specialization courses	Elective courses/Common courses	Required courses ^{*(2)}	
Number of credits with limitation on registration	1	Applied research guidance	A: 2 credits B: 2 credits	2 credits	Up to 18 credits	4 credits	22 credits
Minimum number of credits that must be acquired			4 credits	2 credits	18 credits	4 credits	40 credits 32 credits ^{*(3)}

Note: Students who have passed the review for obtaining the qualification to complete the Master's Program in 1 year can carry out various procedures related to submitting a master's thesis in the first year (in the event that completion in the first year is not possible, completion in 1.5 years is acknowledged). **If completion in 1 year is not possible, in the second year, such students are handled in the same manner as students who were admitted based on the general examination and students who were admitted based on the examination for recommended admission, including with respect to academic fees, and the maximum number of credits that such students can acquire is the number of credits obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in the student's first year (including credits transferred).**

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

*(1): Applied seminar and applied research guidance in your own specialization are required. **In addition to this, it is possible for a basic seminar (and basic research guidance) of your own specialization to be calculated towards the number of credits required for completing the program. If a student does not take a basic seminar, the "minimum number of credits that must be acquired for elective courses/common courses" is 22 credits.** Students may also take up to 2 credits worth of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

*(2): Required courses differ depending on whether a student is affiliated with [Economic History Research Field] or [Research Field Other than Economic History]. For details, check "Precautions in Taking Courses."

*(3): **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology. In addition to this, up to 16 existing credits (for courses established by the Graduate School of Economics) that a student has already acquired in the form of "graduate courses taken in advance" before being admitted can be transferred.**

*(4): Up to 16 credits of elective courses may be taken separately each year.

Chart 3	Affiliated major (Course)	Economics Course
	Entrance examination classification	Examination for returning students
	Qualification for early completion	None

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Specialization courses	Elective courses/Common courses	Required courses ^{*(2)}	
Number of credits with limitation on registration	1	Basic research guidance	A: 2 credits B: 2 credits	2 credits	Up to 28 credits	4 credits	32 credits
	2	Applied research guidance	A: 2 credits B: 2 credits		Up to 18 credits		^{*(3)} 22 credits
Minimum number of credits that must be acquired			8 credits	2 credits	18 credits	4 credits	40 credits 32 credits ^{*(4)}

^{*(1)}: For basic seminars and basic research guidance, in addition to those of your own specialization (required), it is possible take up to 2 credits of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

※Six months after enrollment, students who did not decide their supervisors at the time of enrollment should register the name of the professor who taught their first-semester Basic research guidance or Basic seminar class.

^{*(2)}: Required courses differ depending on whether a student is affiliated with [Economic History Research Field] or [Research Field Other than Economic History]. For details, check "Precautions in Taking Courses."

^{*(3)}: The maximum limit is the number obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in the first year **(including credits transferred)**.

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

^{*(4)}: **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology.**

^{*(5)}: Up to 16 credits of elective courses may be taken separately each year.

Chart 4	Affiliated major (Course)	Economics Course
	Entrance examination classification	Examination for returning students
	Qualification for early completion	Student with qualification to complete program in 1.5 years

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Specialization courses	Elective courses/Common courses	Required courses ^{*(2)}	
Number of credits with limitation on registration	1	Basic research guidance	A: 2 credits B: 2 credits	2 credits	Up to 28 credits	4 credits	32 credits
	2	Applied research guidance	A: 2 credits		Up to 18 credits		^{*(3)} 22 credits
Minimum number of credits that must be acquired			6 credits	2 credits	20 credits	4 credits	40 credits 32 credits ^{*(4)}

^{*(1)}: For basic seminars and basic research guidance, in addition to those of your own specialization (required), it is possible take up to 2 credits of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

※Six months after enrollment, students who did not decide their supervisors at the time of enrollment should register the name of the professor who taught their first-semester Basic research guidance or Basic seminar class.

^{*(2)}: Required courses differ depending on whether a student is affiliated with [Economic History Research Field] or [Research Field Other than Economic History]. For details, check "Precautions in Taking Courses."

^{*(3)}: The maximum limit is the number obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in the first year **(including credits transferred)**.

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

^{*(4)}: **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology.**

^{*(5)}: Up to 16 credits of elective courses may be taken separately each year.

Chart 5	Affiliated major (Course)	Global Political Economy Course
	Entrance examination classification	General entrance examination or examination for recommended admission
	Qualification for early completion	None

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Core courses	Basic courses (including required courses)	Selective courses	
Number of credits with limitation on registration	1	Basic research guidance	A: 2 credits B: 2 credits	12 credits	Required: 8 credits ^{*(2)}	^{*(6)}	22 credits
	2	Applied research guidance	A: 2 credits B: 2 credits				22 credits ^{*(3)}
Minimum number of credits that must be acquired			8 credits	12 credits	8 credits	0~4 credits	40 credits 32 credits ^{*(4)}

^{*(1)}: For basic seminars and basic research guidance, in addition to those of one's own specialization (required), it is possible to take up to 2 credits of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

※Six months after enrollment, students who did not decide their supervisors at the time of enrollment should register the name of the professor who taught their first-semester Basic research guidance or Basic seminar class.

^{*(2)}: Required courses for the Global Political Economy Course differ from those for students who are affiliated with the Economics Course. For details, check "Precautions in Taking Courses."

^{*(3)}: The maximum limit is the number obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in your first year **(including credits transferred)**.
(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

^{*(4)}: **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology. In addition to this, up to 16 existing credits (for courses established by the Graduate School of Economics) that a student has already acquired in the form of "graduate courses taken in advance" before being admitted can be transferred.**

^{*(5)}: Up to 16 credits of elective courses may be taken separately each year.

^{*(6)}: Credits for courses that are not part of the Global Political Economy Course, such as common courses, courses conducted in other graduate schools or universities, lecture courses that belong to the Economics Course, courses offered by the School of Political Science and Economics, and open courses for graduate students, are counted as the credits of a selective course; up to 4 such credits can be counted as credits required to complete the program.

Chart 6	Affiliated major (Course)	Global Political Economy Course
	Entrance examination classification	Examination for recommended admission
	Qualification for early completion	Student with qualification to complete program in 1 year

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Core courses	Basic courses (including required courses)	Selective courses	
Number of credits with limitation on registration	1	Applied research guidance	A: 2 credits B: 2 credits	12 credits	Required: 8 credits	^{*(5)}	22 credits
Minimum number of credits that must be acquired			4 credits	12 credits	8 credits	0~4 credits	40 credits 32 credits ^{*(4)}

Note: Students who have passed a review for obtaining the qualification to complete the Master's Program in 1 year can carry out various procedures related to submitting a master's thesis in the first year (in the event that completion in the first year is not possible, completion in 1.5 years is acknowledged). **If completion in 1 year is not possible, such students are handled in the same manner as students who were admitted based on the general examination and students who were admitted based on the examination for recommended admission, including with respect to academic fees,** and the maximum number of credits that such students can acquire is the number of credits obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in the first year **(including credits transferred)**.

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

^{*(1)}: Applied seminar and applied research guidance in your own specialization are required. **In addition to this, it is possible for a basic seminar (and basic research guidance) of your own specialization to be calculated towards the number of credits required for completing the program. If a student does not take a basic seminar, the "minimum number of credits that must be acquired for elective courses/common courses" is 22 credits.** Students may also take up to 2 credits worth of basic seminars and basic research guidance of other specializations each semester as elective courses. (Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)

^{*(2)}: Required courses for the Global Political Economy Course differ from those for students who are affiliated with the Economics Course. For

details, check “Precautions in Taking Courses.”

* (3): **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology. In addition to this, up to 16 existing credits (for courses established by the Graduate School of Economics) that a student has already acquired in the form of “graduate courses taken in advance” before being admitted can be transferred.**

* (4): Up to 16 credits of elective courses may be taken separately each year.

* (5) : Credits for courses that are not part of the Global Political Economy Course, such as common courses, courses conducted in other graduate schools or universities, lecture courses that belong to the Economics Course, courses offered by the School of Political Science and Economics, and open courses for graduate students, are counted as the credits of a selective course; up to 4 such credits can be counted as credits required to complete the program.

Chart 7	Affiliated major (Course)	Global Political Economy Course
	Entrance examination classification	Examination for returning students
	Qualification for early completion	Student with qualification to complete program in 1.5 years

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Core courses	Basic courses (including required courses)	Selective courses	
Number of credits with limitation on registration	1	Basic research guidance	A: 2 credits B: 2 credits	12 credits	Required: 8 credits ^{*(2)}	*(6)	32 credits
	2	Applied research guidance	A: 2 credits				22 credits
Minimum number of credits that must be acquired			6 credits	12 credits	8 credits	0~4 credits	40 credits 32 credits ^{*(4)}

* (1): For basic seminars and basic research guidance, in addition to those of your own specialization (required), it is possible to take up to 2 credits of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

* (2): Required courses for the Global Political Economy Course differ from those for students who are affiliated with the Economics Course. For details, check “Precautions in Taking Courses.”

* (3): The maximum limit is the number obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in the first year **(including credits transferred)**.

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

* (4): **The maximum credits that count as transferred credits is 10, in the case that a student has audited courses at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology.**

* (5): Up to 16 credits of elective courses may be taken separately each year.

* (6) : Credits for courses that are not part of the Global Political Economy Course, such as common courses, courses conducted in other graduate schools or universities, lecture courses that belong to the Economics Course, courses offered by the School of Political Science and Economics, and open courses for graduate students, are counted as the credits of a selective course; up to 4 such credits can be counted as credits required to complete the program.

Chart 8	Affiliated major (Course)	Global Political Economy Course
	Entrance examination classification	Examination for returning students
	Qualification for early completion	None

	Year	Research guidance	Lecture courses				Number of credits with limitation on registration ^{*(5)}
			Seminar courses ^{*(1)}	Core courses	Basic courses (including required courses)	Selective courses	
Number of credits with limitation on registration	1	Basic research guidance	A: 2 credits B: 2 credits	12 credits	Required: 8 credits ^{*(2)}	*(6)	32 credits
	2	Applied research guidance	A: 2 credits B: 2 credits				22 credits ^{*(3)}
Minimum number of credits that must be acquired			8 credits	12 credits	8 credits	0~4 credits	40 credits 32 credits ^{*(4)}

* (1): For basic seminars and basic research guidance, in addition to those of your own specialization (required), it is possible to take up to 2 credits of basic seminars and basic research guidance of other specializations each semester as elective courses. **(Students must register by attending the course selection guidance held by the supervisor of the seminar that they wish to participate in, and obtain permission from the supervisor.)**

* (2): Required courses for the Global Political Economy Course differ from those for students who are affiliated with the Theoretical Economics and Economic History major and the Applied Economics Course. For details, check “Precautions in Taking Courses.”

* (3): The maximum limit is the number obtained upon adding surplus credits of 8 credits to the number of credits required to complete the program based on the number of credits acquired in the first year **(including credits transferred)**.

(Example) If a student acquired 20 credits in the first year, he/she can register up to 20 credits (32 – 20 (already acquired) credits + 8 (surplus credits) credits) in the second year.

* (4): **The maximum credits that count as transferred credits is 10, in the case that a student has audited at a different graduate school, or has taken courses at the Graduate School of Economics at Keio University or the Graduate School of Decision Science and**

Technology at the Tokyo Institute of Technology.

* (5): Up to 16 credits of elective courses may be taken separately each year.

* (6) : Credits for courses that are not part of the Global Political Economy Course, such as common courses, courses conducted in other graduate schools or universities, lecture courses that belong to the Economics Course, courses offered by the School of Political Science and Economics, and open courses for graduate students, are counted as the credits of a selective course; up to 4 such credits can be counted as credits required to complete the program.

2. Types of Courses and Rules for Taking Courses

Courses established by the Graduate School of Economics are divided into the following types.

(1) Categories for Courses That Are Common to All Majors/Courses

1	Research guidance	<p>Students must participate in research guidance, which is conducted by a research supervisor. Students are evaluated and given a grade for research guidance, but research guidance does not count toward credits.</p> <p>It is necessary for students who are enrolled in the program for an extended period of time to participate in research guidance until they pass the final examination in the form of a master’s thesis. However, if a student has already acquired credits for seminar courses in the form of combined courses, it is not necessary for the student to take or register in seminar courses, and thus the student only needs to participate in research guidance.</p> <p>“Basic Research Guidance A/B” are taken by students in the first year, and “Applied Research Guidance A/B” are taken by students in the second year.</p>
2	Seminar courses	<p>Students must take seminar courses that are taught by their research supervisor. Basic seminar courses that are taught by supervisors other than a student’s own research supervisor can be taken separately as elective courses. Before taking such courses, students must participate in the course selection guidance held by the supervisor of the seminar course that they wish to take, and obtain permission from the supervisor.</p> <p>“Basic Research Guidance A/B” are taken by students in the first year, and “Applied Research Guidance A/B” are taken by students in the second year. If taken according to the normal plan, it is possible for a student to take a basic seminar and applied seminar concurrently in the same semester.</p> <p>Students who do not decide a supervisor at the time of enrollment must register all of their Basic Seminars in the first semester as elective courses. When applying for a supervisor, please also apply for courses whose credits can be counted as credits required to complete the program. Please confirm through the announcement of academic results that the application has been accepted.</p>
3	Elective courses	<p>Elective courses do not count towards the prescribed credits required for completion of the program. In addition to the prescribed credits, a student may take up to 16 credits per year. To do so, declare the course as an elective course when registering for courses. After the course registration period, it will not be possible to change a course to one that is counted towards the prescribed credits.</p> <p>Basic seminars that are taught by a different research supervisor than one’s own, Tutorial English at the Open Education Center, and language courses at the Center for Japanese Language are elective courses. Courses established by the Media Network Center are counted towards the prescribed credits only in cases where the research supervisor deems that such a course is necessary.</p>
4	Courses audited at another location	<p>If a student takes a course established by a different graduate school at Waseda University, the course can be taken as a “course audited at another location” or an elective course. If the course is taken as a course audited at another location, it is counted towards the prescribed credits required for completion of the program as a selective (core) course. There is, however, a limit to the number of credits that can be calculated towards the prescribed credits (⚠).</p> <p>In addition, first-year students may take a specialized course in the School of Political Science and Economics (excluding courses for first-year students and specialized seminars) upon obtaining the permission of their research supervisor. However, credits acquired from taking such courses become counted as courses audited at another location, and can be calculated as selective (core) courses. Information regarding how to take such courses, etc., will be given separately at the beginning of each academic year.</p> <p>For information on how to register courses in other graduate schools at Waseda University, confirm the materials distributed when registering for courses.</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Upper limit for prescribed credits when taking a course outside of the Graduate School of Economics</p> <p>When a student takes a course <u>outside</u> of the Graduate School of Economics, there is an upper limit to the number of credits that can be counted toward credits for “selective courses/common courses” required for completing the program. The maximum number of credits that can be counted if only “courses audited at another school ” are taken is 8, but if courses audited at another graduate school as described in “5” below are included, a maximum of 10 credits can be counted towards the prescribed credits. For students affiliated with the Global Political Economy Course, both types of courses are counted as core courses.</p> </div>
5	Courses audited at another graduate school	<p>The Graduate School of Education has concluded agreements with graduate schools of other universities regarding compatibility of credits. With regard to Japanese universities, agreements have been concluded with the Graduate School of Economics at Keio University and the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology as of the 2011 academic year. Credits that are acquired at these graduate schools are handled as “courses audited at another graduate school.” Such credits are counted towards core courses for students affiliated with the Global Political Economy Course, and towards the prescribed credits for “selective courses/common courses” for all other students.</p> <p>*See ⚠ in “4” above for precautions for taking such courses.</p>

(2) Categories for Courses for Only Economics Course																
1	<p>Required courses</p> <p>Credits for required courses can be obtained mainly from 1 course each from “courses related to microeconomics” and “courses related to macroeconomics,” but for students who are specializing in Economic History or who are affiliated with the Global Political Economy Course, the following unique, required courses apply.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Economics Course</td> <td style="width: 20%;">Both A and B in the Table for Required Courses must be fulfilled.</td> </tr> <tr> <td style="text-align: center;">Specialization in Economic History</td> <td>A, B, or C in the Table for Required Courses must be fulfilled.</td> </tr> <tr> <td>Global Political Economy Course</td> <td>Both A and B in the Table for Required Courses must be fulfilled, and credits for “Introduction to Empirical Analysis” and “Introduction to Normative Studies” must be acquired (total of 4 courses).</td> </tr> </table> <p>Table for Required Courses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">A</td> <td style="width: 25%;">Courses related to Microeconomics</td> <td>Acquire credits by selecting a course from among “Microeconomics I,” “Microeconomics I (English),” “Microeconomics II”, and “Microeconomics II(English).”</td> </tr> <tr> <td style="text-align: center;">B</td> <td>Courses related to Macroeconomics</td> <td>Acquire credits by selecting a course from among “Macroeconomics I,” “Macroeconomics I (English),” “Macroeconomics II,” and “Macroeconomics II(English).”</td> </tr> <tr> <td style="text-align: center;">C</td> <td>Courses related to Economic History</td> <td>Methodology for Economic History</td> </tr> </table> <p>* In the examination for recommended admission to the Doctoral Program of the Graduate School of Economics, “prerequisite courses that must be taken while enrolled in the Master’s Program” have been introduced starting with the entrance examination. Students who wish to advance to the Doctoral Program should select and take “Microeconomics II” and “Macroeconomics II” in the first year. For details, refer to “IV. Guide to Entrance Examination for Students Aspiring to be Admitted to the Doctoral Program (for Students Enrolled in the Master’s Program).”</p>	Economics Course	Both A and B in the Table for Required Courses must be fulfilled.	Specialization in Economic History	A, B, or C in the Table for Required Courses must be fulfilled.	Global Political Economy Course	Both A and B in the Table for Required Courses must be fulfilled, and credits for “Introduction to Empirical Analysis” and “Introduction to Normative Studies” must be acquired (total of 4 courses).	A	Courses related to Microeconomics	Acquire credits by selecting a course from among “Microeconomics I,” “Microeconomics I (English),” “Microeconomics II”, and “Microeconomics II(English).”	B	Courses related to Macroeconomics	Acquire credits by selecting a course from among “Macroeconomics I,” “Macroeconomics I (English),” “Macroeconomics II,” and “Macroeconomics II(English).”	C	Courses related to Economic History	Methodology for Economic History
Economics Course	Both A and B in the Table for Required Courses must be fulfilled.															
Specialization in Economic History	A, B, or C in the Table for Required Courses must be fulfilled.															
Global Political Economy Course	Both A and B in the Table for Required Courses must be fulfilled, and credits for “Introduction to Empirical Analysis” and “Introduction to Normative Studies” must be acquired (total of 4 courses).															
A	Courses related to Microeconomics	Acquire credits by selecting a course from among “Microeconomics I,” “Microeconomics I (English),” “Microeconomics II”, and “Microeconomics II(English).”														
B	Courses related to Macroeconomics	Acquire credits by selecting a course from among “Macroeconomics I,” “Macroeconomics I (English),” “Macroeconomics II,” and “Macroeconomics II(English).”														
C	Courses related to Economic History	Methodology for Economic History														
2	<p>Specialization courses</p> <p>From among the semester courses taught by each supervisor that have the same course name as the name of a specialization (for example, “Theoretical Economics” and “International Economic Theory”), only courses that are taught by the respective research supervisor of each student are the required courses, as “specialization courses,” for the student.</p> <p>Courses that are named in such a way are deemed as “selective courses” for students who take such courses but are not students of the supervisor teaching the course.</p> <p>Note) Name of the specialization: Included in the research guidance course name. Refers to the name of the area in which each supervisor is specialized. Example) For students whose research supervisor is Professor Ryo Nagata, the specialization course is “Theoretical Economics (2 credits) (Supervisor: Professor Ryo Nagata).”</p>															
3	<p>Selective courses</p> <p>From among the courses for the Theoretical Economics and Economic History major and the Applied Economics Course in the Applied Economics major, those that are not categorized under “1” or “2” above are selective courses. As a result, although it is also written in “2” above, a specialization course that is taught by an supervisor other than a student’s own research supervisor is handled as a “selective course.”</p>															
4	<p>Common courses</p> <p>Courses that have been established outside of specializations. In the method for calculating the credits required for completing the program, the total of the credits for selective courses and common courses is calculated (excludes students affiliated with the Global Political Economy Course).</p>															
(3) Categories for Courses for Only the Global Political Economy Course																
1	<p>Common basic courses</p> <p>Students affiliated with the International Political Economy Course must acquire 8 or more credits of required courses from among common basic courses (Refer to (2) 1 “Required courses” on the previous page).</p>															
2	<p>Core courses</p> <p>Students affiliated with the Global Political Economy Course must acquire 12 or more credits from courses listed as core courses.</p>															
3	<p>Selective Courses</p> <p>Lecture courses from common courses or courses that belong to the Graduate School of Economics (elective courses) taken by students of the Global Political Economy Course can be included as selective courses of the program and the credits gained can qualify as among those required to complete the program. Credits from selective courses are not necessary if the total number of credits gained in basic common courses and core courses meets the number required to complete the program.</p>															

3. Precautions in Taking Courses

1. Restrictions on taking duplicate courses

Taking both the English language and Japanese language version of the same required courses will not give credit for both courses to be used towards graduation. (This is the same for the advanced levels of micro/macro economics courses.) In addition, the same course cannot be taken for credit twice. Elective courses (example, Economic Theory 2 credits) that have two different professors can both be counted towards graduation.

