

**Graduate School of Law, Tohoku University 2018**  
**Application Requirements for the Master's Programme (April)**  
**( Cross-National Master's Course )**

The Graduate School of Law at Tohoku University has collaborated with the College of Law at National Taiwan University (hereafter "Home Institution") and decided to offer a Cross-National Master's Course in the field of law.

### **1. Number of Students to be accepted**

We will admit up to 5 qualified applicants each year in total from the Home Institution.

### **2. Eligibility**

Applicants must satisfy all of the following requirements.

(1) Those who are registered, or are expected to be registered, as Master's students at the Home Institution by April 2018.

(2) Those who have passed the preliminary requirements set forth by the Home Institution at which he or she is registered or plans to be registered at the Home Institution, and are agreed upon as candidates for making an application to the Graduate School of Law, Tohoku University.

\* Pertaining to (2), please make inquiries regarding the preliminary requirements to the person in charge at the Home Institution.

### **3. Application Period**

26<sup>th</sup> June (Mon), 2017 – 1<sup>st</sup> September (Fri), 2017

All required documents must be received by the School of Law Office by 1<sup>st</sup> September (Fri), 2017 deadline.

**Applications received after the deadline will not be considered.**

Applications sent by post will be accepted during the above application period.

Applications hand-delivered directly to the School of Law Office will be accepted during its business hours (from 9:00 to 12:45 and from 13:45 to 16:45) except Saturdays, Sundays and national holidays.

#### 4. Application Procedure

Applicants should prepare and submit to the School of Law Office of Student Affairs Section the following documents.

	Documents to be submitted	Details
①	Application for Admission and CV	Use the forms specified by the School of Law. The forms can be downloaded from the following website: <a href="http://www.law.tohoku.ac.jp/english/graduate/entrance_examination/application/">http://www.law.tohoku.ac.jp/english/graduate/entrance_examination/application/</a>
②	Research proposal (4 copies)	The research proposal should be a minimum of 500 words and no more than 2,000 words on A4 paper in English or minimum of 1,200 characters and no more than 5,000 characters on A4 paper in Japanese. The research proposal must be written in English or Japanese, and should cover the entirety of research to be conducted for the completion of the degree, but should also indicate the work to be conducted during the one year at the Graduate School of Law, Tohoku University.
③	Research paper (4 copies) [If applicable]	If you have research papers (published or unpublished), such as journal articles, conference papers, and diploma thesis, submitting one of them is recommended. If the research paper to be submitted is written in a language other than English or Japanese, the full paper in the original language must be accompanied by an abstract written in either English or Japanese (approximately 4,000 words in English or 10,000 characters in Japanese, on A4 paper).
④	Bachelor's transcript	The transcript must be written in English or Japanese. An official seal of the institution the student graduated (or is expected to graduate) is required on the form.
⑤	Recommendation letter from the Faculty member at the Home Institution	The letter must be written in English or Japanese. Faculty member's signature is required.
⑥	Student Registration Certificate (or certificate of expected registration) from the Home Institution	The certificate must be written in English or Japanese. Use the form specified by the School of Law. An official seal of the Home Institution is required on the form.
⑦	Certificate of Bachelor's degree (or certificate of expected Bachelor's degree)	The certificate must be written in English or Japanese. Use the form specified by the School of Law. An official seal of the institution the student graduated (or is expected to graduate) is required on the form.
⑧	Certificates of Residence	Foreign residents in Japan who wish to enroll in the Programme must submit the official Certificate issued by a local municipal office (this excludes those staying in Japan for less than 90 days.)
⑨	Mailing label	Labels will be provided by the School of Law (EMS label or address label). *These labels will be used to send applicants their notification of results along with registration forms. If the applicant's address is in Japan, the address label should be used. If the applicant's address is outside of Japan, the EMS label should be used. (Applicant should enter his/her name, address and phone number in the label's destination box.) Should an applicant change addresses after applying to the Programme, the applicant should notify the School of Law Office of Student Affairs Section immediately.

\* Applicants who need assistance or other consideration in taking the entrance examination or completing the course of study should contact the School of Law Office of Student Affairs Section. Applicants will not be discriminated against based on such inquiries made to the School of Law. Inquiries should be made by 7<sup>th</sup> August (Mon), 2017.

## 5. Selection Process

Selection will be determined by the following process.

- (1) Screening by a Selection Committee based on the submitted documents
- (2) Interview (provided that the Selection Committee considers that the applicant is eligible to proceed to the (2) Interview)

\* Each applicant will be informed of the time and place of the (2) Interview.

## 6. Notification of Results

### Notification of Results: Around 11:00 a.m., 20<sup>th</sup> October (Fri), 2017

All applicants will be notified of the selection results by post. The results will also be posted on the website of the School of Law. (<http://www.law.tohoku.ac.jp/english/>) Please note that notices of results will be sent on 20<sup>th</sup> October, 2017, and it will take some days for delivery.

\* Tohoku University Graduate School of Law cannot accept any inquiries regarding the selection results including documentary screenings.

## 7. Status and Research Activities as Registered Students of Tohoku University's Graduate School of Law

(1) Graduate students accepted to the Cross-National Master's Course will become registered Master's programme students of the Graduate School of Law at Tohoku University and their Home Institution. While registered at Tohoku University's Graduate School of Law, students are required to spend a minimum of one year at the institution, to earn necessary credits (more than 22 course credits, including transferred credits), and to conduct research during that time.

(2) Graduate students on the Cross-National Master's Course will submit their theses to the Graduate School of Law at Tohoku and their Home Institution. By successfully defending their theses, students will receive a double Master's degree from the two institutions. The awarding of a Master's degree from Tohoku University's Graduate School of Law will be in accordance with the Graduate School of Law's regulations.

(3) Graduate students on the Cross-National Master's Course will conduct research under the joint supervision of supervisors from Tohoku University's Graduate School of Law and the Home Institution from the time of enrollment at Tohoku University until they receive their Master's degrees.

## 8. Expenses and Financial Support for Research

(1) Students applying to and enrolling in the Cross-National Master's Course will be exempt from the admission, matriculation, and tuition fees of Tohoku University.

(2) Travel fees to Japan, living expenses including utilities and rent, insurance, and other expenses will be the student's responsibility.

## 9. Additional Information

(1) Applications sent by post should be sent by registered mail with "School of Law Application (Cross-National Master's Course)" written in red, to:

School of Law, Tohoku University  
27-1 Kawauchi, Aoba-ku,  
Sendai, Miyagi 980-8576  
Japan

- (2) Those with inquiries regarding the application process or with requests for application materials by post should enclose a stamped and self-addressed envelope.
- (3) Withdrawal and changes cannot be made to documents once submitted.
- (4) Submitted documents will not be returned.
- (5) Regarding personal information
  - 1) The Graduate School of Law, Tohoku University handles personal information in strict compliance with regulations such as the "Act on the Protection of Personal Information Held by Incorporated Administrative Agencies etc." and the "National University Corporation Tohoku University - Policy on the Protection of Personal Information", taking every precaution to protect personal information.
  - 2) Personal information, such as examination scores, used to screen applicants will be used exclusively for educational purposes, such as selecting applicants, enrollment procedures, follow-up surveys, post-enrollment student support (scholarships, tuition waivers and health management etc.) and academic advising, or the purpose of tuition collection.

June 2017

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