

Rules for Accepting Students into the F-Course

Graduate School of Information, Production and Systems (IPS)
Waseda University, Japan

The F-Course is a special course that is open to the student who has excellent academic records and who is currently studying in the first year or the second year master's programme at one of IPS's overseas partner institutions. If a student is admitted to the F-Course, he or she will have an opportunity to complete his or her study at IPS and to obtain a master's degree from Waseda University **normally in one and half years** (or in a special case, in one year).

1. Eligibility

Only the student who meets all the following conditions is able to apply for the F-Course.

- The student must be officially recommended as a F-Course applicant by the responsible person or persons of the overseas graduate school where he or she is currently studying.
- The student must obtain at least ten (10) credits in the master's programme at the overseas graduate school where he or she is currently studying by the time he or she enters IPS.
- The student must have very excellent academic records both at the undergraduate level and at the post-graduate level at the overseas institution or institutions.
- The research topic that the student intends to study at IPS must be the same as the one that he or she is currently studying at the overseas graduate school.
(In principal, it is preferable that the student starts his or her research at the overseas graduate school and continues researching on the same topic after entering IPS. However, the student is allowed to change his or her research topic if he or she has excellent academic records and if he or she strongly wishes to do so.)
- The student must have the good command of either Japanese or English that enables him or her to pursue his or her study at IPS with no problems.

2. Application and Documentary Entrance Examination (Documentary Screening)

- The entrance examination category for the F-Course falls into the Recommended Application Category only.
 - The application for F-Course closes **about one month prior to** the closing date of the application for the standard course (two-year master course).
 - It is compulsory that the F-Course applicant explains in detail about his or her research plan and the current situation of the research at the overseas graduate school where he or she is currently studying, and about his or her research plan at IPS in the Research Plan forms 1 & 2 at a time when he or she applies for IPS. The applicant is also required to state the name of IPS faculty member whom he or she wishes to become his or her research advisor in the Research Plan form 2.
 - At the documentary entrance examination, whether the applicant is capable to complete the F-course **in one and half years** (or in a special case, in one year) is also determined.
 - Before the documentary entrance examination, IPS nominates the applicant's possible research advisor among all the IPS faculty members considering his or her research plan. In case IPS is unable to nominate the possible research advisor for the applicant, his or her application for the F-Course is considered as the application for the standard course (two-year master course) and he or she is evaluated as the standard course applicant.
 - At a time of announcement of successful applicants, the F-Course applicant is informed of the result of the documentary entrance examination for the F-Course and the name of the suitable research advisor nominated by IPS. However, in case IPS is unable to nominate the possible research advisor, the F-Course applicant is informed of the result of the documentary entrance examination for the standard course (two-year master course) only.
- * Please refer to "F-Course Application Procedures" for the more details.

3. Treatment of F-Course students at IPS

- In principal, a F-Course student is officially assigned to the research laboratory of the IPS faculty member who was nominated as his or her research advisor by IPS within one week after he or she enters IPS. The student is allowed to be assigned to the research laboratory of the faculty member other than the one who was originally nominated by IPS only if the faculty member concerned agrees to accept him or her into his or her research laboratory.
- IPS may allow a F-Course student to transfer up to ten (10) credits that he or she obtained at the overseas graduate school as the credits of IPS.
- IPS Special scholarship for International Students is available for the F-Course students.
- The conditions for the completion of the IPS F-Course are as follows:
 - a. Lectures and laboratory works:

Eighteen (18) credits or more (including the credits (up to ten (10) credits) that are allowed to be translated from the overseas graduate school to IPS).

* A F-Course student is not allowed to take any IPS subjects that are the same as or similar to the subjects he or she studied at the overseas graduate school.
 - b. Specialised subjects:

Two (2) credits or more.
 - c. Exercises:

Eight (8) credits or more.
 - d. Total:

Thirty (30) credits or more (including the credits (up to ten (10) credits) that are allowed to be translated from the overseas graduate school to IPS).
 - e. Completing the master's thesis and succeeding in its defence (the level of the master's thesis should be equivalent to the one of the A-Course).
- If a F-Course student fulfils all the conditions stated above within **one and half years** (in a special case, in one year), he or she will be awarded the Master of Engineering degree from Waseda University. If he or she fails to fulfil any of the above conditions within one and half years, he or she needs to continue his or her study at IPS to fulfil all the above conditions in two years or more (up to four years).
- It is preferable that a student who wishes to apply for the IPS F-Course contacts the IPS Admissions Office to discuss about his or her possible research advisor and research plan before applying to IPS.