2. Handling of surplus credits

While a student is enrolled in the program, he/she can take up to 8 credits of courses that are calculated towards the prescribed credits necessary for completing the program. These 8 credits are referred to as surplus credits. Courses that can be taken as surplus credits are limited to selective courses/common courses and core courses.

3. Handling of courses that are cancelled this academic year

Make sure to select specialization courses that have been cancelled this academic year the following year. However, if a student takes a course with the same name that is taught by a supervisor other than his/her own research supervisor during the academic year in which the specialization course that the student is supposed to take is cancelled, the credits from this course are handled as a specialization course.

4. To students auditing courses at another location

Since the timing at which grades are determined for courses that are audited at another graduate school may be later than the timing for which grades are determined in the Graduate School of Economics, it is recommended for students who are planning on completing the Master's Program, and those wishing to advance to the Doctoral Program in particular, to avoid auditing courses in their final semester as courses counted towards the prescribed credits. Due to this, there are some cases where students may become disqualified from being selected as the valedictorian for the Master's Program in the Graduate School of Economics.

5. Handling of common courses that are compatible with the Graduate School of Education

Students can register in courses that have been established as being compatible with the Graduate School of Education as courses established by the Graduate School of Economics, and not courses audited at another graduate school. Acquired credits are handled as selective courses. In both cases, credits are counted towards the prescribed credits.

6. Handling of courses established as being common among different graduate schools

- Students who are affiliated with the "Economics Course": Calculated towards selective courses
- Students who are affiliated with the "International Political Economy Course": Calculated towards selective courses

4. Precautions Regarding Examinations and Reports

The principle of all examinations, including periodic examinations and report subjects, is strict implementation, and students must verify their duty as a student and take examinations in a fair manner. In the event that there is misconduct, **strict action (indefinite suspension, nulling of grades for all courses in which the student was registered for the relevant semester, etc.)** will be taken.

Misconduct includes the following examples:

- ① Fraudulent use or plagiarism of reports (not just pertaining to examination reports, any report given as classwork is included in this definition. See below for more details)
- ② Cheating on any mid-term or final examinations.
- ③ Misconduct related to class attendance (attending class on behalf of another student, asking a student to sign for attendance on a student missing class, or claiming attendance of a student who is not attending class are all misconduct)
- ④ Other conduct that is not acceptable while attending class.

Graduate School of Economics, Waseda University

Fraudulent Use and Plagiarism in Reports

It is not uncommon that university students are given assignments to write and submit a “report.” Students are required to write a report in seminar courses (courses with a small number of students that focus on presentations and discussions), and even in lecture courses, there are cases where reports must be submitted in addition to regular examinations, or cases where students are evaluated based on reports instead of examinations. Reports can be thought of as being an important part of a student’s life.

Consequently, there are many precautions to take regarding how to write a report. Here, the most important thing to keep in mind when writing reports will be called to attention. Reports express one’s own thoughts in his/her own words upon reading and investigating books, reference literature, and materials related to the topic, and upon organizing and summarizing the contents he/she has learned through such reading material as necessary. Excerpting and copying text written by someone else from a book or Web site is not a report. The submission of text written by someone else that was copied from a Web site and pasted as is, or a paper that contains parts that were copied and pasted as is from a Web site will absolutely not be accepted as a report. This falls under misconduct, in the same way as various forms of cheating during an examination (such as copying someone else’s answers or copying from material that is forbidden to be brought to the place of examination). **When a student is detected of fraudulent use or plagiarism in a report or a seminar paper, the student will face severe punishment, including the nulling of grades for all courses in which the student was registered for the relevant semester.**

However this does not mean that another person’s text and ideas cannot be used at all. There is a difference between “quoting,” and “fraudulent use” or “plagiarism.” If borrowing someone else’s words in a report, or relying on someone else’s text for an important idea that is central to the report, it is necessary to indicate the source of the text (in other words, express who wrote the text in which document) in accordance with the rules for quotations and references, and clarify that such text is not your own words (or your own idea) but was rather borrowed from someone. This is known as “quoting.” If a report is submitted without indicating the source of text or an idea that was borrowed from someone else, and passed off as your own writing (by writing your own name and student identification number), this constitutes “fraudulent use” or “plagiarism.”

Although precautions will most likely be given in class regarding how to quote other people’s text and ideas so that it does not constitute misconduct, make an effort to read and understand the reference literature introduced below. The basic rules are as follows.

- When copying someone else’s text (or in other words, quoting from a text), make sure to use double quotation marks (“ ”) around the entire text. Place the period (.) indicating the end of the sentence outside of the quotation marks. If there are quotation marks inside of the quoted text, change the double quotation marks to single quotation marks (‘ ’). Clearly indicate the author, title of the book (or paper or article), the relevant page number(s) (and the publisher and year of publication).

Example: “Why do university professors try to inflict severe punishment for plagiarism? In the academic world, a rule such that ‘truth and knowledge that a person has come at through concentrating their efforts, investigating, and thinking should fundamentally be shared among all human beings. However, such being the case, the person who came forth with the truth and knowledge should be given an equivalent amount of respect.’ Plagiarism violates this rule. Strict reproach of plagiarism in a paper is based on the idea that students are also considered to be a member of this academic world” (Todayama, Kazuhisa. *Ronbun no Kyoshitsu*. Japan Broadcast Publishing Co., Ltd., 2002. 34-35.)

If quoting from a Web site, clearly indicate the URL and the date that you accessed the site. If you are familiar with the function in word processing software for creating annotations, it is acceptable to use this function and create footnotes.

- It is a rule to indicate the author’s name, title, and page number (in the case of a Web site, the URL and date that the site was accessed) in the same manner even if you are not quoting directly from a text, but have summarized the text or referred to the text to obtain ideas.
- With regard to text from Web sites in particular, although there are people who make justifications, such as “the text on the Web site was not a paper,” “there was no such thing as ‘unauthorized use is prohibited’ written on the Web site,” “I thought it was acceptable since it is possible to link to the site without permission,” etc., none of these excuses are valid. The whole point of fraudulent use or plagiarism in reports is that “a student submits text that is not his/her own as something that he/she has written.” This is not a problem of the characteristic of the site. For example, frequently-used sites include those of newspapers and news service agencies, government sites, encyclopedias and dictionaries on the Web, sites that have been established by supervisors at universities, high schools, preparatory schools, etc. for the purpose of supplementing their lectures, Web blogs and libraries run by researchers and students, book-review columns on mail-order sites, etc. If text from any site is used without permission (i.e. the source is not indicated in the report), this constitutes fraudulent use or plagiarism.
- The above are precautions regarding “what is strictly prohibited.” Learn about when text should be quoted and summarized, the amount of quotations that should be used, and to what extent to depend on quotations and summaries during the process of writing your report. The reference literature listed below should help you. If you have any questions or concerns, do not hesitate to consult with a supervisor.

Writing a good report starts with your own writing style. Make an effort to learn techniques for a “skillful way of writing.”

Reference literature

Kobayashi, Yasuo and Funabiki, Takeo, eds. *Chi no Gihou*. (University of Tokyo Press, 1994)

Todayama, Kazuhisa. *Ronbun no Kyoshitsu*. (Japan Broadcast Publishing Co., Ltd., 2002)

Hamada, Mari, Tokuko Hirao, and Kikuko Yui. *Daigakusei to Ryuugakusei no Tame no Ronbun Wa-kubukku*. (Kuroshio Publishing, 1997)

5. Methods for Taking Courses: First-Year Students

1. Precautions related to obtaining an academic degree

(1) Acquisition of credits for specialization courses

Students must take and acquire credits for specialization courses (refer to p. 19) in order to complete the Master's Program.

Example) For students whose research supervisor is Professor Ryo Nagata, the specialization course is "Theoretical Economics (2 credits) (Supervisor: Professor Ryo Nagata)."

(2) About required courses

Required courses differ depending on the major and Course with which a student is affiliated (for details, refer to p. 19). In the Global Political Economy Course, required courses are included as "common basic courses." If students were not able to obtain the credits for required courses in the first year, they must make sure to acquire the credits by retaking the courses by the time that they plan on completing the Master's Program.

Students who wish to advance to the Doctoral Program must not forget to take the prerequisite courses that are required for applying to take the examination for recommended admission into the Doctoral Program. (For information on prerequisite courses, refer to "III. Guide to Entrance Examination for Students Aspiring to Be Admitted to the Doctoral Program (For Students Enrolled in the Master's Program)" on p. 34.)

(3) Acquisition of credits for Basic Seminar (A and B) conducted by the research supervisor

Basic Seminars (A and B) taught by one's research supervisor are set courses that are combined with Basic Research Guidance A and B, but when registering for classes, it is necessary for students to register for both, and pass Basic Research Guidance (A and B) and acquire credits for Basic Seminar (A and B). If a student has not yet acquired credits for Basic Seminar (A and B) (2 credits each), the submission of the "Master's Thesis Research Plan," which is the first step in the master's thesis, will not be acknowledged.

If a student does not decide his/her supervisor at enrollment but designates a supervisor who is not a lecturer of basic research guidance or of seminars that the student takes in the first semester, he/she may be requested to take an extra course conducted by the supervisor.

The total number of credits from basic seminars and applied seminars that can be counted as among those required to complete the program is 4 credits.

(4) Qualifications for submitting the Master's Thesis Research Plan

With regard to qualifications for submitting the Master's Thesis Research Plan, a student "must have acquired 16 or more credits by the end of the first year" and have also simultaneously "acquired the credits for Basic Seminar (A and B) (and passed Basic Research Guidance (A and B))" as mentioned above in (3).

If these two requirements cannot be satisfied in a student's first year, the submission of a research plan will be acknowledged on a date specified in the semester following the semester in which the two requirements were fulfilled. Opportunities for submitting the research plan are given twice a year (in June and January).

* From among students who were admitted based on the entrance examination for returning students, those who were admitted upon obtaining the qualification to complete the Master's Program in 1.5 years based on applying for the qualification during admission procedures may take procedures for submitting their master's thesis starting in the second semester of the first year, at the very earliest.

* From among students who were admitted based on the examination for recommended admission, those who have obtained

the qualification to complete the program in 1 year may take procedures for submitting their master's thesis starting the first semester of the first year.

(5) To students who wish to advance to the Doctoral Program (prerequisite courses for applying for recommended admission)

Students wishing to advance to the Doctoral Program should take note that **“the acquisition of credits for 3 or more courses from among “Microeconomics II,” “Macroeconomics II,” “Advanced Econometrics,” and “Mathematical Economics” during enrollment in the Master’s Program (for all students excluding those specializing in Economic History)”** was added as a new application requirement for the examination for recommended admission into the Doctoral Program starting with those seeking admission in the 2011 academic year. Students wishing to advance to the Doctoral program should take the applicable courses and acquire the credits as early as possible. (For details, refer to “III. Guide to Entrance Examination for Students Aspiring to Be Admitted to the Doctoral Program (For Students Enrolled in the Master’s Program)” on p. 34.)

2. Maximum number of credits that can be taken in a student’s first year

The conditions for taking courses differ according to the academic year in which a student was admitted as well as the classification of the entrance examination (“general,” “returning student,” or “recommended admission”). For details, refer to the corresponding chart from among those listed on pp. 13 to 17.

Since the number of credits in which a student can register in the second semester changes depending on the number of credits in which he/she registered (not the number of credits acquired) in the previous semester, take precautions when carrying out procedures for course registration every semester.

6. Methods for Taking Courses: Second-Year Students

(1) Acquiring credits for an Applied Seminar (A/B) taught by a research supervisor

Students must take Applied Seminar (A/B) taught by their own research supervisor. Applied Seminar (A/B) is a set course taken together with Applied Research Guidance, but students must register for both when registering for classes, and pass Applied Research Guidance (A/B) and acquire the credits for Applied Seminar (A/B). If a student has not taken this course, he/she will not be able to submit a Master’s Thesis Research Plan.

(2) Course registration that includes surplus credits

If a student wishes to enroll in a course as part of obtaining surplus credits in the second year, the maximum number of credits that he/she can register in as part of the prescribed credits is 22 credits. Courses that can be registered for surplus credits must be either a selective course (core course) or common course. However, the maximum total number of course credits that a student can register in throughout the period of his/her enrollment in the program that are calculated towards the prescribed credits is 40 credits, including the surplus credits (8 credits). In other words, if a student was **enrolled** in 22 credits that were counted towards acquired credits in the first year, the student may only register up to 18 credits in the second year.

(3) Courses that must be taken, such as required courses, etc.

With regard to lecture courses, all students are required to acquire all credits for the prescribed specialization courses and required courses (for students affiliated with the International Political Economy course, common basic courses) by the end of the year that they are planning on completing the program.

7. Method of Taking Courses: Students Enrolled in the Program for an Extended Period of Time

(1) How surplus credits are handled

If a student has not acquired the 32 credits required for completing the program, he/she may take courses of up to 8 credits in addition to the credits that he/she is lacking. Students who are enrolled for an extended period of time will have differing tuition fees depending on the amount of credits they need to graduate. Please see the Office for more details.

(2) Course registration for students who have not yet received a passing grade on their master's thesis

Even if the requirement of the prescribed credits (32 credits) for obtaining an academic degree is fulfilled, students must take a research guidance course if their master's thesis was not given a passing grade. If a student has acquired the prescribed credits for seminar courses by the previous academic year, he/she is required to register in only research guidance.

8. Approval of Credits for Courses Taken at Another Graduate School or a Foreign University Before Admission or During Studies Abroad

1. Credits already acquired before admission (courses at a graduate school of another university/courses at a different graduate school at Waseda University)

If a student has already acquired credits for economics courses that he/she had taken at a graduate school of another university or in a different graduate school at Waseda University before being admitted into the Graduate School of Economics, it is possible to calculate these credits towards the credits required for completing the Master's Program in the Graduate School of Economics. Those wishing to do so must submit the "Application for Approval of Credits" when registering for courses immediately after admission. If approved by the Graduate School of Economics Steering Committee, a maximum of 4 credits will be approved. Take the same procedure for credits acquired for economics courses that were taken as a non-degree student.

For students who were admitted based on the examination for returning students only, a maximum of 10 credits that were acquired in economics courses that were taken at "a graduate school of another university or in a different graduate school at Waseda University" will be approved. (The procedure remains the same.)

2. Credits acquired through graduate courses taken in advance, before a student's admission into the program (courses in the Graduate School of Economics)

If a student has already acquired credits for courses in the Graduate School of Economics as "graduate courses taken in advance" when enrolled as a undergraduate student in the School of Political Science and Economics of Waseda University before being admitted into the Graduate School of Economics, such credits may be counted towards the credits required to complete the Master's Program in the Graduate School of Economics. Those wishing to do so must submit the "Application for Approval of Credits" when registering for courses immediately after admission. If approved by the Graduate School of Economics Steering Committee, a maximum of 16 credits will be approved.

3. Credits acquired at a foreign graduate school during overseas study after admission

Students who study abroad at a foreign graduate school after being admitted into the Graduate School of Economics may count any credits that they may have acquired for courses related to economics towards the credits required for completing the Master's Program. Those wishing to do so must submit an academic transcript issued by the foreign graduate school at which they study. If approved by the Graduate School of Economics Steering Committee, a maximum of 8 credits will be approved. *Any method for studying abroad (whether a student studies abroad based on an exchange

program or based on private funding) is acceptable.

Limits for the number of credits from courses outside of the Graduate School of Economics that can be counted towards the program



Credits for courses established by the Graduate School of Economics that a student has taken as “graduate courses taken in advance” or as a “non-degree student” before being admitted to the Graduate School of Economics are handled as regular credits that are counted towards completing the program.

However, **the maximum number of credits of courses other than those established by the Graduate School of Economics that can be counted toward the credits required for completing the program is normally 8 credits, regardless of whether the timing at which the credits were obtained falls before admission or after admission into the Graduate School of Economics.**

As an exception, for “cases that include the acquisition of credits based on a credit transfer system with the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology” and “cases where the student has been admitted based on the examination for returning students,” up to 10 credits will be approved

* Since the system of “counting up to 8 credits (10 credits)” described above also applies to credits for courses “audited in a different graduate school” after being admitted into the Graduate School of Economics, take precautions when registering for courses.

9. Extension Students

Extension students—those who want to complete a program in two and a half years or more—should meet requirements 1 and 2 below:

(1) Passing the Master’s thesis examination

Students who have not passed the Master’s thesis examination but whose research plan was accepted the previous year must submit a notification of submission in May (or in November) and the Master’s thesis in June (or in January), as well as pass the final oral examination.

In cases where a Master’s thesis submitted in a previous year was rejected, students must submit another Master’s thesis and pass the examination.

(2) Acquiring the necessary number of credits

Students who have not earned enough credits to complete their program by the end of the second year must take courses in the third year or consecutive years to meet the number of credits required to complete the program.

◆ Please do not register for more courses than the number allowed.

II. Research Field and Joint Research Supervision System

1. Introduction

At the Graduate School of Economics, in addition to research supervisor from an individual research supervisor, joint seminars for students in the different research areas are conducted for the purpose of group instruction. (Applicable from April 2010) Each research area differs in carrying out these seminars, but primarily in the two year program there will be three seminars for each research area. The first seminar focuses on examining thesis topics and takes place late in the first year of study, the second seminar takes place early in the second year of study and focuses on research towards the Masters thesis, the final seminar takes place late in the second year of study and focuses on completing theses. Each time, the joint research supervision meets, the professors and students of that area announce the latest results of their research providing a diverse and compounding environment for learning.

2. How new students should decide their research area and supervisor

(1) Attendance Required at Guidance Sessions for New Students

(April Entry : Early April / September Entry : Late September)

Before course registration, new student guidance for each research area will be held. Students who have already decided on a research area should attend that guidance. Those who have not decided should attend guidance sessions of areas they are interested in. (Attending multiple guidance sessions is allowed.) Courses selection given for all research supervisors will also be conducted separately. Students should attend the selection given by supervisors they are interested in and receive advice on which courses they should take if working with that supervisor.

(2) Basic Research Supervision / Seminar Registration

(April Entry : Mid-April / September Entry : Early October)

Please be sure to take basic research guidance and a basic seminar by a lecturer you will likely designate as your research supervisor. These courses must be registered as elective courses. You are allowed to take up to two of the research guidance and seminar courses in one semester.

It may not be possible to designate the supervisor of first choice if you did not take a basic seminar by that lecturer in the first semester. Alternatively, the credits earned for basic research guidance and the basic seminar taken in the first semester may not count among those required to complete your program.

(3) Research Supervision / Applying for a Research Supervisor

(April Entry : Late June / September Entry : Late December)

Bring the Research Supervisor Application Form (use the official form) with your selected research area, research supervisor, and sign or seal of the research supervisor to the Office. The application form can be downloaded from the Graduate School website. (Also distributed at the Office)

Note: When applying for a supervisor, please also apply for courses whose credits can be counted as credits required to complete the program. Please confirm through the announcement of academic results that the

application has been accepted.

(4) Announcement of Research Supervisors

(April Entry : Late July / September Entry : Late January)

The result of your application for a supervisor will be announced on both the notice board and the website of the Graduate School of Economics at the end of July.

3. Joint Research Supervision Schedule

Joint research supervision is conducted for all six of the research areas (Economic Theories, Statistics and Econometrics, Economic History, Economic Policy, Public Policy, International Economy) as well as for members of the Global Political Economy course members. Each differs slightly, but primarily, the supervision is conducted three times in two years.

(1) First Joint Research Supervision (April Entry : Jan. / Feb. of 1st year September Entry : May / June of 1st year)

An explanation for creating Masters theses as well as deciding thesis topics.

Some research areas will ask students to individually present their thesis topic.

*The exact date for this supervision will be posted in mid-December (late April for September entry)

(2) Second Joint Research Supervision (April Entry : April / March of 2nd year September Entry : Oct. / Nov. of 2nd year)

Individually announce research plans before handing in the Masters Thesis Research Plan Form.

*The exact date for this supervision will be posted in beginning of April (late September for September entry)

(3) Third Joint Research Supervision (April Entry : Oct. / Nov. of 2nd year September Entry : April / May of 2nd year)

Individually announce the progress being made towards their research.

*The exact date for this supervision will be posted in mid-September (early April for September entry)

4. Changing Research Supervisors

If you wish to change your research supervisor, submit the designated application form to the Graduate School of Economics Office. On principle, those entering in September must change their research supervisor by the end of June, those entering in April must change their research supervisor by the end of January.

- (1) If you wish to change research supervisors, obtain permission from the research supervisor under whom you want to study before filing an application. If, however, it is difficult for an applicant to directly consult with the desired research supervisor, consult with the Graduate School of Economics Office.
- (2) The research supervisors who can be selected when applying for a change are limited to those affiliated with the same

research field as that of the student's current research supervisor. (It is not possible to select a research supervisor who teaches a major that is different from your own.) To determine the research fields, refer to p. 82.

- (3) In principle, after an application for changing research supervisors is approved by the Graduate School of Economics Steering Committee, changes are applied starting in April of the next academic year.

III. Master's Thesis

1. Qualifications for Submission

Students who are qualified to submit a master's thesis are to submit their master's thesis by following the procedure outlined in "3. Flow for Submitting a Master's Thesis." Students must receive approval from their research supervisor for each step in the procedure. In principle, the contents of a Master's Thesis Research Plan that has been submitted once cannot be changed, but if a separate Master's Thesis Research Plan is submitted in the following academic year, it is possible to change the contents



About qualifications for submitting a master's thesis

If a student has "received research guidance and acquired 16 or more credits for prescribed courses" in the first year, the student may submit a Research Plan for a master's thesis starting in June (January for September entry) of the second year, and may also subsequently start the procedure for submitting a master's thesis.

*If a student is eligible for completing the Master's Program in 1 year, he/she may start the procedure for submitting a master's thesis in the academic year that he/she has been admitted.

* If a student has not obtained qualifications for submitting a master's thesis at the point in time when he/she has completed his/her first year in the Master's Program, or if a student has not acquired 16 credits based on academic performance in courses from the first semester of the second year (and has received research guidance for one year), such a student may submit a Master's thesis Research Plan in January (June for September entry) of the second year in the Master's Program, at the very earliest.

2. Format for Submitting a Master's Thesis

1. Rules for Submission

(1) Creation	Horizontal writing on a A4 size paper in portrait orientation. *For Japanese, hand written horizontal writing on an A4 size paper is ok.
(2) Page Settings	Word Limit : 40 characters per line with single line spacing, approx. 40 lines per page. Font : 11pt *The above is an approximation
(3) Language	Japanese or English *The thesis outline and thesis itself must be written in the same language. *The thesis outline should be in portrait orientation with horizontal writing on A4 size paper. (Within 3,000 characters for Japanese, within 1,500 words for English) Hand written outlines should use the provided draft paper. The outline should be stapled to the front of the thesis along with the cover page distributed by the Office.
(4) Other	Content of Masters Theses must differ from papers that have already been submitted to another educational institution or papers/reports that are planning on being submitted in the future.

2. How to Submit

Submit the Thesis in both paper and CD-R formats to the Office as written below.

Material	Number	Notes
(1) Paper Thesis and Thesis Outline	3 copies	The Office will distribute sets of covers and binding threads (3 sets) to be used. Individually bind the thesis in to 1 official and 2 auxiliary copies. ※Self-purchased bindings are not needed to submit thesis ※When submitting to the Office, make sure to inform if there are differences between official and auxiliary copies.
(2) CD-R Thesis and Thesis outline	2 copies	Create CD-R with PDF files of both the Thesis and Thesis Outline. The CD-R should be identical. ※Instructions for making CD-R can be found on the separately distributed "Masters Thesis Submission Guidelines."

3. Flow for Submitting a Master's Thesis

(1) Submit a Master's Thesis Research Plan (April Entry: Mid-June September Entry: Early Jan)

Create a Master's Thesis Research Plan by downloading the designated form from the Web site (or by obtaining a form from the counter at the Graduate School of Economics Office).

Note) If a student has not received research guidance for 6 months or more after submitting a Research Plan, his/her master's thesis will not be accepted.

Note) The submission date varies slightly depending on the academic year. A detailed schedule will be presented at the end of April (Mid-October for September entry) .

(2) Submit a Notification for Planned Submission of the Master's Thesis (April Entry: Early November September Entry: Mid-May)

After completing step (1) above, students who are planning to submit their master's thesis must submit the Notification for Planned Submission of the Master's Thesis. Create a Notification for Planned Submission of the Master's Thesis by downloading the designated form from the Web site (or by obtaining a form from the counter at the Graduate School of Economics Office).

	Contents of Application	Notes
1	Thesis Title	If there is a sub-title please include it.
2	Language (Japanese or English)	The language must be decided by the time of submission.

Note) **The subject and language (Japanese or English) of the master's thesis cannot be changed after submitting a Notification for Planned Submission of the Master's Thesis.**

Note) The submission date varies slightly depending on the academic year. A detailed schedule will be presented in the end of September (or in mid- April for students completing the program in September).

(3) Submit the Master's Thesis (April Entry: Early January / September Entry: Mid-June)

After step (2) above, submit your master's thesis. (The deadline for submission must be strictly adhered to.) A detailed schedule will be presented when giving guidance for (2).

Note) In the case that you want to change your thesis topic after submission of the Notification for Planned Submission of the Master's Thesis, you will need to turn in the **"Thesis Topic Reason for Change Form"** that must be **signed or sealed by your research supervisor**. This form can be downloaded from the website (or is available for pick-up from the office) and filled out and must be turned in before submitting the Masters thesis. To change a **thesis topic sub-title, a reason of change form is unnecessary.**

4. Final Examination for Master's Thesis

1) Implementation period

The final examination is implemented starting in late January (late June for September entry) of every year, in sequential order. Time schedules will be announced in mid-January (mid-June for September entry) .

2) Thesis Appraisal Committee Structure

One main appraiser and two sub-appraisers make up the three person committee.

3) Precautions to take at the examination site

Students are permitted to bring a copy of their master's thesis, reference materials, etc. to the site of the final examination.

Important Information for Students Seeking Recommendation Entrance Exam for the Doctoral Program



The interview examination for the Recommendation Entrance Exam for the Doctoral Program will be held at the same time as the Masters Thesis interview examination. (March graduates: late January, September graduates: late June) Those who wish to take the Recommendation Entrance Examination should submit complete the paperwork required within 1 week of submitting their Masters Thesis. (March graduates: Early January, September graduates: mid-June) Please see the admission guidelines for more information.

5. Revisions to the Master's Thesis After Submission

Corrections are permitted only for revising some of the wording, such as spelling errors and omitted characters, that are pointed at the oral examination or if the student becomes aware of an error after submitting his/her master's thesis. When making corrections, submit 3 copies of the "List of Errata" (designated format; may be downloaded from the Graduate School of Economics Web site) and submit 2 CD-R within the correction period. (Students may not take home their master's thesis.)

The correction period will be announced in early January of every year (or early May for students completing the program in September).

* Revisions to the main text of the master's thesis or replacement of the master's thesis are not permitted.

6. Precautions Related to the Master's Thesis

When submitting your master's thesis, take sufficient note of the following.

- (1) Please observe the period for submitting the master's thesis strictly. In principle, papers will not be accepted after the exact time of the deadline. In addition, before submitting your master's thesis, confirm that you have paid for all of your academic fees for the period that you were enrolled in the program.
- (2) If the subject of the paper differs from the subject on the Notification for Planned Submission of the Master's Thesis, the master's thesis cannot be accepted. However, if you submit a "Thesis Topic Reason for Change Form" that must be signed or sealed by your research supervisor before you submit your thesis, it can be changed.
- (3) If a submitted paper receives a passing grade, a copy of the paper will be returned to the student upon completion of reviews. Master's theses that are to be retained by the Graduate School of Economics will not be loaned or returned even if requested by the student who has written the thesis. However, a copy can be provided **ONLY** to the individual student who wrote the thesis.

7. Exceptions to the Minimum Period of Enrollment

- (1) Refer the procedure mentioned above (I 9. Extension Students) p. 26) if you are to complete the program upon being enrolled for more than 2 years.
- (2) From among students who were admitted based on the entrance examination for returning students, those who have submitted an application for completing the program in 1.5 years when applying to take the examination and who were approved as a "person who demonstrates extremely superior performance in society" by the research supervisor

and the Graduate School of Economics Steering Committee may complete the Master's Program in 1.5 years.

Even in such a case, students may not submit a Master's Thesis Research Plan in the second semester of the first year and submit a Notification for Planned Submission of the Master's Thesis in May of the second year unless they are registered in courses for 30 or more credits that are counted toward completion of the program in the first year.

- (3) From among students who were admitted based on the entrance examination for recommended admission, those who have passed all of the prescribed "graduate courses taken in advance" (16 credits) with a satisfactory grade and who have also passed the review for qualifications for (early) completion of the program in 1 year may carry out the procedure for submitting the master's thesis starting in the first semester of the first year. Completion of the program in 1 year is acknowledged only in the case that a student has fulfilled the requirements for the prescribed credits and courses required to complete the program and has also received a passing grade on his/her master's thesis.

IV. Guide to Entrance Examination for Students Aspiring to Be Admitted to the Doctoral Program (For Students Enrolled in the Master's Program)

1. Entrance Examination for Recommended Admission -April and September Entry

1. Application qualifications

In filing an application, all of the following items must be fulfilled.

- (1) The student has been enrolled for 2 or more years in the Master's Program for the Graduate School of Economics at Waseda University, and is expected to complete the program in the current year (includes students who are expected to complete the program early).
- (2) The student has an outstanding academic record for courses that they have taken while enrolled in the program, and has presented an excellent master's thesis.
- (3) The student has been recommended by his/her research supervisor in the Master's Program, or by a research supervisor under whom he/she wishes to study in the Doctoral Program.
- (4) Students have the opportunity to file an application only once (it is also possible for students to apply for a different major/specialization that the major/specialization he/she is affiliated with in the Master's Program).
- (5) **Students must acquire credits for 3 or more courses from among "Microeconomics II," "Macroeconomics II," "Applied Econometrics," and "Mathematical Economics" during enrollment in the Master's Program (for all students excluding those specializing in economic history). Open classes conducted in English are also permissible.**

* Since permission for admission will be cancelled if a student has not taken enough courses upon completion of the Master's Program, it is recommended for students to apply to take the general examination as well.

2. Submission of documents

Submit all of the required documents listed below.

- (1) Application for Admission (designated form)
- (2) 3 copies of the Doctoral Dissertation Research Plan
(4,000 characters in Japanese or 1,500 words in English + reference literature)
- (3) Letter of nomination from a research supervisor (designated form)

* (3) may be filled out by the student's research supervisor in the Master's Program or by a main research supervisor under whom the student wishes to study in the Doctoral Program.

3. Content of Examinations

Written and Oral Examinations



Changes to the oral examination for Recommendation Entrance Exam for the Doctoral Program

The oral examination for the Recommendation Entrance Exam for the Doctoral Program will be held at the same time as the Masters Thesis oral examination. (March graduates: late January, September graduates: late June) Those who wish to take the Recommendation Entrance Examination should submit complete the paperwork required within 1 week of submitting their Masters Thesis. (March graduates: Early January, September graduates: mid-June) Please see the admission guidelines for more information.

2. General Entrance Examination –April and September Entry

A “Foreign Language” examination and “Oral examination” will be conducted. Students taking the “foreign language” examination will need to select one language from the following four: English, German, French, and Russian as well as submit a (copy of a) score card with the results of the one the tests prescribed by GSE.

Please refer to the application guidelines for the application period and application documents. (This will be uploaded to the homepage sometime in August.)

Important information on general entrance examination for the Doctoral Program



Submitting a copy of a language test score card is a requirement for the general entrance examination for the Doctoral program. (Only valid for tests taken within 2 years from the last day of the application period) If you do not pass the Recommendation Entrance Examination you will need to have a language score card to apply for the general entrance examination. We strongly recommend that those considering applying through the general entrance examination take one of the prescribed language tests.

Doctoral Program

V. Outline of the Doctoral Program

1. Research Area and Joint Research Supervision System

From AY2010, our conventional research areas have been reviewed, and in accordance with the new construction of research areas, the joint research supervision system has been adjusted. Joint research supervision is primarily held once or twice a year although this may differ depending on the research area. During the joint research supervision, all the students and research supervisors of an area will meet to share research, and conduct diverse and compounding discussion and research supervision. Please confirm your research areas policy regarding the joint research supervision system with the supervisor in charge of your research area or your personal research supervisor.

2. Submission of the Research Progress Report and Method for Changing the Research Subject for the Doctoral Dissertation

A Research Progress Report must be submitted every year (deadline is at the end of June) together with the Research Performance Record.

The research subject for the doctoral dissertation is based on the research subject that you listed on the Research Plan that was submitted when applying for the entrance examination.

If you wish to change the research subject after being admitted, write down your new research subject in the field for “Research Subject” column on the Research Progress Report. In addition, circle “Yes” in the field for Change of Subject, and write down your old research subject. Before submitting the research plan, make sure that your research supervisor writes down “the reason why the main/sub-research supervisor approved the change in the subject” in the field for remarks by the research supervisor on the Research Plan (and affixes a seal in the appropriate field).

3. Changing Research Supervisors

If you wish to change your supervisor, please submit the prescribed application form to the Graduate School of Economics Office. In principle changing research supervisors during the fall semester should take place by the end of June, for the spring semester, in principle, changing research supervisors should take place by the end of January.

(1) If you wish to change your supervisor, you must have permission from the lecturer you designate as your new supervisor. If you feel it is difficult for you to ask by yourself, please come to the Graduate School of Economics Office for a consultation.

(2) You are allowed to designate any supervisor whose specialty is the same as your current supervisor's research area. You may not designate a lecturer whose specialty is different from your Major.

For information on the research areas of each supervisor, please refer to p.83.

(3) Changes apply from the semester following approval of an application by the Steering Committee of the Graduate School of Economics.

4. Requirements for Obtaining an Internal Doctorate

In order to obtain an internal doctorate from the Graduate School of Economics, the following requirements must be fulfilled. For information on obtaining a non-internal doctorate, refer to p.42.

(1) In principle, students must be enrolled in the doctoral program for 3 or more years. However, students who are

recognized by the Graduate School of Economics Steering Committee as having produced outstanding research performance during their enrollment period may obtain an internal doctorate after being enrolled for a total of 3 or more years in the Master's Program and the Doctoral program. The date of completion of the Doctoral program for people who have obtained a doctorate in such a way is the last day of the semester in which the Graduate School of Economics Steering Committee has granted this approval (March 15 or September 15). For details, refer to "5. Early Completion System."

- (2) Students must have received research guidance for 3 or more years, and passed research guidance.
- (3) Students must have taken integrated seminars in the research field with which they are affiliated, and acquired 12 or more credits (Only applicable to students who entered AY2006-AY2009).


However, it is sufficient for students who are acknowledged as being qualified for early completion to take the number of credits that corresponds to the number of years that they are enrolled in the program.

- (4) If a student withdraws from the Doctoral Program after having fulfilled requirements (1) to (3) above, the student must submit a doctoral dissertation for the final review within 3 years from the date of withdrawal (Applicable to students entering after AY2007). However students entering before AY2006 must obey the conventional standards.
- (5) Students must pass the review of their doctoral dissertation as well as the final examination.

5. Early Completion System

As an exception to the number of years that a student must be enrolled in the Doctoral program, it is sufficient for only students who are recognized by the Graduate School of Economics Steering Committee as having produced outstanding research performance* to be enrolled for a total of 3 or more years in the Master's Program and the Doctoral Program. If a student submits his/her doctoral dissertation, and it is decided by the Graduate School of Economics Steering Committee based on the results of a review of his/her doctoral dissertation that the student will be conferred a doctorate, the date of completion of the program will be the last day of the nearest semester (March 15 or September 15).

Conditions for students eligible for early completion: About outstanding research performance*



Students who have had their paper published or submit proof that their paper will be published in a peer-reviewed, international scholarly journal that is ranked high in published journal rankings (using The Japanese Economic Review as a reference standard, journals that are ranked higher than The Japanese Economic Review) may, only if approved by the steering committee of the Graduate School of Economics, be treated as a student eligible for early completion of the program and apply for a doctorate. In other words, if a student completes the Doctoral Program by being enrolled for 2 years, it becomes possible for this student to apply for a doctorate in the first year of the program, at the earliest.

In addition, the remaining 2 out of the 3 papers will be accepted regardless of whether they undergo peer review, which is one of the compositional requirements for the doctoral dissertation. When applying for a doctorate, submit the application documents, including your papers, before the day that classes in the second semester of your third year of enrollment, including as a master's student, commence. If acceptance is officially approved by the steering committee of the Graduate School of Economics, you will be deemed eligible to complete the Doctoral Program early.

For students who are eligible for early completion of the program, the necessary research guidance period will conform to the number of years the student is enrolled in the Doctoral Program.

However, even if a student is recognized as being eligible for early completion of the program, he/she is still subject to a review on whether he/she can obtain a doctorate in accordance with the conventional method.

*** For research fields that do not have an international scholarly journal, the above standard is applied with regard to peer-reviewed Japanese scholarly journals.**

6. Timing for Submitting the Doctoral Dissertation


Normally, submission of the doctoral dissertation is accepted starting the third year that a student is enrolled in the program. Students who wish to complete the program at the end of their third year must submit their dissertation by the submission deadline (the day that classes in the second semester commence every year). (If you are a student eligible for early completion of the program, refer to “5. Early Completion System.”)

7. Copyrights for the Doctoral Dissertation

- (1) If a paper that is part of your doctoral dissertation has already been included in a journal, etc., submit a written consent that proves that you have obtained permission to include the paper in your dissertation from the publisher or academic society issuing the journal. However, the submission of written consent is not necessary for papers published in *Waseda Keizaigaku Kenkyu*, which is published by the Graduate School of Economics, or in *Waseda Seiji Keizaigaku Zasshi* (*Waseda Journal of Political Science and Economics*), which is published by the Waseda University Society of Political Science and Economics.
- (2) If including a joint paper in your doctoral dissertation, submit a written consent of agreement (designated form) that proves that you have obtained permission from the coauthor(s) in order to include the paper in your dissertation.
- (3) If applying in the form of a book, the Graduate School of Economics will not be concerned even when coordination with the publisher becomes necessary due to revisions based on requests for corrections after the preliminary review.

8. Standards for Submitting the Doctoral Dissertation for an Internal Doctorate

Papers for applying for an internal doctorate must be composed based on fulfilling the following requirements.