4. Application Fee, Admission Fee, Tuition fees, etc

- The F-Course students are required to pay the same amount of the application fee and the admissions fee as the standard master course (two-year course) students.
- The tuition fees and other fees for the F-Course are the same amount as the ones for the first year of the standard master course (two-year course). If the student is not able to complete the F-Course within one year, the tuition fees and other fees for the second year, third year, and fourth year of the F-Course are the same amount as the ones for the second year, third year, fourth year of the standard master course (two-year course), respectively.

F-Course application procedures

The F-Course applicants need to apply according to the following guidance. The process of application for the F-Course is different from the process of the standard master course (two-year course).

〈Flowchart of application procedure〉

[Applicants]

- Submit the application documents to the IPS Admissions Office.
- Remit the application fee to Waseda University.



[IPS]

- Announce the result of the entrance exam. (documentary screening).



[Admission procedure]

- The deadline of the F-Course is **about one month prior** to the deadline for the standard master course (two-year course). (Please refer to "Application period".)
- **Please use the application forms for the F-Course.** An application using the application forms for the standard master course (two-year course) will **not** be considered as an F-Course application.
- Please submit a document that certifies the applicant's English or Japanese language proficiency.
- IPS will announce the result of nomination for the suitable research advisor and pass or fail of acceptance for the F-course or for the standard master course (two year-course).

■Application period

Term of admission	Application period(Must arrive on or before the final day)	
April, 2010	July Examination	Thu 7 May, 2009 – Tue 26 May, 2009
	October Examination	Tue 18 August, 2009 – Mon 7 September, 2009
	January Examination	Thu 29 October, 2009 – Wed 11 November, 2009
September, 2010	January Examination	Thu 29 October, 2009 – Wed 11 November, 2009
	February Examination	Fri 11 December, 2009 – Fri 25 December, 2009
	June Examination	Mon 5 April, 2010 – Mon 19 April, 2010

■Documents to be submitted

Specified form	Application document
*	Application for admission 【Form 1】
for F-Course	Research plan 【Form 2 (F-1)】
for F-Course	Research plan 【Form 2 (F-2)】
for F-Course	Letter of recommendation 【Form 3 (F)】
*	Overview of previous bachelor's thesis or master's thesis 【Form 4 (A)】
	Copy of application fee remittance form
*	Address tag(Seal)
	Certificate of graduation(Undergraduate school), Certificate of bachelor degree
	Student registration certificate
	All grade transcripts for over undergraduate studies including graduate school
	Two colour photographs (One to be affixed to application for admission, and one to be submitted with the other application documents.)
*	Statement of source of funds 【Form 6】
	Copy of certificate of English proficiency or Japanese proficiency
for F-Course	Certificate that confirms the applicant's academic standing (ranking) in his / her school

- Those needing to apply for a college student visa must submit the following additional documents.

Specified form	Application document	
*	<input type="checkbox"/>	Application for certificate of eligibility
	<input type="checkbox"/>	One colour photograph(H:4 cm; W:3 cm) (for student visa application)
	<input type="checkbox"/>	Certificate of bank balance(original) of a financial supporter
	<input type="checkbox"/>	Passport copy

■How to remit the application fee

- Remit the amount of ¥37,500 (Japanese yen), which includes the bank remittance charge of ¥2,500 (Japanese yen), from an overseas financial institution by the method specified below. (If your local financial institution charges an additional handling fee, please pay it separately at that end.)
Please make sure to enclose a copy of the application fee remittance form with the application documents.

- Telegraphic transfer
- Method of transferring money: Advise and pay
- Lifting Charge: Payee's Account
- Amount to be remitted: ¥37,500 (Japanese yen)
- Remit ¥37,500 (Japanese yen) to the following bank account of Waseda University:
The Mizuho Bank, Ltd. Takatanobaba Branch: ordinary savings account 2337017(A/C No. 2337017)
1-26-5, Takatanobaba, Shinjuku-ku, Tokyo 169-0075, Japan (phone: +81-03-3362-6211)
(Swift code: MHBKJPJT)

* When remitting the application fee, please make sure to fill in the applicant's name and write "Application fee" in the message space.

N.B.: Remittance of the application fee by check, cash, etc., is not allowed; nor may a transfer of funds be combined with that of another applicant.

■Announcement of the result

IPS will announce the result of nomination for the suitable research advisor and pass or fail of acceptance for the F-course or for the standard master course (two year course). They will be sent to each applicant by registered mail and by e-mail on the day of the announcement.

2010	July Examination	October Examination	January Examination	February Examination	June Examination
Term of admission	April, 2010			September, 2010	
Date of announcement (Same as other courses)	Thursday 16 July, 2009	Thursday 29 October, 2009	Thursday 14 January, 2010	Thursday 18 February, 2010	Thursday 3 June, 2010