- (1) Either Japanese or English is selected as the language used.
- (2) 3 or more papers published in peer reviewed journals (Refer to  below regarding special exceptions.)
*Peer-reviewed journals also include *Waseda Keizaigaku Kenkyu* and *Waseda Seiji Keizaigaku Zasshi* (*Waseda Journal of Political Science and Economics*).
*Students admitted in the Doctoral Program in or after the 2003 academic year are subject to formal application. (However, students who were admitted earlier must conform to the above rule.)
- (3) Submission format
 - In principle, both the main text and overview should be written in a horizontal style on A4 paper, but those written in a vertical style on A4 paper will be accepted as necessary.
 - In principle, the overview should be created using word processing software on A4 paper (within 3,000 characters), but those that are handwritten will be accepted. Handwritten overviews must be written in a vertical style on A4 manuscript paper. If writing in English, those created without using word processing software will not be accepted.
- (4) Integrated seminars on your research area are required, the total number of credits thus earned being 12 or more. (This requirement does not apply to those who enrolled before 2006.)

For students who receive approval to complete the program early, the total credits will be counted according to the years they are in the School.

Special exceptions to compositional requirements for papers

For students who have had their paper published or submit proof that their paper will be published in a peer-reviewed, international scholarly journal that is ranked high in published journal rankings (using The Japanese Economic Review as a reference standard, journals that are ranked higher than The Japanese Economic Review), and only if approved by the steering committee of the Graduate School of Economics, the remaining 2 out of the 3 papers will be accepted regardless of whether they undergo peer review, which is one of the compositional requirements for the doctoral dissertation.



* For research fields that do not have an international scholarly journal, the above standard is applied with regard to peer-reviewed Japanese scholarly journals.

9. Flow of the Review of a Doctoral Dissertation for an Internal Doctorate

(1) Application for a doctorate (documents to be submitted)

Please prepare the following documents and submit them to the Graduate School of Economics Office.

Document	Copies	Notes
① Application for Doctorate	1 copy	Designated form
② Research Performance Record	1 copy	
③ Doctoral Dissertation	4 copies	Language must be either Japanese or English ※Bind each copy in a file, and write down your name on the spine
④ Overview for Doctoral Dissertation	4 copies	Please include a Japanese translation for overviews not written in Japanese. *Bind with the materials specified in ③ *In the outline, published references should be written for each chapter.
⑤ Resume	1 copy	Designated form
⑥ Academic Transcripts	1 copy each	From both Master's and Doctor's program
⑦ Certificate of completion of Master's Program Certificate of completion of Doctoral Program	1 copy each	
⑧ Written consent from co-authors	As necessary	Consent from coauthor(s) or publisher

(2) Receipt of application for a doctorate

When submission requirements are confirmed and approval is granted by the Graduate School of Economics Steering Committee, a notification regarding receipt of papers will be sent to the student.

(3) Public reporting session for preliminary review and corrections to dissertation

The applicant must report on the major parts of his/her doctoral dissertation at a public reporting session. After the public reporting session, a notification regarding the results of the preliminary review and a preliminary review report will be sent to the student. If a request for corrections is made in the preliminary review report, the student must make corrections accordingly. Corrections can be made only once, and the deadline for submitting the corrected dissertation for actual review is 1 year after the student passes the preliminary review (day on which the judging panel for determining whether a student passes the preliminary review convenes).

If a student submits a dissertation for the final review within three years of withdrawing from the doctorate program, they will be able to official submit their dissertation for an internal doctorate. (Applicable to students entering from AY2007) For those who have been withdrawn for over three years, they will be considered “non-internal doctoral candidates” and maybe charged a judging fee for their dissertation.

(4) Submission of dissertation for the final review

Please gather the following and bring them to the Graduate School of Economics Office.

Document	Copies	Note
① Doctoral Dissertation	4 copies	Language must be either Japanese or English ※ Bind each copy in a file, and write down your name on the spine
② Overview for Doctoral Dissertation	4 copies	Please include a Japanese translation for overviews not written in Japanese. ※ Bind with the materials specified in ③ ※ In the outline, published references should be written for each chapter.

(5) Final review (oral examination) and final judgment

For papers that are submitted to the actual review and that are approved by the Graduate School of Economics Steering Committee, a notification of receipt of the dissertation will be sent to the student. This actual review consists of an oral examination to the student applying for a doctorate by undergoing. After the oral examination, a final judgment is made by the Graduate School of Economics Steering Committee regarding whether to confer the student a doctorate, and a notification of the results is then sent to the student.

10. Review for Students Applying for a Non-Internal Doctorate

1. Submission standards

The standards for submitting a dissertation for students applying for a non-internal doctorate conform to those for submitting a dissertation for students applying for an internal doctorate.

- (1) Dissertations must be written in either Japanese or English
- (2) Three or more publications published in peer reviewed journals
(Please refer to P.38 **Special exceptions to compositional requirements for papers**)
- (3) In principle, the overview should be created using word processing software on A4 paper (within 3,000 characters for Japanese or 1,500 words for English)

(3) Documents to be submitted

Document	Copies	Notes
① Application for Doctorate	1 copy	Designated form
② Research Performance Record	1 copy	
③ Doctoral Dissertation	4 copies	Language must be either Japanese or English ※Bind each copy in a file, and write down your name on the spine
④ Overview for Doctoral Dissertation	4 copies	Please include a Japanese translation for overviews not written in Japanese. *Bind with the materials specified in (3) *In the outline, published references should be written for each chapter.
⑤ Resume	1 copy	Designated form
⑥ Academic Transcripts	1 copy each	From both Master's and Doctor's program
⑦ Certificate of completion of Master's Program / Certificate of completion of Doctoral Program	1 copy each	
⑧ Written consent from co-authors	As necessary	Consent from coauthor(s) or publisher

(4) Review method

With the exception of the addition of confirmation of the learning specified in Article 16, Item 1 of the Degree Rules as indicated below, the review method is the same as that for doctoral dissertation submitted when applying for an internal doctorate.

< A. Confirmation of Learning >

- (1) Confirmation of the learning specified in Article 16, Item 1 of the Degree Rules is carried out by the committee for confirming scholarly attainment, in the form of questions regarding relevant subjects and a foreign language.
- (2) The types, scope, etc. of relevant subjects are decided on by the Graduate School of Economics Steering Committee on a case-by-case basis. However, the number of subjects is 2 or less.
- (3) Students will be examined on 1 foreign language, which is decided on a case-by-case basis by the Graduate School of Economics Steering Committee, making allowance for the applicant's request and the research field pertaining to the doctoral dissertation.
- (4) The foreign language examination may be substituted by examination questions relating to scholarly attainment, such as introduction of literature and translation of the relevant foreign language.
- (5) If the applicant is a supervisor at a university and oversees or has overseen the foreign language or relevant

courses subject to the confirmation of learning, he/she may be exempt from questions pertaining to the applicable course or foreign language based on submitting documents that prove that he/she is or has taught the applicable course or foreign language.

<B. Judgement of Dissertations>

Judgement will take place as described in (9. Flow of the Review of a Doctoral Dissertation for an Internal Doctorate).

4. Screening Fees

Screening fees for those who apply for a doctoral degree without taking a doctoral course are shown below. These are applied to the screening of dissertations received by Waseda University after April 1, 2010.

Full-time Waseda faculty or staff	¥100,000
Others	¥200,000

11. Research Students

For students who are unable to complete their dissertation within the maximum six year period stated by the Graduate School of Economics and must leave school due to exceeding the amount of time in the program, they may be able to enter as research students if permission is granted. The term of study for a research student is until March 15th of the academic year that the student has entered, however this period can be extended up to two times.

Research students who succeed at passing the examinations and completing a dissertation will end their studies on the day their degree is issued. Those wishing to drop out before completion of their dissertation must fill out the official papers for leaving the School.

Matters Common to the
Master's Program and
Doctoral Program

VI. Course Registration (Common to Master's Program and Doctoral Program)

1. Method of Course Registration and Types of Registration Forms

Please confirm the lecture contents for each course using the Web syllabus system. As a few copies of the syllabus will be printed only for browsing in the Graduate School of Economics Office, please use them accordingly.

<List of documents related to course registration>

NO	Type of form	Applicable courses
1	Course registration form (marking sheet)	When registering for courses in the Graduate School of Economics, apply for all of the courses using this form. Confirm the marking code (4-digit number) for each course using the Course List.
2	Application form for elective courses (yellow form)	Fill out this form together as a set with other course registration forms. (Make sure to indicate desired courses that you write down on the application form for optional courses on the marking sheet as well.)
3	Application form for registering in courses established by a different graduate school or courses that have been established as common among graduate schools (light blue form)	Use this form if you wish to audit courses at a different graduate school. If auditing an elective course, submit the form in "3" as well.
4	Application for inter-university student exchange in graduate school education (for dispatched students) *The deadline for submission will be decided separately. For details, please confirm the applicable materials.	Use this form if you wish to participate in lectures at different universities based on the system for inter-university student exchange in graduate school education (Waseda University, Kyoto University, Keio University, and the University of Tokyo). Note: For courses in the Graduate School of Economics at Keio University, please take procedures using the form indicated in 5 below.
5	Request for permission to take courses as an exchange student in graduate school education (white form)	Use this form if you wish to take courses in the Graduate School of Economics at Keio University or the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology. →For course information for both graduate schools, a syllabus will be distributed/available for browsing at the Graduate School of Economics Office. As there is a limit to the number that can be distributed, please browse the syllabus at the Graduate School of Economics Office if you do not receive one.
6	Application for taking courses in the School of Political Science and Economics (white form)	If you wish to take courses in the School of Political Science and Economics, please pick up a form at the Graduate School of Economics Office. (Only first-year students in the Master's Program may take such courses.)

2. Course Registration Schedule

The following registration schedule is common to [current students and new students] as well as [all students including students in the Master's Program, students in the Doctoral Program, and non-degree students] in the Graduate School of Economics. (The schedule for registration for the second semester, including for courses at universities with which Waseda has an agreement, will be announced in mid-July on the Web site and on the bulletin board for the Graduate School of Economics.)

In aiming for further enhancement of education, the Graduate School of Economics at Waseda University has exchanged agreements regarding transfer of credits with the Graduate School of Economics at Keio University and the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology. Although there is a limit to the number of credits that can be transferred, it is possible for students to take courses established by both the Graduate School of Economics at Keio University and the Graduate School of Decision Science and Technology at Tokyo Institute of Technology, and transfer credits.

Course Registration Schedule: 2011 First Semester (Refer to the following pages for the registration schedule for courses of other graduate schools)

Date and time		Procedure details	Venue, etc.
April 2 (Sat)	From 10:00	Graduate school entrance ceremony (university-wide) *Applicable to new students	Memorial Hall (Toyama Campus)
	From 13:00	Guidance for new students (Graduate School of Economics) *Applicable to new students	Hall No. 14, 4 th floor, Room 402
April 2 (Sat)	From 16:30	Course selection guidance (▲) and course registration period * Course selection guidance period: April 2 to April 5	Research Rooms
April 5 (Tue)	Until 17:00		
April 6 (Wed)	From 9:00	Commencement of classes	
April 13 (Wed) to 15 (Fri)	From 9:00 17:00	Period for changing course registration	Graduate School of Economics Office
		Period for procedures relating to auditing courses in other graduate schools in this university (some of the other graduate schools have a separate schedule)	Refer to the presented information for details
April 18 (Mon)	From 9:00	Announcement of final registration results (e-mail only)	*Includes results regarding taking courses at other universities as well.



Course selection guidance

The date and location where course selection guidance is implemented differ depending on the research supervisor. Please confirm the date and location on the Web site and bulletin board for the Graduate School of Economics. All students must participate in "Course selection guidance by a research supervisor." In addition to this, in order to take a basic seminar other than the one taught by your own research supervisor, it is necessary to register for the seminar by attending the course selection guidance of the research supervisor whose basic seminar you want to participate in, and obtaining permission from this research supervisor.

Universities with which the Graduate School of Economics has concluded an agreement 1.

<2011 Academic Year: Flow for Taking Courses in the Graduate School of Economics at Keio University>

Spring semester courses

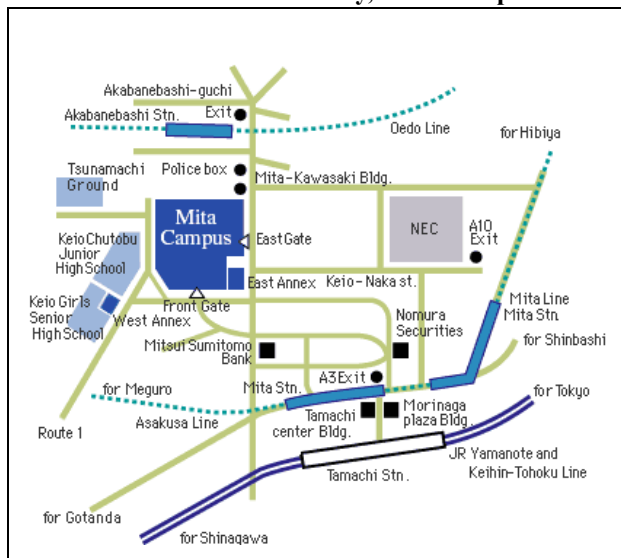
Date and time			Procedure details	Venue, etc.
April 2 (Sat)	From 14:00	Waseda	(1) Course selection guidance and course registration period	Graduate School of Economics Office
April 5 (Tue)	To 17:00			
April 6 (Wed)	9:00	Keio	(2) Commencement of classes (Commencement of course shopping) * First week of classes: April 8 (Thur.) to 14 (Wed.)	Various classrooms at Keio University (Mita Campus)
April 13 (Wed)	From 9:00	Waseda	(3) Acceptance of course registration (Until April 15 (Wed.) 17:00)	Graduate School of Economics Office
April 18 (Mon)	From 9:00	Waseda	(4) Announcement of final registration results (e-mail only)	Graduate School of Economics Office



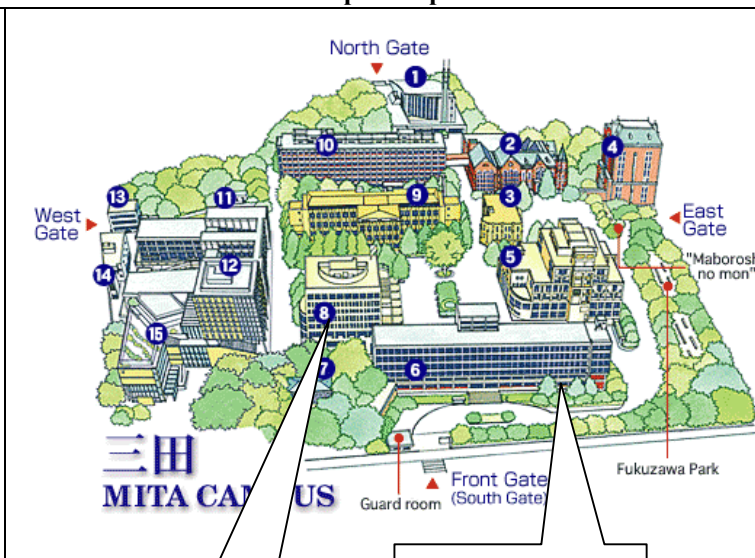
Until completion of courses taken at the Graduate School of Economics at Keio University

- (1) **At course selection guidance**, write down the courses that you wish to take on the "Request for permission to take courses as an exchange student in graduate school education" form, and obtain a seal of approval from the research supervisor.
- (2) **Attend the first lecture** during the first week of courses at Keio University. After the lecture ends, obtain a seal of permission from the supervisor in charge.
- (3) After repeating the same procedure in (1) and (2) for obtaining permission for all of the courses you wish to take, submit the "Request for permission to take courses as an exchange student in graduate school education" form to the Graduate School of Economics Office at Waseda University.
- (4) Check the e-mail regarding the final registration results, and confirm that registration is complete.

Access to Keio University, Mita Campus



Campus Map



Academic Affairs Office
 ⑧ (Graduate School Building) B1F

Under Construction

Address:

2-15-45 Mita, Minato-ku, Tokyo, 108-8345 Japan

Phone: +81-3-3453-4511

8 min. walk from Tamachi Station (JR Yamanote Line or JR Keihin-Tohoku Line)

7 min. walk from Mita Station (Subway Asakusa Line or Subway Mita Line)

8 min. walk from Akabanebashi Station (Subway Oedo Line)

*Tokyo to Tamachi: about 10 min.

*Ueno to Tamachi: about 20 min.

*Shibuya to Tmachi: about 15 min.

*Sidobashi to Mita: about 15 min.

- * **The building that is currently under construction on the map is the “South School Building” it will house classes from April. The Academic Affairs office will move to the B1F of the South School Building sometime in May.**
- * **The method for registering for courses in the fall semester is the same as above, but the class commencement schedule and the course registration schedule will be announced separately by mid-July on the Web site and bulletin board for the Graduate School of Economics.**

Universities with which the Graduate School of Economics has concluded an agreement 2.

**<2011 Academic Year: Flow for Taking Courses in the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology>
Spring semester courses**

Date and time			Procedure details	Venue, etc.
April 2 (Sat)	From 14:00	Waseda	(1) Course selection guidance and course registration period	Graduate School of Economics Office
April 5 (Tue)	To 17:00			
April 6 (Wed.)	9:00	TIT	(2) Commencement of classes (Commencement of course shopping) * First week of classes: April 6 (Wed.) to 12 (Tues.)	Various classrooms at Tokyo Institute of Technology (Ookayama Campus)
April 13 (Wed)	From 9:00	Waseda	(3) Acceptance of course registration (Until April 15 (Fri) 17:00)	Graduate School of Economics Office
April 18 (Mon)	From 9:00	Waseda	(4) Announcement of final registration results (e-mail only)	Graduate School of Economics Office

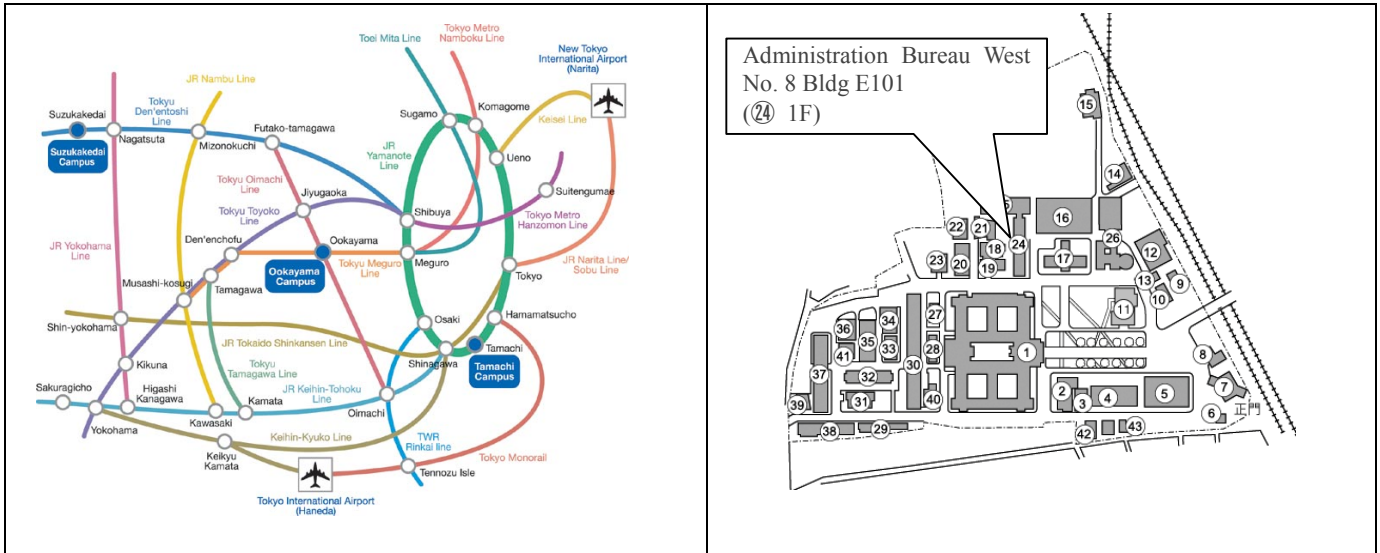
Until completion of courses taken at the Graduate School of Decision Science and Technology at the Tokyo Institute of Technology



- (1) **At course selection guidance**, write down the courses that you wish to take on the “Request for permission to take courses as an exchange student in graduate school education” form, and obtain a seal of approval from the research supervisor.
- (2) **Attend the first lecture** during the first week of courses at the Tokyo Institute of Technology. After the lecture ends, obtain a seal of permission from the supervisor in charge.
- (3) After repeating the same procedure in (1) and (2) for obtaining permission for all of the courses you wish to take, submit the “Request for permission to take courses as an exchange student in graduate school education” form to the Graduate School of Economics Office at Waseda University.
- (4) Check the e-mail regarding the final registration results, and confirm that registration is complete.

Access to Tokyo Institute of Technology, Ookayama Campus

Campus Map



* The method for registering for courses in the fall semester is the same as above, but the class commencement schedule and the course registration schedule will be announced separately by mid-July on the Web site and bulletin board for the Graduate School of Economics.

3. Registration Method Using the Marking Sheet

The marking sheet is used only during the course registration period for courses established by the Graduate School of Economics. The registration method using this marking sheet is as follows.

- (1) Fill out the field for “Name and Student Identification Number” in pencil.
- (2) Mark your student identification number in the marking field for “Student Identification Number” (Black out the circles using a pencil).

*Make sure to fill out and mark all the way to the field for “CD.” Confirm your CD (check digit) on your student identification card.

- (3) Mark the fields for the “Courses to Register” field.
- (4) Before submitting the marking sheet, **check the sheet once more in the end** to make sure that there are no errors, and **obtain a seal from your research supervisor on all forms that you marked (if signed in pen, it will not be possible to scan the marking sheet).**

4. E-mail Notification Regarding Course Registration Results

On the day of announcement of registration results, the status of courses that were registered successfully based on data processing by the Graduate School of Information Office and without errors in conditions for taking the courses will be sent to each student’s Waseda-net e-mail address. In this e-mail, the courses in which the student was not able to register are also indicated (along with the reason). Make sure to confirm the e-mail and add or cancel registration of courses during the period for changing course registration.

In addition, for a **period of 1 week after the date of announcement**, the Graduate School of Economics Office will **print and deliver the “Notification of Registration Results”** in a format that shows the time schedule of the classes to students who request such a printout.

Precautions for Waseda-net mail relating to “receipt of Notification of Registration Results”



- (1) About obtaining a Waseda-net ID
(To new students in particular): Obtain an ID beforehand by following the instructions on “Copy for Waseda-net Portal Users.”
In addition to an e-mail function, on the portal site which students and faculty of Waseda University can log onto with this ID, important notifications such as information regarding cancelled lectures are also sent on an as-needed basis.
- (2) During the course registration period, make sure to leave 1 MB (megabyte) or more of free space open in your mailbox.

VII. Obtaining a Teaching Certificate (Common to Master's Program and Doctoral Program)

1. To Obtain a Teaching Certificate

Before entering the Graduate School of Economics, it is necessary to have obtained a first class junior high school teaching certificate or a first class high school teaching certificate, or have fulfilled the required qualifications listed in Separate Chart 1 in Article 5 of the School Teacher's License Act.

The requirements for obtaining a teaching certificate are as follows.

(Note) Select the same subject as the one for which you obtained a certificate as an undergraduate.

Examples: Geography and History (undergraduate) – Geography and History (graduate school) → Acceptable

Geography and History (undergraduate) – Civics (graduate school) → Not acceptable

2. Types of Certificates Can Be Obtained, and Applicable Subjects

Types of certificates

Type of certificate	Applicable Majors	
Advanced Certificate for Lower Secondary School Teacher (Social Studies)	Major in Theoretical Economics and Economic History	MAJOR in Applied Economics
Advanced Certificate for Upper Secondary School Teacher (Geography and History)	Major in Theoretical Economics and Economic History	
Advanced Certificate for Upper Secondary School Teacher (Civics)	Major in Theoretical Economics and Economic History	MAJOR in Applied Economics

Subjects for Certificates

(1) Special certificate for teaching in high school (Geography and History)

Number of credits required: 24 or more credits

[Applicable course (Economics course only)] *Courses will be held in Japanese if the course names are written in Japanese.

Course name	Credits
日本経済史	2 each
日本経済史特論A	
日本経済史特論B	
西洋経済史	
アジア経済史	
アジア経済史特論A	
アジア経済史特論B	
西洋経済史特論A	
西洋経済史特論B	
西洋経済史史料講読A	
西洋経済史史料講読B	
経済史文献研究 I	
経済史文献研究□	
経済史方法論	

(2) Special certificate for teaching in high school (Civics)

Number of credits required: 24 or more credits

[Applicable course] *Courses will be held in Japanese if the course names are written in Japanese.

For the Economics course students

For the Global Political Economy course students

Course name	Credits
理論経済学	
ミクロ経済学□	
理論経済学特論A	
理論経済学特論B	
理論経済学	
理論経済学特論A	
理論経済学特論B	
マクロ経済学□	
計量経済学特論A	
計量経済学特論B	
統計学 01	
統計学 02	
統計学特論A	
統計学特論B	
理論経済学	
理論経済学特論A	
理論経済学特論B	
公共経済学	
公共経済学特論A	
公共経済学特論B	
経済数学Ⅰ（線形代数演習）	
理論経済学	
理論経済学特論A	
理論経済学特論B	
発展計量経済学	
計量経済学特論A	
計量経済学特論B	
経済数学Ⅱ（微分方程式入門）	
経済統計	
経済統計特論A	
経済統計特論B	
理論経済学	2 each
理論経済学特論A	
理論経済学特論B	
数理経済学	
数理経済学特論B	
経済学説史	
経済学説史特論A	
経済学説史特論B	
経済学説史	
経済学説史特論A	
経済学説史特論B	
理論経済学特論A	
理論経済学特論B	
理論経済学	
理論経済学	
理論経済学特論A	
理論経済学特論B	
ミクロ経済学Ⅰ	
Microeconomics □	
基礎計量経済学	
数理経済学特論A	
マクロ経済学□	
Macroeconomics □	
日本経済論	
アメリカ経済論	
EU経済論	
ロシア・東欧経済論	
中国経済論	
産業エコロジーA	
産業エコロジーB	
実験経済学	
現代中国経済論A	

Course name	Credits	Course name	Credits
英米経済学文献研究A		現代政治理論	
英米経済学文献研究B		開発と健康・ジェンダー	
数量経済政策		日本政治思想史	
数量経済政策特論A		政治学研究方法（経験）	
数量経済政策特論B		政治学研究方法（規範）	
財政学		政治経済学	
財政学特論A		政治行動論	
財政学特論B		国際政治経済学先端研究A	
地方財政論特論A		国際政治経済学先端研究B	
地方財政論特論B		国際政治経済学（政治）	
国際経済論		国際関係A	
国際経済論特論A		国際関係B	
国際経済論特論B		国際行政学	
国際公共経済政策		日本政治史	
環境経済学		政治学英語文献研究A	
環境経済学特論A		政治学英語文献研究B	
環境経済学特論B		政治学英語文献研究C	
国際政治経済学（経済）		政治学英語文献研究D	
国際政治経済学（経済）特論A		政治学英語文献研究E	
国際政治経済学（経済）特論B		政治学英語文献研究F	
数量経済政策		政治学英語文献研究G	
数量経済政策特論A		政治学英語文献研究H	
日本経済分析入門		政治学英語文献研究I	
社会保障		政治学ドイツ語文献研究A	
社会保障特論A		政治学ドイツ語文献研究B	
社会保障特論B		政治学フランス語文献研究A	
社会政策		政治学フランス語文献研究B	
社会政策特論A		政治学スペイン語文献研究	
社会政策特論B		政治学中国語文献研究A	
労働経済学		政治学中国語文献研究B	
労働経済学特論A			
労働経済学特論B	2 each		2 each
開発経済論			
開発経済論特論A			
開発経済論特論B			
農業経済学			
農業経済学特論A			
農業経済学特論B			
産業組織論			
産業組織論特論A			
産業組織論特論B			
経済政策理論			
経済政策理論特論A			
経済政策理論特論B			
金融論			
金融論特論A			
金融論特論B			
金融工学			
金融工学特論A			
金融工学特論B			
政治経済学方法論			
政治経済学方法論特論A			
政治経済学方法論特論B			
比較経済制度分析			
国際法制度論			
国際政治学概説			
東南アジア研究α（東南アジア政治）			
ロシア研究α（民主化研究）			
ロシア研究β（旧ソ連地域政治）			
中国研究α（東アジア政治）			
中国研究β			
朝鮮半島研究β			
韓国理解のためのハングル文献購読			

(3) Special certificate for teaching in junior high school (Social Studies)

Number of credits required: 24 or more credits

[Applicable course] *Courses will be held in Japanese if the course names are written in Japanese.

For the Economics course students

Course name	Credits	Course name	Credits	Course name	Credits
理論経済学	2 each	経済学説史特論B	2 each	マクロ経済学□	2 each
理論経済学特論A		基礎計量経済学		Macroeconomics □	
理論経済学特論B		発展計量経済学		ミクロ経済学□	
数理経済学		計量経済学特論A		マクロ経済学□	
数理経済学特論A		計量経済学特論B アジア経済史		経済数学 I (線形代数演習)	
数理経済学特論B		アジア経済史特論A		経済数学 II (微分方程式入門)	
公共経済学		アジア経済史特論B		経済史方法論	
公共経済学特論A		日本経済史		経済史文献研究 I	
公共経済学特論B		日本経済史特論A		経済史文献研究□日本経済論	
統計学		日本経済史特論B		アメリカ経済論	
統計学特論A		西洋経済史		E U経済論	
統計学特論B		西洋経済史特論A		ロシア・東欧経済論	
経済統計		西洋経済史特論B		中国経済論	
経済統計特論A		西洋経済史史料講読A		産業エコロジーA	
経済統計特論B		西洋経済史史料講読B		産業エコロジーB	
経済学説史		ミクロ経済学□		実験経済学	
経済学説史特論A		Microeconomics □		現代中国経済論A	

For the Global Political Economy course students

Course name	Credits	Course name	Credits	Course name	Credits
国際経済論	2 each	開発経済論特論A	2 each	政治経済学	2 each
国際経済論特論A		開発経済論特論B		日本政治史	
国際経済論特論B		産業組織論		政治行動論	
数量経済政策		産業組織論特論A		開発と健康・ジェンダー	
数量経済政策特論A		産業組織論特論B		現代政治理論	
数量経済政策特論B		農業経済学		ロシア研究 α (民主化研究)	
財政学		農業経済学特論A		ロシア研究 β (旧ソ連地域政治)	
財政学特論A		農業経済学特論B		中国研究 α (東アジア政治)	
財政学特論B		英米経済学文献研究A		中国研究 β	
地方財政論特論A		英米経済学文献研究B		朝鮮半島研究 β	
地方財政論特論B		労働経済学		東南アジア研究 α (東南アジア政治)	
国際公共経済政策		労働経済学特論A		国際政治経済学先端研究A	
環境経済学		労働経済学特論B		国際政治経済学先端研究B	
環境経済学特論A		比較経済制度分析		政治学英語文献研究A	
環境経済学特論B		政治経済学方法論		政治学英語文献研究B	
国際政治経済学 (経済)		政治経済学方法論特論A		政治学英語文献研究C	
国際政治経済学(経済)特論A		政治経済学方法論特論B		政治学英語文献研究D	
国際政治経済学(経済)特論B		金融論		政治学英語文献研究E	
日本経済分析入門		金融論特論A		政治学英語文献研究F	
社会保障		金融論特論B		政治学英語文献研究G	
社会保障特論A		金融工学		政治学英語文献研究H	
社会保障特論B		金融工学特論A		政治学英語文献研究I	
社会政策		金融工学特論B		政治学スペイン語文献研究	
社会政策特論A		政治学研究方法 (経験)		政治学フランス語文献研究A	
社会政策特論B		政治学研究方法 (規範)		政治学フランス語文献研究B	
経済政策理論		日本政治思想史		政治学ドイツ語文献研究A	
経済政策理論特論A		国際政治学概説		政治学ドイツ語文献研究B	
経済政策理論特論B		国際政治経済学 (政治)		政治学中国語文献研究A	
財政学		国際関係A		政治学中国語文献研究B	
財政学特論A		国際関係B		韓国理解のためのハングル文献購読	
財政学特論B		国際行政学			
開発経済論		国際法制度論			

VIII. General Student Life (Common to Master's Program and Doctoral Program)

1. Graduate School of Economics Office

Open hours

Weekdays 9:00 to 17:00

*The office is closed between 12:30 and 13:30 during the summer break, winter break, and during the period that no classes are held in the first.

Saturdays 9:00 to 17:00 (Closed all day during the summer break and winter break)

* Closed between 12:30 and 13:30 during spring vacation period only.

Precautions

- (1) Office work is not processed on Sundays, holidays, on Saturdays during the summer break and winter break, and on any other holidays designated by the university.
- (2) Office work is not processed during the period that no classes are held throughout the entire university in mid-August.
- (3) In principle, people are not allowed on the university campus from early to late February due to entrance examinations and preparations. During this period, office work will be handled between 9:30 and 16:30 in the Okuma Small Auditorium (tentative; details will be given separately).

2. Notifications from the Office and Method of Contacting the Office (Course Registration, Master's Thesis, etc.)

All notifications and communication to students will be made through the bulletin board for the Graduate School of Economics (courtyard of Hall No. 3) and through the Web site for the Graduate School of Economics, in "Notifications" under "To Current Students." However, since we may have to contact you via mail, telephone, or e-mail during emergencies, make sure to notify the office if you change your mailing address or telephone number (home phone and mobile phone). It is also possible to change your address (and telephone number) through Waseda-net Portal.

To ensure your privacy, we do not share information regarding your current mailing address, telephone number, etc., even if requested by an outside party. Since we do not share this information with other schools, etc. within the university, make sure to contact the relevant school, etc. yourself if necessary.

All calls originating from this office are displayed as "03-5843-7000." Take note that the number used to call the Graduate School of Economics Office (03-3208-8560) is not displayed.

[Method for making inquiries to the Graduate School of Economics]

1. Via e-mail: Send an e-mail to gse-ml@list.waseda.jp
2. Via telephone: 03-3208-8560 * Fax: 03-3204-8957

【Procedures completed by proxy letter】

All procedures such as course registration must in principle be done by the student concerned. However, an agent will be allowed to complete such procedures using a proxy letter if the student is unable to do so by himself/herself.

An agent must submit documents with a proxy letter properly filled out and with a copy of the student's card affixed. Please copy the prescribed format for a proxy letter as shown on the last page.

3. Contingency Measures Due to Severe Weather

Any decision to cancel classes, postpone examinations, and enact other contingency measures due to severe weather shall be the responsibility of the University and shall not be based solely on warnings and advisories issued by the Japan Meteorological Agency.

However, when weather conditions are severe (heavy rainfall, flooding, high winds, blizzard conditions, heavy snow, etc.) or when a warning has been issued by the Japan Meteorological Agency and a determination has been made by the University that current conditions pose a danger to the safety of students and employees, the University will enact contingency measures such as the cancellation of classes, postponement of examinations, etc. Directives enacting such contingency measures on any campus (or campuses) shall apply to all courses and examinations taking place on the designated campus (or campuses).

1. Based on prevalent weather conditions such as during a typhoon, heavy snow, etc. where forecasts with reasonable accuracy can be made, and the University deems that conditions pose a danger to the safety of students and employees, the University will issue an emergency bulletin a day in advance to cancel classes, postpone examinations, etc. In such cases, a decision will be made by no later than 7 pm and a notification posted for students through the University's website and other communication channels by 9 pm on the day prior to the day in question.
2. In all other circumstances which do not fall under Item 1 above, any directive to cancel classes, postpone examinations, etc. will be issued no less than 60 minutes before the start of each affected class period and examination. Notifications will be posted on the University's website, as well as being disseminated via other communication channels.

*For the purposes of emergency bulletins, the Art and Architecture School, as well as the Kawaguchi Art School of Waseda University are grouped together with the Nishi-Waseda Campus.

*The contingency measures described here do not apply to Waseda University's two senior high schools, nor to the University's Extension Center.

■Emergency Communication Channels

1. Waseda University Website:
<http://www.waseda.jp/>
2. Waseda University Emergency Bulletin Website for Mobile Phones (also PC-compatible):
<http://m.waseda.jp/>
3. Waseda University Emergency Bulletin Website (Yahoo! Japan Blog) (Mobile phone-compatible):
http://blogs.yahoo.co.jp/waseda_public
4. Waseda-net portal Login Page (PC only):
<https://www.wnp.waseda.jp/>

■Special Exemptions to the Cancellation of Classes and Examination Postponements

1. On-Demand courses:
Directives to cancel classes do not apply.
2. Distance Learning System classes which take place simultaneously on multiple campuses:
Any Distance Learning System classes taking place on multiple campuses (Waseda, Nishi-Waseda, Honjo) and which are directly impacted by the cancellation of classes at any of the campuses will be cancelled on a university wide-basis.

In general, during severe and dangerous weather conditions, the University will issue a directive to cancel classes, postpone examinations, etc. All affected students are expected to keep themselves informed and heed such directives. Students are advised to delay their commute or to refrain from coming to the University when their commuting routes (to the campus where their respective classes are taking place) are under any severe weather warnings issued by the Meteorological Agency, and they feel that commuting will endanger their safety. In such cases, the student should process a completed Report of Absence Form (*Kesseki-todoke*) with his/her affiliated undergraduate school (graduate school), and ask the course instructor in question for due consideration regarding his/her absence.

IX. Appendix (Excerpt from University Regulations and Graduate School Rules)

1. Administration Rules Concerning Computer Room Use (Building 7 Classroom 329-2/Building 4 Classroom 303)

Computers have been installed in two rooms at the graduate schools - Building 7 Classroom 329-2 (third floor) and Building 4 Classroom 303 (third floor). Please refer to the following Graduate School Rules concerning computer use.

Article 1 (Purpose of Installation)

These Rules prescribe the administration rules for Building 7 Classroom 329-2 and Building 4 Classroom 303, based on the agreement concluded with the Media Network Center and Academic Affairs Division, to support research education using computers, the research of school personnel and students and accompanying activities for both graduate schools.

Article 2 (Room Names)

Building 7 Classroom 329-2 shall be the Graduate School Common Computer Classroom (Economics Examination Room) and Building 4 Classroom 303 shall be the Graduate School Computer Classroom.

Article 3 (Administration)

(1) The Dean of the Graduate School of Political Science and Graduate School of Economics shall have responsibility for the operation and administration of both computer classrooms.

(2) The daily operation and administration of both computer classrooms shall be consigned to the school computer-related steering committees. The computer-related steering committees of both graduate schools and the school may establish provisions governing use by the graduate students of the two graduate schools that are different from those for undergraduate students, and may outsource administration, after harmonizing their mutual opinions.

Article 4 (Scope of Use)

(1) The use of both computer classrooms shall be restricted to the individuals described below.

Full-time faculty of both graduate schools, part-time lecturers and regular students of both graduate schools (including non-degree students) who have been assigned a Waseda University Waseda-net system ID, and individuals registered for the relevant courses when using the computers for their classes.

(2) Other individuals who have been assigned a Waseda University Waseda-net system ID.

Article 5 (Priority of Use)

The priority of use of both computer classrooms shall be (1) use for the classes of both graduate schools and (2) use for purposes other than classes.

Article 6 (Hours of Use)

(1) The hours of use during class hours that have been approved by the computer-related steering committees of both graduate schools (when there is a difference between class hours, the longest hours) shall be from 9:00-17:00 on weekdays (9:00-14:00 on Saturdays). It shall be possible to extend the hours of use until 20:00 at the latest on these same days (18:00 on Saturdays) for use by the individuals prescribed in paragraph (1) of Scope of Use.

(2) Hours of use other than those prescribed in paragraph (1) shall be set separately after consultations between both graduate

schools.

Article 7 (Control of Keys)

(1) Keys shall be lent by the administration offices of both graduate schools, and the times for key loans during the hours prescribed in paragraph (1) of Article 6 (during class hours) shall be only the hours when the administration offices of both graduate schools are open.

(2) When returning keys during the hours prescribed in paragraph (1) of Article 6, users shall return the keys without fail to the administration office on the same day when the keys were borrowed during the hours when the administration offices of both graduate schools are open. After the administration offices of both graduate schools have closed, users shall return keys to the School of Political Science and Economics staff room (first floor, Building 3) by 20:00 (18:00 on Saturday).

(3) Control of keys during the hours prescribed in paragraph (2) of Article 6 (hours when both graduate schools are not holding classes) shall be prescribed separately after consultations between both graduate schools.

Article 8 (Monitoring of Use)

(1) Cameras shall be installed in both computer classrooms to monitor computer use, and individuals prescribed by the steering committees of both graduate schools may utilize the Internet to monitor the computer use.

(2) The computer-related steering committees of both graduate schools and the school shall record the images indicated in paragraph (1) and jointly retain the images for one (1) month.

(3) The dean of each graduate school may review the recording images indicated in paragraph (2) when a review is judged to be necessary for administration.

(4) The dean of each graduate school may request the recording images from the Media Network Center and review the information on the servers of both computer classrooms (Waseda-net system IDs, numbers of the terminals used, times of start of use, times of end of use, applications used) when a review is judged to be necessary for administration.

(5) The deans may also place individuals in both computer classrooms to monitor computer use if necessary.

Article 9 (Procedures for Use)

The following procedure shall be observed when these classrooms will be used for teaching and research and accompanying activities during hours other than when used for classes allocated to the courses of both graduate schools while a teacher is present.

(i) School personnel shall fill in the "Record of Use" prepared by the graduate school administration office after presenting their ID card, and borrow the key to the classroom door.

(ii) Students shall fill in the "Record of Use" prepared by the graduate school administration office, and borrow the key to the classroom door in exchange for their student identification card.

Article 10 (Penalties for Improper Use)

(1) When an individual affiliated with either graduate school engages in the following behavior while using the computer classroom, each Graduate School Steering Committee may apply a penalty in accordance with the Rules for Penalties Pertaining to Use of Building 7 Classroom 329-2 and the Building 4 Classroom prescribed separately.

(2) When an individual who is not affiliated with either graduate school has engaged in any of the conduct prescribed in paragraph (4) while using either computer classroom, the penalty in accordance with the Rules for Penalties Pertaining to Use of Building 7 Classroom 329-2 and the Building 4 Classroom prescribed separately by consultation between the chair of

the steering committee of each graduate school shall be reported to the head of the division with which the offender is affiliated, and implementation of the penalty shall be entrusted to the judgment of that division.

(3) When a user of either computer classroom has violated the rules of the Media Network Center, the Media Network Center may apply a separate penalty in addition to any penalty decided by the division with which the offender is affiliated.

(4) The conduct described below is prohibited in each computer classroom, and a separate penalty decided by consultations between both graduate schools shall be imposed on offenders.

(i) Individuals who use the computer classrooms at times other than the hours of use without permission from the administration offices of both graduate schools.

(ii) Individuals who did not return the classroom door key during the regulated time.

(iii) Individuals who intentionally damaged the equipment installed in either classroom.

(iv) Individuals who ate, drank or smoked in the classrooms.

(v) Individuals who used a cellular phone in the classrooms.

(vi) Individuals who engaged in any other conduct that bothered other users.

(vii) Individuals who engaged in conduct prohibited by the Rules for Waseda-net System Use.

2. Rules for Waseda-net System Use (Excerpt)

Article 11 (Administration of Consumables)

(1) Both graduate schools shall be replenish the printer toner in both computer classrooms.

(2) Users shall be responsible for other consumables.

Article 12 (Obligation to Report Problems)

Users shall always use the procedure described in the *Problems and Solutions Manual* that has been placed in both classrooms to make a report when there is a problem with equipment while they are using the computer classroom, even if the cause of the trouble is unclear.

Article 13 (Prohibited Matters)

The conduct described in each of the following items is prohibited when using the Waseda-net System.

(i) Transferring or loaning a User ID to a third party

(ii) Disclosing passwords to a third party

(iii) Infringing on rights prescribed by law, including privacy and copyrights

(iv) Actions that obstruct management of the network

(v) Pretending to be another user

(vi) Actions intended for personal gain or benefit

(vii) Illegal use of the system or aiding and abetting of such use

(viii) Unauthorized actions that monopolize or waste computer resources

(ix) Actions that modify or destroy other companies' programs, data, etc.

(x) Other actions that violate laws or accepted social norms

3. Rules for Use of the Graduate School of Economics “Master’s Program Research and Guidance Office (Building 4 Room 607)”

(Purpose for Establishing the Office)

The Graduate School shall establish a “Master’s Course Research and Guidance Office” for use by Master’s Program students for their research activities and studies.

(Location)

The office shall be in Room 607 on the sixth floor of Building 4

(Procedures for Use)

The room shall be equipped with personal lockers, and study desks and chairs for shared use, which students may use as follows.

1. Open hours: 9:00-20:00 (9:00-18:00 on Saturdays)
2. Lockers: Keys will be loaned to each individual

(Matters to Note for Use)

1. Individuals who receive a locker shall be responsible for the locker key and are prohibited from making duplicate keys or loaning their key to other persons, irrespective of the reason. In the event of loss of the key or other accident, locker recipients shall report to the administration office immediately.
2. The room shall be a non-smoking room, and the use of devices such as hot plates shall be prohibited.
3. The Graduate School shall not be responsible for incidents such as the theft or loss of textbooks, resource materials or other items individuals have brought to the office, even when such items were temporarily placed in a locker.
4. As a rule, the Graduate School shall be responsible for repairs and maintenance of the Research and Guidance Office. Users who cause damage or other accidents as a result of their deliberate conduct or negligence, however, shall be responsible for the cost of repairs.
5. Users shall return their loan keys without fail when they have completed their studies or withdrawn from the school.
6. The Research and Guidance Office shall be for use by all students of the Graduate School, and individuals shall take sufficient care that they do not trouble or inconvenience other students when using the room.
7. If it is necessary to enter the office after the room has been closed for an unavoidable reason such as an article left behind, individuals shall clearly explain the reason to the staff on duty in the teacher’s room on the first floor in Building 3, and borrow a duplicate key. In this case, individuals borrowing the key shall comply with all of the staff’s instructions.

4. Rules for Use of the Graduate School of Economics “Doctoral Program Guidance Office (Building 4 Rooms 601·603·605)”

(Purpose for Establishing the Office)

The Graduate School shall establish a “Doctoral Program Guidance Office” for use by Doctoral Program students for their research activities and studies.

(Location)

The office shall be in Rooms 601, 603 and 605 or other rooms on the sixth floor of Building 4

(Procedures for Use)

The rooms shall be equipped with personal lockers, study desks and chairs, and bookshelves and printers for shared use, which students may use as follows.

1. Open hours: All hours when the University is open.
2. Locking and unlocking rooms: Users shall unlock and lock the rooms themselves.
3. Locker and door keys: Keys shall be loaned to all students.
4. Printer use: Students must bring their own paper for printing.

(Matters to Note for Use)

1. Individuals who receive a locker shall be responsible for the locker key and are prohibited from making duplicate keys or loaning their key to other persons, irrespective of the reason. In the event of loss of the key or other accident, locker recipients shall report to the administration office immediately.
2. The rooms shall be non-smoking rooms, and the use of devices such as hot plates shall be prohibited.
3. The Graduate School shall not be responsible for incidents such as the theft or loss of textbooks, resource materials or other items individuals have brought to the office, even when such items were temporarily placed on the bookshelves or in a locker.
4. As a rule, the Graduate School shall be responsible for repairs and maintenance of the Guidance Office. Users who cause damage or other accidents as a result of their deliberate conduct or negligence, however, shall be responsible for the cost of repairs.
5. Users shall return their loan keys without fail when they have completed their studies, taken a leave of absence or withdrawn from the school.
6. The Guidance Office shall be for use by all students of the Graduate School, and individuals shall take sufficient care that they do not trouble or inconvenience other students when using the room.

5. Rules Concerning Selection and Control of Books in the Graduate School of Economics Student Reading Room

The rules concerning book selection under the Graduate School of Economics student reading room budget shall be prescribed as follows for the time being. The administrator for book selections and purchasing and control under this budget shall be the Associate Dean for the Graduate School of Economics.

1. The committee members involved in books selection under the Graduate School of Economics student reading room budget shall be the following.

(1) Student Book

Committee members Two (2) Doctoral Program students and four (4) Master's Program students elected by fellow students. The term of office shall be one year, and the members shall not be prevented from being re-elected.

(2) Teaching staff Book

Committee member As a rule, Associate Dean for the Graduate School of Economics (however, when special some circumstances exist, the dean of the Graduate School may nominate several individuals from among the teaching staff).

2. Book selection

- (1) The selected books shall be the following two types.

- 1) New selections
 - 2) Continuing materials (Items continued from before the previous year such as continuing books, magazines, databases, etc.)
- (2) As a rule, the materials in item 2) under (1) in the preceding paragraph shall be purchased as long as the materials have not been discontinued or a decision has not been made to halt ordering of the materials.
- (3) Newly selected books shall be chosen as follows.
- 1) Gather requests from students for purchases of books necessary for research.
 - 2) Make open order selections several times per year, with books selected by the Student Book Committee and other students.
 - 3) The teaching staff Book Committee member may select books the staff believes are necessary for student research. In addition, for purchase requests submitted by students for expensive books and purchases of new continuing materials such as magazines, a decision on whether to purchase the items shall be made based on mutual agreement with the Student Book Committee.
 - 4) Reference materials published in the General Admission Application Guidelines shall be purchased when the Teaching Staff Book Committee member determines it to be necessary. Teaching staff may submit selection requests when they believe a publication is necessary for student research.
 - 5) As a rule, the committee shall not make multiple purchases.

3. Procedure for purchases of newly selected books

Students who have a purchase request shall complete the “Book Purchase Request Application Form (Graduate Student Form)” and submit the form to the Sanae Takata Memorial Research Library (submission by mail permitted). In addition, for open order selections, students should attach a selection form with their name to the book and submit the form to the administrator. When a book was selected by the Teaching Staff Book Committee, the committee shall send the book, or a list or catalog, to the Sanae Takata Memorial Research Library. The Sanae Takata Memorial Research Library will complete the multiple purchase check, ordering and other administrative procedures.

4. As a rule, purchased books shall be kept at the Sanae Takata Memorial Research Library, and purchased magazines shall be kept in the teacher libraries at the Graduate School of Political Science and Graduate School of Economics. Books shall be loaned on the basis of the *Sanae Takata Memorial Research Library Detailed Rules*.

5. Budget allocation

- (1) The student reading room book budget allocation shall be decided by the Graduate School of Economics Steering Committee.
- (2) The student reading room budget allocation shall be as follows.
 - New selections
 - Continuing materials

6. Waseda University Graduate School of Economics Society Rules

Article 1 (Name)

- (1) This Society shall be called the Waseda University Graduate School of Economics Society.
- (2) The Secretariat of this Society shall have its office in the Administration Office of the Waseda University Graduate School of Economics (hereinafter referred to as “the Graduate School”).

Article 2 (Purpose)

The purpose of this Society shall be economics research by individuals who are now or were in the past registered in the Graduate School.

Article 3 (Activities)

(1) To achieve the purpose of the preceding article, this Society shall engage in the following activities.

- (i) Sponsor research report meetings
 - (ii) Publish *Economics Research* (2 or 3 times annually)
 - (iii) Publish the *Working Paper Series*
 - (iv) Other activities recognized to be necessary to achieve the purpose of this Society
- (2) Matters concerning the editing and publication of *Economics Research* under item (ii) and the *Working Paper Series* under item (iii) of the preceding paragraph shall be provided separately based on the bylaws.

Article 4 (Management)

The management of this Society shall require the approval of the Graduate School of Economics Steering Committee.

Article 5 (Members)

This Society shall be comprised of the following individuals.

- (i) The Graduate School Management Committee
- (ii) Students enrolled in the Graduate School Doctoral and Doctoral Program courses
- (iii) Students enrolled in the Graduate School Master's Program courses
- (iv) Graduate School research students

Article 6 (Officers)

This Society shall elect the following officers.

- (i) Chairperson: 1
- (ii) Advisors: Several

Article 7 (Chairperson)

- (1) The dean of the Graduate School shall serve as the Chairperson.
- (2) The Chairperson shall act on behalf of this Society and oversee the Society's activities.

Article 8 (Advisors)

- (1) Advisors shall be appointed from among the individuals prescribed in item (i) of Article 5.
- (2) The advisors may assist the Chairperson by providing necessary advice.

Article 9 (Committee Members)

- (1) In order to smoothly accomplish its activities, this Society shall elect the following committee members.
 - (i) Research Report Meeting Management Committee: 6
 - (ii) Economics Research Editing Committee: 6
- (2) The Research Report Meeting Management Committee members shall be appointed from among the following

individuals.

(i) Individuals elected by mutual vote of the persons provided in item (i) of Article 5: 2

(ii) Individuals elected by mutual vote of the persons provided in item (ii) of Article 5: 3

(iii) Individual elected by mutual vote of the persons provided in item (iii) of Article 5: 1

(3) The Economics Research Editing Committee shall appoint the Research Report Meeting Management committee based on the provisions of the preceding paragraph.

(4) The term of office of the members provided in each item under paragraph (1) shall be one (1) year. However, the individuals shall not be prevented from being re-elected.

Article 10 (Opinions from Committee Members)

The Chairperson may request opinions concerning the following matters from the committee members provided in each item under paragraph (1) of the preceding Article when necessary.

(i) Matters concerning research report meetings

(ii) Matters concerning the editing and issuing of *Economics Research*

(iii) Matters concerning the editing and issuing of the *Working Paper Series*

Article 11 (Expenditures)

The expenditures of this Society shall be appropriated from subsidies from the University.

7. Waseda University Graduate School Academic Rules (Excerpt)

Article 1 (Objectives of Establishment)

The purpose of the graduate schools shall be to research, teach and thoroughly explore advanced, specialized academic theories and the application thereof, and to contribute to the creation and development of culture and human welfare.

Article 1-2

(1) The graduate schools shall prescribe and publicly announce their objectives concerning the training of human resources and other educational research objectives for each program and major.

(2) The details and procedures for publicly announcing the objectives prescribed in the preceding paragraph shall be provided separately.

Article 2 (Doctoral Program)

(1) The graduate schools shall offer a Doctoral Program.

(2) The standard term of study for a Doctoral Program shall be five (5) years.

(3) A Doctoral Program shall be divided into a first term of two (2) years and a second term of three (3) years, and the program for the first term shall be administered as a Master's Program.

(4) The first term two-year Program in the preceding paragraph shall be called the "Master's Program," and the second term three-year Program shall be called the "Doctoral Program."

(5) The standard term of study for a Master's Program shall be two (2) years. However, it shall be possible for the standard term of study to exceed two (2) years according to the classification of the research program, major or a student's courses when a graduate school recognizes there is an educational and research necessity.

(6) When teaching mainly individuals who possess business experience in the Master's Program, it shall be possible to make the standard term of study longer than one (1) year but less than two (2) years, according to the classification of the research program, major or a student's courses, when there is an educational and research necessity and when it will not cause any educational obstacles based on appropriate methods, such as holding classes or providing research guidance at night or other specific times or periods in addition to daytime, the provisions of the preceding paragraph notwithstanding.

Article 3 (Outline of Programs)

(1) A Doctoral Program shall foster rich learning that enables individuals to independently conduct research activities as researchers in their major field, and provide the advanced research competency and foundation necessary to engage in other highly specialized activities.

(2) A Master's Program shall offer concentrated study from a broad perspective, and foster the advanced capabilities necessary for work that requires research competency or advanced expertise in a student's major subject.

Article 6 (Educational Methodology)

Education at the graduate schools shall be provided through classroom instruction and guidance for the preparation of an academic dissertation (hereinafter referred to as "research guidance").

Article 7 (Course Methodology)

(1) The subject contents and course credits in each graduate school, the contents of research guidance and the course

methodology shall be prescribed separately for each graduate school.

(2) The faculties responsible for research guidance of students shall be called research supervisors.

Article 8 (Subject Courses in Other Graduate Schools or Schools)

When they recognize such action to have an education and research benefit, the faculty committee of the Faculty of Political Science and Economics or the Graduate School of Economics Steering Committee (hereinafter after referred to as the “Graduate School of Economics Steering Committee, etc.”) may have students take subjects in other research courses and subjects in other schools and allocate these subjects to the credits under Article 13 (omitted).

(Approval of Advanced Credit Received Before Entering a Program)

Article 8-2

(1) When it recognizes such action to have an education and research benefit, the Graduate School of Economics Steering Committee, etc. may allocate the credits earned through study (including credits earned as a non-degree student) at the graduate school or at the graduate school of another university (including the graduate school of a university in another country), prior to entering the graduate school, up to a limit of ten (10) credits, to the credits prescribed in Article 13.

(2) The credits that can be allocated to the credits required for completion under the provision of the preceding paragraph, other than credits earned at the graduate school in which the student in question has enrolled, shall not exceed ten (10) credits, and the total number of such credits shall not exceed one half of the total credits required for completion.

Article 9 (Consignment of Course Subjects)

(1) When it recognizes such action to have an education and research benefit, the Graduate School of Economics Steering Committee, etc. may have students enroll in the subjects offered at a graduate school of another university (including a graduate school of a university in another country) after conferring with the graduate school at the other university beforehand.

(2) A graduate school may allocate the credits earned under the provision of the preceding paragraph to the credits prescribed in Article 13, up to a limit of ten (10) credits.

Article 10 (Consignment of Research Guidance)

When it recognizes such action to have an education and research benefit, the Graduate School of Economics Steering Committee, etc. may have students of the graduate school receive research guidance at a graduate school or research institution of a graduate school of another university (including a graduate school or research institution of a university in another country) after conferring with the other university beforehand. When such guidance is recognized for students of a Master’s Program, however, the period for receiving said research guidance shall not exceed one (1) year.

Article 11 (Approval of Credits)

A graduate school shall grant the prescribed credits to students who have taken the subject and proven their comprehension of the course material based on an examination or other methodology.

Article 12 (Tests and Evaluations of Learning Results)

(1) Examinations concerning course subjects shall be administered at the end of the academic year or at a time recognized by the Graduate School of Economics Steering Committee, etc. to be appropriate, and shall be based on the methodology

provided by the Graduate School of Economics Steering Committee, etc.

(2) Student results in a course subject shall be graded using the five classes A+, A, B, C and F, with the grades A+, A, B and C being passing grades and F being a non-passing grade. Research guidance results, however, shall be divided into two classifications P and Q, with P being a passing grade and Q being a non-passing grade.

Article 13 (Requirement for Completion of the Master's Program)

The requirements for completion of a Master's Program shall be attendance in a graduate school Master's Program for two years or longer, during which time a student shall earn the required credits in the required subjects, and pass a screening of his or her master's thesis and a final examination after having received the necessary research guidance, based on the course matters prescribed by each graduate school. For individuals who are recognized by the Graduate School of Economics Steering Committee, etc. to have achieved outstanding performance, however, registration in a graduate school Master's Program for one year or longer shall be deemed sufficient as the attendance period.

Article 14 (Requirements for Completion of the Doctoral Program)

(1) The requirements for completion of a Doctoral Program shall be attendance in a graduate school Doctoral Program for five years or longer (including, for individuals who attended a Master's Program for two years or longer and completed the courses, the two-year attendance period for said courses), during which time a student shall earn the required credits prescribed by each graduate school and pass a screening of his or her dissertation and a final examination after having received the necessary research guidance. For individuals who are recognized by the Graduate School of Economics Steering Committee, etc. to have achieved outstanding performance, however, attendance in a graduate school's Doctoral Program for three years or longer (including, for individuals who attended a Master's Program for two years or longer and completed the courses, the two-year attendance period for said courses) shall be deemed sufficient as the attendance period.

(2) The requirement for completion of a Doctoral Program for individuals who completed a Master's Program within the standard study period of one year or longer but less than two years under the provision of paragraph (6) of Article 2 and individuals who completed a Master's Program during the attendance period based on the provision of the proviso under paragraph (1) of Article 13 shall be attendance for a period longer than the period three (3) years for a Master's Program in addition to a graduate school's Doctoral Program, during which time a student shall earn the required credits prescribed by each graduate school and pass a screening of his or her dissertation and a final examination after having received the necessary research guidance. For individuals who are recognized by the Graduate School of Economics Steering Committee, etc. to have achieved outstanding performance, however, attendance in a graduate school's Doctoral Program for three (3) years (including the attendance period for a Master's program) shall be deemed sufficient as the attendance period.

(3) Notwithstanding the provisions of the preceding two paragraphs, with regard to eligibility for entrance to a Doctoral Program under the provisions of item (ii), (iii) and (iv) of Article 29, the requirement for completion of a Doctoral Program when an individual recognized to have academic capabilities equivalent to or surpassing individuals possessing a Master's Degree has enrolled in a Doctoral Program shall be attendance for a period of three (3) years or longer in a graduate school's Doctoral Program, during which time a student shall earn the required credits prescribed by each graduate school and pass a screening of his or her dissertation and a final examination after having received the necessary research guidance. For individuals who are recognized by the Graduate School of Economics Steering Committee, etc. to have achieved outstanding performance, however, attendance in a graduate school's Doctoral Program for one (1) year or longer shall be deemed sufficient as the attendance period.

(4) The requirement for completion of a Doctoral Program for an individual who has completed a Professional Degree

Program shall be attendance in a graduate school's Doctoral Program for a period equal to five (5) years minus the standard term of study for the Professional Degree Program or longer, during which time the individual shall have earned and passed a screening of his or her dissertation and a final examination conducted by the Graduate School of Economics Steering Committee, etc. after having received the necessary research guidance. When an individual who has achieved outstanding performance has completed a Professional Degree Program for which the standard term of study was between one (1) and two (2) years or two (2) years, however, attendance in a graduate school's Doctoral Program for a period equal to three (3) years minus the standard term of study for the Professional Degree Program or longer shall be deemed sufficient as the attendance period.

(5) Individuals who have attended a Doctoral Program for three years or longer and received the required research guidance but have withdrawn from the school without submitting a dissertation may submit their dissertation and be tested within three (3) years calculated from the date they withdrew from the school after obtaining permission from the Graduate School of Economics Steering Committee, etc.

Article 15 (Conferral of Doctoral Degrees)

A graduate school shall confer a Doctor's degree to individuals who have completed the graduate school's Doctoral Program.

Article 16 (Conferral of Master's Degrees)

A graduate school shall confer a Master's Degree to individuals who have completed the graduate school's Master's Program.

Article 17 (Conferral of Doctor's Degrees on Individuals who have Not Taken Courses)

Notwithstanding the provision of Article 15, a graduate school may confer a Doctor's Degree on individuals who submit a dissertation and pass a screening and examination on their dissertation and who are recognized to possess academic learning equivalent to individuals who have completed a doctoral program related to their major and academic field.

Article 18 (Degree Rules)

In addition to the matters prescribed in these Academic Rules, the name of the major field added to a degree and other necessary matters concerning degrees shall be prescribed separately in accordance with the Waseda University Degree Rules (1976 Academic Affairs Circular No. 2).

Article 25 (Academic Year and Semesters)

(1) The academic year of this University's graduate schools shall begin on April 1 and end on March 31 of the following year.

(2) The academic year shall be divided into two (2) semesters.

First semester From April 1 to September 20

Second semester From September 21 to March 31 of the following year

Article 26 (Academic Holidays)

(1) The regular academic holidays shall be as follows.

(i) Sundays

(ii) Holidays provided in the National Holidays Act (Act No. 178 of 1948)

(iii) Anniversary of the University's founding (October 21)

(iv) Summer vacation From early August to September 20

(v) Winter vacation From late December to January 7 of the following year

(vi) Spring vacation From mid-February to March 31

(2) Revisions to the summer, winter and spring vacations and provisional holidays shall be publicly announced from time to time depending on circumstances.

(3) When there is a special need, classes can be held during the school holidays.

Article 27 (Academic Enrollment Periods)

Academic enrollment periods shall be at the start of each term.

Article 28 (Eligibility for Enrollment in a Master's Program and Professional Degree Programs)

A graduate school's Master's Program and Professional Degree Programs shall permit enrollment by individuals who fulfill the following provisions and have passed the examination prescribed separately.

(i) Individuals who have graduated from a university

(ii) Individuals who have been awarded a bachelor's degree based on the provisions of paragraph (4) of Article 104 of the School Education Act (Act No. 26 of 1947)

(iii) Individuals who have completed 16 years of school education based on the regular courses in a foreign country

(iv) Individuals specified by the Minister of Education, Culture, Sports, Science and Technology

(v) Individuals who have attended a university for three (3) years or longer or who have completed 15 years of courses in school education in a foreign country and are recognized by a graduate school the Waseda University to possess excellent results in the prescribed credits

(vi) Individuals who are recognized to possess academic capabilities equal to or exceeding those of individuals who have graduated from a university, based on a separate entrance examination in each graduate school, and who have reached 22 years of age.

Article 29 (Eligibility for Enrollment in a Doctoral Program)

A Doctoral Program of a graduate school of the University shall permit enrollment of individuals satisfy the provisions of one of the following items and who have passed a separately prescribed test.

(i) Individuals who have earned a Master's or Master's (Professional) or a Juris Doctor (Professional) Degree

(ii) Individuals who have earned a Master's or Master's (Professional) Degree or a degree corresponding to these degrees in another country

(iii) Individuals who have earned a Master's Degree from the United Nations University or a degree corresponding to this degree.

(iv) Individuals specified by the Minister of Education, Culture, Sports, Science and Technology

(v) Individuals who, based on a separate entrance eligibility examination given by each graduate school, are recognized to possess academic abilities equivalent to or exceeding those of individuals who have earned a Master's or Master's (Professional) or Juris Doctor (Professional) Degree, and who have reached 24 years of age.

Article 30 (Entrance Test Procedure)

Individuals who wish to apply for entrance to a graduate school of the University shall pay the entrance application fee

prescribed in Appendix 1 to the University by the date prescribed by the University and submit the necessary forms.

Article 32 (Guarantor)

(1) Guarantors must be parents of the applicant or individuals who manage an independent living, and must be individuals with the capacity to fulfill with certainty their obligations as a guarantor.

(2) When it recognizes an individual to be improper as a guarantor, the University may order a change of guarantor.

(3) A guarantor shall assume full responsibility for all matters concerning a student while the student subject to the guarantee is attending school.

(4) If a guarantor is deceased or has become unable to fulfill his or her obligations for any other reason, the student must choose a new guarantor and report the change to the University.

Article 33 (Limitation on Number of Years of School Attendance)

(1) The number of years of school attendance at a graduate school of the University shall not exceed four (4) years in a Master's Program or Professional Degree Program and six (6) years for a Doctoral Program.

(2) Notwithstanding the provision of preceding paragraph, the number of years of school attendance in a Master's Program or Professional Degree Program classified based on a graduate school, major or student's courses that prescribe a standard term of study other than two (2) years shall not exceed two (2) times the standard term of study.

Article 34 (Leave of Absence)

(1) Individuals who are unable to attend for two (2) months or longer continuously because of sickness or other reasons shall describe the reason on a Request for Leave of Absence and submit the Request, signed jointly by the guarantor, to the dean of the graduate school in which the student is enrolled.

(2) A leave of absence shall be limited to the academic year in question. However, a graduate school may permit a continuing leave of absence when there are special circumstances. In this case, the total period of the leave of absence shall not exceed two (2) years for a Master's Program or Professional Degree Program and three (3) years for a Doctoral Program.

(4) An individual taking a leave of absence shall not be permitted to return to school if he or she cannot do so at the beginning of a semester.

(5) The period of a leave of absence shall not count in the years of school attendance.

Article 35 (Change of Major or Graduate School Etc.)

When an individual has submitted an application concerning a change in major or graduate school or a transfer to another university, the the Graduate School of Economics Steering Committee, etc. may approve the application following discussion.

Article 36 (Voluntary Withdrawal)

Individuals who wish to withdraw from the University because of illness or other reasons must submit a request signed jointly by the guarantor explaining the reason.

Article 37 (Readmission)

In some situations the University will permit an individual who withdrew from the University on justifiable grounds and wishes to be readmitted to re-enter the University after selection. In this case, the student may be made to take again all or

part of the subjects he or she has already completed.

Article 38 (Discipline)

(1) In some situations the University will exercise disciplinary measures when a student has violated the rules of the University or when there a student has acted in contradiction to his or her obligations as a student.

(2) Discipline shall be by warning, suspension or withdrawal from the University.

Article 39 (Withdrawal)

An individual to whom one of the following items applies shall be subject to withdrawal.

(i) Individuals recognized to have no prospects for improvement because of character defect or conduct

(ii) Individuals recognized to have neglected their studies and have no prospects for successfully completing their studies

(iii) Individuals who consistently fail to attend classes without justifiable grounds

(iv) Individuals who have disrupted order at a graduate school or have remarkably violated their other obligations as a student

Article 41-2 (Deadline for Payment of Tuition Etc.)

(1) Except in the case under Article 31, students shall pay the tuition and other school expenses pertaining to the semester described in the following items (hereinafter referred to as “tuition etc.”) to the University by the date indicated in each item.

(i) First semester (for students in the Graduate School of Asia-Pacific Studies, the spring term and summer term) April 15

(ii) Second semester (for students in the Graduate School of Asia-Pacific Studies, the fall term and winter term) October 1

(2) Notwithstanding the provisions of the preceding paragraph, the amount of tuition etc. and deadline for individuals who attend school in excess of the course term shall be prescribed by the Detailed Rules.

Article 43 (Administration of Payments of School Expenses)

The University shall not return tuition and other school expenses that have already been paid, irrespective of circumstances.

Article 44 (School Expenses of Students who withdraw During the Academic Year)

Individuals who withdraw from the University during the academic year shall pay their university expenses for that academic term.

Article 45 (Removal of Students from the Registration Roll)

In some cases the University shall strike from its registration roll individuals who have neglected to pay their school expenses.

Article 51 (Non-Degree Students)

When there is an individual who wishes take a subject at a graduate school of the University or receive research guidance on a specific topic that is not specified in the provisions for Article 27 through Article 29, a graduate school may have that individual enter the graduate school as a non-degree student.

Article 52 (Categories of Non-degree Student)

(1) Individuals who are enrolled based on consignment by government and municipal offices, foreign governments, schools,

research laboratories and private organizations and institutions shall be called sponsored students.

(2) Individuals other than the students prescribed in the preceding paragraph shall be called regular students.

Article 57 (Research Students)

When there is an individual who attended a graduate school's Doctoral Program for six years and withdrew from the University without submitting a dissertation, who wishes to continue receiving research guidance at the graduate school to complete his or her dissertation, the graduate school may let the individual enroll as a research student.

8. Waseda University Degree Rules (Excerpt)

Article 1 (Purpose)

The purpose of these Rules is to prescribe required matters concerning the degrees conferred by Waseda University in addition to the matters prescribed by the Waseda University Rules and the Waseda University Graduate School Academic Rules.

Article 2 (Degrees)

(1) The degrees conferred at the University shall be a Bachelor's Degree, Doctoral Degree, Master's Degree and Professional Degree.

(3) The Doctoral Degree shall be as follows (excerpt for the Graduate School of Economics only).

Graduate school	Major	Degree
Graduate School of Economics	Theoretical Economics and Economic History major	Doctor of Economics
	Applied Economics major	

(5) The Master's Degree shall be as follows (excerpt for the Graduate School of Economics only).

Graduate school	Major	Degree
Graduate School of Economics	Theoretical Economics and Economic History major	M.A in Economics
	Applied Economics major	M.A in Economics M.A in Global Political Economy

Article 4 (Requirements for Conferral of a Doctoral Degree)

(1) A graduate school shall confer a Doctoral Degree on individuals who have completed a Doctoral Program under Article 14 of the Graduate School Academic Rules.

(2) Notwithstanding the provision of preceding paragraph, a graduate school may confer a Doctoral Degree under Article 17 of the Graduate School Academic Rules to individuals who have not taken the Doctoral Program of a graduate school.

Article 6 (Requirements for Conferral of a Master's Degree)

A graduate school shall confer a Master's Degree on individuals who have completed a Master's Program under Article 13 of the Graduate School Academic Rules.

Article 7 (Acceptance of an Individual's Dissertation for a Course)

(1) Students shall complete a dissertation based on their courses at a graduate school by preparing two (2) copies for the Master's Program or Professional Degree Program or three (3) copies for the Doctoral Program, attaching of summary of the dissertation and submitting the copies to the dean of the graduate school. However, the dean of the graduate school may request the additional number of copies necessary for the examination.

(2) When accepting a dissertation for a degree under the preceding paragraph, the dean of a graduate school shall set an examination by the Graduate School of Economics Steering Committee to determine the individuals on whom the graduate school can confer a degree.

Article 8 (Application for a Degree by an Individual Who has not taken a Doctoral Program)

An individual who requests conferral of a degree under the provision of paragraph (2) of Article 4 shall affix three (3) copies of his or her dissertation, a summary of the dissertation and a curriculum vitae to the degree request and specify the major field of the requested degree, and submit the documents to the President.

Article 9 (Acceptance of a Dissertation for a Degree from an Individual Who has not taken a Doctoral Program)

(1) When an individual has submitted a dissertation under the provision of the preceding Article, the President shall decide whether to accept the dissertation after consulting with the Graduate School of Economics Steering Committee that should screen the dissertation, and shall remit for examination of the dissertation the President has decided to accept for screening for a degree.

(2) When recognized to be necessary for deciding whether to accept a dissertation for examination, the dean of a graduate school may have an applicant submit the number of copies required in addition to the number of dissertation copies under the preceding Article.

Article 10 (Dissertation for a Degree)

(1) The dissertation for a Doctoral, Master's or Profession Degree Program shall be limited to one (1) dissertation. However, it shall be possible to have an applicant attach other theses as a reference.

(2) A graduate school shall not return a dissertation for a degree that it has accepted once under the preceding paragraph.

(3) A graduate school may have an applicant submit duplicates of a dissertation for a degree, a translation, models, samples or other materials when these are necessary for the examination.

Article 11 (Examination Fee)

When it has accepted a dissertation for a degree under the provision of Article 9, a graduate school shall notify the degree applicant to that effect, and have the applicant pay the examination fee prescribed separately. However, it shall not return the examination fee once the fee has been paid.

Article 12 (Examiners)

(1) When it has set the examination for a dissertation for a degree under the provision of paragraph (2) of Article 7, or when it has received a dissertation for a degree remitted for examination under the provisions of Article 8 and Article 9, the Graduate School of Economics Steering Committee shall appoint three (3) or more examiners from among the faculties of the graduate school, and consign the screening of the dissertation for a degree and examination for confirmation of the applicant's scholarship.

(2) Notwithstanding the provision of the preceding paragraph, when it recognizes such action to be necessary the Graduate School of Economics Steering Committee may entrust screening of a dissertation for a degree and examination for confirmation of the applicant's scholarship to faculty or individuals who were faculty of the University.

(3) Notwithstanding the provision of paragraph (1), when it recognizes such action to be necessary the Graduate School of Economics Steering Committee may entrust screening of a dissertation for a degree to the faculty etc. of other graduate

schools or research institutions.

(4) The Graduate School of Economics Steering Committee shall nominate one (1) of the examiners in paragraph (1) as chief examiner. When it recognizes such action to be necessary, the Graduate School of Economics Steering Committee may nominate an individual who is a full-time faculty member of the University, or a visiting faculty member hired on the basis of an agreement, etc., from among the judges in paragraph (2) as the chief examiner.

Article 13 (Screening Period)

The screening of a dissertation and examination related to conferral of a Master's Degree and Professional Degree shall be completed within three (3) months after the submission of a dissertation, and the screening of a dissertation, examination and confirmation of scholarship related to conferral of a Doctoral Degree shall be completed within one (1) year after accepting the submission of a dissertation or the application for conferral of a degree. However, it shall be possible to extend this period based on a conference of the Graduate School of Economics Steering Committee when there is a particular reason.

Article 14 (Interview Examination)

(1) In addition to the screening of the dissertation, a graduate school shall conduct an interview examination with individuals who request conferral of a degree under the provision of Article 8. The procedure for this interview examination shall be prescribed by the Graduate School of Economics Steering Committee.

(2) Notwithstanding the provision of the preceding paragraph, the Graduate School of Economics Steering Committee may forego an interview examination when it recognizes there is a particular reason.

Article 15 (Examinations)

The procedure for examinations shall be prescribed by the Graduate School of Economics Steering Committee based on Article 14 of the Graduate School Academic Rules.

Article 16 (Procedure for Confirmation of Scholarship)

(1) Confirmation of scholarship based on Article 17 of the Graduate School Academic Rules shall be based on a question and answer methodology concerning the courses and foreign language related to a dissertation.

(2) Notwithstanding the provision of the preceding paragraph, when it recognizes there is a particular reason the Graduate School of Economics Steering Committee may exempt a degree candidate from all or part of the questions and answer methodology for confirmation of scholarship.

Article 17 (Report of Examination Results)

When they have completed the examination concerning a Doctoral Degree, the examiners shall submit their examination report describing the results of the examination and their opinions concerning their examination promptly to the Graduate School of Economics Steering Committee.

Article 18 (Judgment of the Dissertation for a Degree)

(1) The Graduate School of Economics Steering Committee shall decide by secret ballot whether to pass or fail a candidate, based on the examination report in the preceding Article. In special cases, however, it shall be possible to decide by using another procedure, and approval of the procedure shall be obtained from the dean of the graduate school.

(2) The Graduate School of Economics Steering Committee that makes the judgment based on the preceding paragraph shall

require the attendance of at least two-thirds (2/3) of the members of the Graduate School of Economics Steering Committee, and a passing judgment shall require the agreement of at least two-thirds (2/3) of the committee members in attendance. When calculating the quorum in this case, individuals travelling overseas for business, individuals who have taken leave, individuals who have been absent continuously for two months or longer because of sickness or other reasons and individuals who are travelling with the permission of the division head shall not be counted in the number of members of the Graduate School of Economics Steering Committee.

(3) Notwithstanding the provision of the preceding paragraph, when it recognizes it is to be necessary the Graduate School of Economics Steering Committee may include examiners prescribed in Article 12 other than members of the Graduate School of Economics Steering Committee in a discussion for judgment of a dissertation.

(4) When the Graduate School of Economics Steering Committee has decided to pass or fail a candidate under paragraph (1), the dean of the graduate school shall report this to the President.

Article 19 (Conferral of Degrees)

(1) The President shall confer a degree and present a degree certificate on the basis of the report based on the provision of paragraph (3) of the preceding Article.

(2) A graduate school shall notify individuals to whom it cannot give a degree of its decision.

Article 20 (Public Announcement of Dissertation Examination Results)

When it has conferred a Doctoral Degree, a graduate school shall publicly announce the results of its examination using a method the University recognizes to be suitable.

Article 21 (Public Release of Theses for a Degree)

(1) Individuals on whom the University has conferred a Doctoral Degree shall publicly release the doctoral dissertation by book, academic journal or similar publication, within one (1) year from the date their degree was conferred. However, this shall not apply when an individual has printed and made his or her dissertation publicly available before the degree was conferred.

(2) Notwithstanding the provision of preceding paragraph, when there is an unavoidable reason, an individual on whom a Doctoral Degree has been conferred may publicly release a summary of the contents of the dissertation, in lieu of the full text, after receiving the approval of the Graduate School of Economics Steering Committee. In this case, the University shall supply the full text of the dissertation for review in accordance with the request.

(3) When publicly releasing a dissertation under the provision of paragraph (1), individuals shall clearly stipulate the words "Waseda University Examination Dissertation (Doctoral)" on the dissertation, or when publicly releasing a theses summary under the provision of the preceding paragraph, individuals shall clearly stipulate the words "Waseda University Examination Dissertation (Doctoral) Abstract" on the summary of the dissertation.

Article 22 (Degree Name)

The name of Waseda University shall be written on a degree conferred by the University.

Article 23 (Cancellation of Conferral of a Degree)

(1) When the fact has been ascertained that conferral of a degree by the University was received through improper means by an individual on whom a Doctoral, Master's or Professional Degree has been conferred, the President shall cancel the degree

that was already conferred and cause the record of degrees to be restored, after consulting with the Graduate School of Economics Steering Committee and the dean of the graduate school, and shall publicly announce its actions and reasons.

(2) When adopting a resolution under the preceding paragraph in the Graduate School of Economics Steering Committee, the provisions of paragraph (2) of Article 18 shall be applied *mutatis mutandis*.

9. Rules Concerning Administration of Removal from the Registration Roll Because of Unpaid School Expenses (Excerpt)

Article 2 (Period for Removal from the Registration Roll and Administration)

(1) Individuals who do not pay the tuition and other school expenses shown in the Semester column in Appendix 1 (hereinafter referred to as “tuition etc.”) by the date indicated in the Payment Deadline column in the same Appendix shall be removed from the registration roll automatically on the date shown in the Date of Automatic Removal from the Registration Roll column in the same Appendix, and shall be considered to have withdrawn from the University on the date shown in the Date Considered to have Withdrawn column in the same Appendix.

(2) Notwithstanding the provision of preceding paragraph, when an individual who neglected to make payment on the school expenses payment deadline has applied to be removed from the registration roll because of special circumstances before the Date of Automatic Removal from the Registration Roll prescribed in Appendix 1, it shall be possible to remove the individual from the registration roll after consultation with the faculty committee of the school in the Faculty of Political Science and Economics or faculty committee in the Faculty of Political Science and Economics pertaining to the Graduate School of Economics (when the faculty committee has prescribed matters for examination by the School Steering Committee or the Graduate School of Economics Steering Committee, the Graduate School of Economics Steering Committee), and consider the individual to have withdrawn from the University on the date prescribed in Appendix 1.

(3) An individual who will submit an application based on the preceding paragraph shall submit the application signed jointly the guarantor.

Article 2, Section 2 (Delay of School Expenses Payment)

If a student has been determined by the academic committee to have proven difficulty in regards to paying school expenses on time, they shall be allowed apply to make payments based on the schedule posted in Appendix 1-2.

(2) This application must take place before the school expenses payment deadline.

(3) As stated by the conditions set in Article 1, those who do not pay school expenses by the deadline will be automatically withdrawn from the roster according with the dates set in Appendix 1-2. They will be withdrawn from school in accordance with the dates set in the above.

Article 3 (Administration of Individuals who have Paid Unpaid School Expenses)

When an individual who was subject to application of the provision of the preceding Article has paid unpaid school expenses, it shall be possible to recognize the individual’s matriculation through the semester that includes the payment deadline for the unpaid school expenses, after consultation with the faculty committee etc. However, it shall not be possible to exceed the date of removal from the registration roll.

Article 4 (Readmission of an Individual who is considered to Have Withdrawn)

(1) When an individual who was subject to application of the provision of Article 2 has applied for readmission, it shall be

possible to approve the application after consultation with the faculty committee etc. However, the faculty committee etc. may entrust administration concerning readmission of an individual who was removed from the registration roll to the dean of the undergraduate school or the dean of the graduate school.

(2) An individual who has obtained permission under the preceding paragraph shall pay the school expenses etc. prescribed separately by the specified date.

Article 5 (Period of Removal from the Registration Roll and Administration of Individuals who have fulfilled the Graduation or Completion Requirements)

Individuals for whom graduation or completion has been deferred for failure to pay school expenses while fulfilling the graduation or completion requirements shall be removed from the registration roll automatically on the date prescribed in Appendix 2, and shall be considered to have withdrawn from the University on the date prescribed in Appendix 2.

Article 6 (Administration When Individuals who have fulfilled the Graduation or Completion Requirements Paid Unpaid School Expenses)

When an individual who was subject to the provision of the preceding Article has paid unpaid school expenses, the individual's graduation or completion shall be the most recent prior graduation period or completion period after the payment date, after consultation with the faculty committee.

Appendix 1

Payment Period	School Expenses Payment Deadline	Date of Automatic Removal from the Registration Roll	Date Considered to have Withdrawn
First semester	April 15	September 20	March 31
Second semester	October 1	March 31 of the following year	September 20

Appendix 1-2

Payment Period	School Expenses Payment Deadline	School Expenses Payment Deadline Extension	Date of Automatic Removal from the Registration Roll	Date Considered to have Withdrawn
First semester	April 15	January 9	September 10	March 31
Second semester	October 1	June 30 of the following year	July 1 of the following year	September 20

Appendix 2

Graduation or Completion Date	School Expenses Payment Deadline	Date of Automatic Removal from the Registration Roll	Date Considered to have Withdrawn
March 15	October 1 of the previous year	May 15	September 20 of the previous year
September 15	April 15	November 15	March 31

10. Provisions Concerning Administration of Individuals who Study Abroad while Attending the University (Excerpt)

Article 2 (Definitions)

(1) The term “study abroad” as used in this provision shall mean an activity to which any of the following items applies.

- (i) Attending school and receiving instruction at a university or institution of higher learning corresponding to a university in another country for a period equivalent to one (1) semester or longer, after obtaining permission from the faculty committee of a school or a graduate school with which the student is affiliated (for an independent research course that is not part of any faculty, the Graduate School of Economics Steering Committee. Hereinafter referred to as a “faculty committee etc.”).
- (ii) Registering at a research institution in another country and conducting research or participating in training for a period equivalent to one (1) semester or longer, after obtaining the permission of the faculty committee etc.

Article 3 (Required Procedure for Study Abroad)

(1) Individuals who wish to study abroad shall receive permission from the faculty committee etc. after having submitted the following documents beforehand.

- (i) Application to Study Abroad prescribed by the school or graduate school
- (ii) School admission certificate, acceptance form, etc. issued by the university or institution of higher learning corresponding to a university in another country or by the overseas research institution (hereinafter referred to as “the university or other institution”) where the individual intends to study abroad.

(2) Individuals who have completed their study abroad shall promptly submit the following documents after returning to Japan.

- (i) Notification of Return from Study Abroad prescribed by the school or graduate school
- (ii) Certificate issued by the university or other institution where the individual studied abroad clearly describing the school attendance period or registration period.

Article 4 (Period of Study Abroad)

(1) As a rule, the period during which individuals may study abroad while attending the University shall be no longer than one (1) year. However, a faculty committee etc. may approve an extension of the period of study abroad or a second period of study abroad when there are special circumstances.

(2) Notwithstanding the provision of the preceding paragraph, the period of study abroad for exchange students and individuals who will participate in a Double Degree Program with study abroad based on an academic cooperation agreement with a university in another country shall be the period prescribed in the respective agreement.

Article 5 (Administration of Number of Years of School Attendance)

When it recognizes an individual who has studied abroad has mastered part of the curriculum of the University, based on the course credits mastered at the university or other institution where the individual studied abroad, the time period required to master those credits and other considerations, a faculty committee etc. may count one (1) year or one (1) semester from the period of study abroad in the number of years of attendance at the University.

Article 6 (Approval of Credits Mastered During Study Abroad)

(1) When a faculty committee etc. recognizes it to be appropriate, a graduate school may approve credits mastered at the university or other institution where an individual studied abroad as credits of the University.

(2) The course credits that can be approved under the preceding paragraph shall be as follows.

(ii) In a graduate school, within a limit that does not exceed ten (10) credits.

Article 8 (School Expenses during a Period of Study Abroad)

A student studying abroad (excluding exchange students and individuals who will participate in a Double Degree Program with study abroad) shall be exempt from tuition, facility fees, tuition and facility expenses, experiment and laboratory fees, student reading room book and other expenses, exercise instruction expenses, exercise fees and experiment and exercise fees. However, the student shall pay the University 50,000 yen as a registration fee by the date the University specifies in each semester (for the Graduate School of Asia-Pacific Studies, the spring term and fall term).

Article 9 (Cancellation of Permission to Study Abroad)

(1) A faculty committee etc. may cancel permission to study abroad when there are circumstances under which a student who was granted permission to study abroad is recognized to be inappropriate as an international student under Article 2.

(2) The provision of the preceding Article shall not apply when a faculty committee etc. has cancelled the permission to study abroad based on the provision of the preceding paragraph.

Article 10 (Credit Approval Fee and Inclusion in Years of School Attendance)

(1) When a faculty committee etc. has authorized the application of the provisions of Article 5 and Article 6 to individuals who fall under paragraph (1) of Article 8, based on the provisions of Article 16 of the Waseda University Rules (enacted on April 1, 1949. Hereinafter referred to as “the University Rules”) or on the provisions of paragraph (2) of Article 9 of the Waseda University Graduate School Academic Rules (Academic Circular No. 1 of 1976. Hereinafter referred to as “the Graduate School Academic Rules”), the individuals shall pay the University the credit approval fee corresponding to the course credits counted in the credits required for graduation.

(2) The amount of the credit approval fee in the preceding paragraph pertaining to students of a school or students of a graduate school shall be the same amount as the respective auditing fees in Appendix 2 of the University Rules and Appendix 3 of the Graduate School Academic Rules.

(3) Notwithstanding the provision of paragraph (1), the period of study abroad shall not be counted in the years of school attendance at the University when a student has not paid the credit approval fee by the date the University specified.

11. Provisions Concerning the Deadline for Permission for Readmission of an Individual Who has Withdrawn from the University (Excerpt)

Article 1

(1) When an individual who was permitted to withdraw from the University based on a valid reason has applied for readmission under the provisions of Article 45 of the Waseda University Rules or Article 37 the Waseda University Graduate School Academic Rules, its shall be possible to permit readmission at the beginning of a semester within a period calculated from the next school year after the school year when the individual withdrew from the University until the academic year provided below.

(2) Graduate school Master’s Program Until the 4th academic year

(4) Graduate school Doctoral Program and Law School Until the 5th academic year

Article 2

The provision of the preceding Article shall be applied *mutatis mutandis* to permission for readmission of an individual considered to have withdrawn under the provision of Article 2 of the rule concerning administration of removal from the registration roll because of unpaid school expenses.

12. Waseda University Harassment Prevention

Q&A for a Better Understanding of Harassment

Explanation

Q: How does Waseda University define harassment?

A: Harassment is defined as any remark or behavior involving another person's gender, social status, race, nationality, beliefs, age, occupation or physical attributes that may result in disadvantage and/or discomfort for that person, or be an affront to that person's dignity. Harassment in the university setting can be classified as:

1. Sexual harassment: Offensive sexual behavior or remarks
2. Academic harassment: Offensive behavior or remarks related to studies, education and research activities
3. Power harassment: Offensive behavior or remarks by a person in a position of academic or professional authority.

Q: Why is harassment a problem?

A: Because it violates human rights. Even very light-hearted comments and behavior can be too much for some people to bear, and in some cases can have a negative impact on their daily lives. The important point is to heighten your awareness of this problem by trying to put yourself in the positions of others. To make this possible, you must first have the proper knowledge and understanding of the problem. The Waseda University Harassment Prevention Committee has established the "Harassment Prevention Guidelines", determined methods for responding to harassment cases and provides information through pamphlets and on its homepage.

Waseda University Harassment Prevention Committee homepage:

<http://www.waseda.jp/stop/index.html>

Q: Under what situations might a student encounter harassment?

A: It is very unfortunate, but academic and sexual harassment may occur during lessons, seminars and other similar settings. Sexual and power harassment may also occur within university circles and clubs.

Q: Can a student be the perpetrator of harassment?

A: Yes. For example, repeated sexual remarks and behavior at a club's social event, forcing others to drink alcohol, insisting on dates or other similar actions that make the other party unhappy or uncomfortable could be considered sexual or power harassment.

Consultations

Q: Who should I talk to if I am a victim of harassment?

A: Please feel free to discuss the matter with the Harassment Prevention Committee. Refer to the section below for more information on hours, consultation methods and contact information.

Q: What can the Harassment Prevention Committee do for me?

A: First a professional counselor will ask for details about your situation. In many cases this stage is enough to put the victim's mind at ease and achieve some resolution to the problem. If there is a request to amend the relationship with the offending party, there will be a "Consideration of Response to Consultation". Then if the committee determines that a formal complaint should be filed, talks will again be held with the relevant parties and adjustments to the relationship with the offending party will be started.

You can have consultations with the committee, confident that your confidentiality will be maintained and that reprisals against victims of harassment are strictly prohibited. Our website can also guide you to methods for external consultations.

Q: I am not sure if my case is harassment, but can I still ask for a consultation?

A: Personal feelings are different for each individual and so certain behavior or remarks may be considered harassment by some people and not by others. Naturally, subjective feelings are an important element. If you have any doubts, feel free to contact the committee.

Q: My friend has consulted me about harassment. What should I do?

A: First, carefully listen to your friend's concerns. Then encourage your friend to consult with the committee so that the proper measures can be taken.

■ Consultation Office Harassment Prevention Committee
Consultations can be made by telephone, e-mail, fax or regular mail. Anonymous consultation is possible before visiting the office. Please call to make an appointment before visiting the office.

TEL: 03-5286-9824 FAX: 03-5286-9825

E-mail: stop@list.waseda.jp

URL <http://www.waseda.jp/stop/index.html>

Hours: Monday to Friday 9:00-17:00

Saturday 9:00-14:00

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Other

List of Supervisors by Research Field

◆Doctor Program: Economics Major

Course	Research Field	Research Subject	Supervisor	Degree
Economics Course	Economic Theory	Theoretical Economics	Prof. Ryo, Nagata	Doctor of Economics (Waseda University, Kyoto University)
			Prof. Takashi, Oginuma	
			Associate Prof. Kazunori, Araki	
			Associate Prof. Hisatoshi, Tanaka	
			Prof. Manabu, Kasamatsu	
			Prof. Kazuyuki, Sasakura	Doctor of Economics (Waseda University)
		Prof. Yoriaki, Fujimori	Doctor of Economics (Hokkaido University)	
		Mathematical Economics	Prof. Yukihiko, Funaki	Ph. D. (Tokyo Institute of Technology)
		History of Economic Theories	Prof. Katsuyoshi, Watarai	
	Prof. Masazumi, Wakatabe			
	Statistics and Econometrics	Econometrics	Prof. Yasushi, Kondo	Ph. D. in Economics (University of Tsukuba)
		Statistics	Prof. Hiroshi, Saigo	
		Economic Statistics	Prof. Kazuya, Noguchi	
		Quantitative Economic Policy	Prof. Akira, Sadahiro	Doctor of Economics (Kyoto University)
			Prof. Atsuko, Ueda	Ph.D. (University of Wisconsin – Madison)
		Industrial Ecology	Prof. Shinichiro, Nakamura	Dr. rer. Pol (University of Bonn)
		Statistical Finance	Associate Prof. Kenichiro, Tamaki	Doctor of Science (Waseda University)
	Economic History	Economic History of Europe	Prof. Takeo, Suzuki	Doctor of Economics (Waseda University)
			Prof. Nobuyuki, Nambu	
		Economic History of Japan	Prof. Hiroshi, Kawaguchi	
	Economic History of Asia	Prof. Eiichi, Motono	D. Phil (University of Oxford)	
	Economic Policy	Theoretical Economic Policy	Prof. Kotaro, Suzumura	Doctor of Economics (Hitotsubashi University)
			Prof. Yasumi, Matsumoto	D. Phil (University of Oxford)
		Industrial Organization Economics	Prof. Toshihiro, Horiuchi	
		Agricultural Economics	Prof. Kenji, Horiguchi	Dr. of Agricultural Economics (University of Tokyo)
		Money and Banking	Prof. Shiro, Yabushita	Ph.D. (Yale University)
	Comparative Political Economy	Associate Prof. Kazumi, Shimizu	Economique (Université de Grenoble II)	
	Public Policy	Social Policy	Prof. Mitsuhide, Shiraki	Doctor of Economics (Waseda University)
		Social Security	Prof. Hidehiko, Shimizu	
		Labor Economics	Prof. Yukiko, Murakami	Doctor of Economics (Waseda University)
		Public Economics	Prof. Koichi, Suga	Doctor of Economics (Hitotsubashi University)
			Prof. Satoshi, Ushimaru	Doctor of Economics (University of Tokyo)
		Public Finance	Prof. Yoshihisa, Baba	
Environmental Economics	—			
International Economy	International Economics	Prof. Hiroya, Akiba	Ph.D. (State University of New York)	
		Prof. Yasunori, Ishii	Doctor of Economics (Hitotsubashi University)	
	Development Economics	Prof. Yukiko, Fukagawa		
	Global Political Economy	Prof. Hideki, Konishi	Doctor of Economics (University of Tokyo)	

◆Master Program: Economics Major

Course	Research Field	Research Subject	Supervisor	Degree
Economics Course	Economic Theory	Theoretical Economics	Prof. Ryo, Nagata	Doctor of Economics (Waseda University, Kyoto University)
			Prof. Takashi, Oginuma	
			Associate Prof. Kazunori, Araki	
			Associate Prof. Hisatoshi, Tanaka	
			Prof. Manabu, Kasamatsu	
			Prof. Kazuyuki, Sasakura	Doctor of Economics (Waseda University)
		Prof. Yoriaki, Fujimori	Doctor of Economics (Hokkaido University)	
		Mathematical Economics	Prof. Yukihiko, Funaki	Ph. D. (Tokyo Institute of Technology)
		History of Economic Theories	Prof. Katsuyoshi, Watarai	
	Prof. Masazumi, Wakatabe			
	Statistics and Econometrics	Econometrics	Prof. Yasushi, Kondo	Ph. D. in Economics (University of Tsukuba)
		Statistics	Prof. Hiroshi, Saigo	
		Economic Statistics	Prof. Kazuya, Noguchi	
		Quantitative Economic Policy	Prof. Akira, Sadahiro	Doctor of Economics (Kyoto University)
			Prof. Atsuko, Ueda	Ph.D. (University of Wisconsin – Madison)
		Industrial Ecology	Prof. Shinichiro, Nakamura	Dr. rer. Pol (University of Bonn)
		Statistical Finance	Associate Prof. Kenichiro, Tamaki	Doctor of Science (Waseda University)
	Economic History	Economic History of Europe	Prof. Takeo, Suzuki	Doctor of Economics (Waseda University)
			Prof. Nobuyuki, Nambu	
		Economic History of Japan	Prof. Hajime, Shimizu	
			Prof. Hiroshi, Kawaguchi	
	Economic History of Asia	Prof. Eiichi, Motono	D. Phil (University of Oxford)	
	Economic Policy	Theoretical Economic Policy	Prof. Kotaro, Suzumura	Doctor of Economics (Hitotsubashi University)
			Prof. Yasumi, Matsumoto	D. Phil (University of Oxford)
		Industrial Organization Economics	Prof. Toshihiro, Horiuchi	
		Agricultural Economics	Prof. Kenji, Horiguchi	Dr. of Agricultural Economics (University of Tokyo)
		Money and Banking	Prof. Teruo, Mori	
			Prof. Shiro, Yabushita	Ph.D. (Yale University)
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	Public Policy	Social Policy	Prof. Mitsuhide, Shiraki	Doctor of Economics (Waseda University)
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		Public Economics	Prof. Koichi, Suga	Doctor of Economics (Hitotsubashi University)
			Prof. Satoshi, Ushimaru	Doctor of Economics (University of Tokyo)
		Prof. Yoshihisa, Baba		
	Environmental Economics	—		
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			Prof. Takumi, Naito	Doctor of Economics (Osaka University)
		Development Economics	Prof. Yukiko, Fukagawa	
	Global Political Economy	Prof. Hideki, Konishi	Doctor of Economics (University of Tokyo)	
	International Political Economy Course	International Economics	Prof. Hiroya, Akiba	Ph.D. (State University of New York)
Prof. Yasunori, Ishii			Doctor of Economics (Hitotsubashi University)	
Prof. Takumi, Naito			Doctor of Economics (Osaka University)	
Development Economics		Prof. Yukiko, Fukagawa		
Global Political Economy		Prof. Hideki, Konishi		
Theoretical Economic	Prof. Kotaro, Suzumura			

	Policy	Prof. Matsumoto, Yasumi	D. Phil (University of Oxford)
	Public Economics	Prof. Koichi, Suga	Doctor of Economics (Hitotsubashi University)
	Environmental Economics	—	
	Agricultural Economics	Prof. Kenji, Horiguchi	Dr. of Agricultural Economics (University of Tokyo)
	Comparative Political Economy*	Associate Prof. Kazumi, Shimizu	Economique (Université de Grenoble II)
	Quantitative Economic Policy	Prof. Akira, Sadahiro	Doctor of Economics (Kyoto University)
		Prof. Atsuko, Ueda	Ph.D. (University of Wisconsin – Madison)

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Course List