

Application Guidelines for 3rd Party Foundation Scholarship Sponsored Student Admissions: Asian Development Bank-Japan Scholarship Program (ADB-JSP) September 2020 enrollment

Based on its agreement with the Asian Development Bank-Japan (ADB-JSP), Ritsumeikan University is recruiting International Students for the Asian Development Bank-Japan Scholarship Program (September 2020 admission) as explained below.

I. Major, Degree, Enrollment Limit and Recruiting Number

Major	Degree	Enrollment Limit	Number Recruited
Major in Economics Master's Program in Economic Development (MPED)	Master's Degree	50	A Few

*Enrollment Limit includes all application methods.

*Actual number recruited may be lower, based on number of applications and entrance examination results.

*All classes offered in MPED course are conducted in English.

II. Eligibility Requirements

Applicants must have nationality designated by ADB, and fulfill at least one of < Criteria 1 >, and fulfill both <Criteria 2 > and < Criteria 3 >.

< Criteria 1 >

- (1) Persons who have graduated from a university* or who are expected to graduate from such before being enrolled at the graduate school
*“University” refers to one of the universities listed in Article 83 of the School Education Act (formal undergraduate programs offered by universities in Japan)
- (2) Persons who have been awarded a bachelor's degree by the National Institution for Academic Degrees and Quality Enhancement of Higher Education or who are expected to be awarded such a degree before being enrolled at the graduate school
- (3) Persons who have completed a 16-year program at an overseas school or who are expected to complete such a program before being enrolled at the graduate school
- (4) Persons who hold a specialized or first-category teaching license for elementary schools, junior high schools, high schools, kindergartens, or schools for disabled children under the Educational Personnel Certification Law or who are expected to obtain such a license before being enrolled at the graduate school and who have reached 22 years of age or who will reach 22 years of age before being enrolled at the graduate school, or who have other teaching licenses and are designated by the Minister of Education, Culture, Sports, Science and Technology (or who are expected to meet specific requirements before being enrolled at the graduate school) (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No. 5-10 to 12)
- (5) Persons who have completed a 16-year program of an overseas school by taking its correspondence course in Japan or who are expected to complete such a program before being enrolled at the graduate school
- (6) Persons who have completed the program of an overseas school in Japan that is recognized as being equivalent to an overseas university by the Minister of Education, Culture, Sports, Science and Technology or who are expected to complete such a program before being enrolled at the graduate school.
- (7) Persons who have completed a specialized program at a special training school designated by the Minister of Education, Culture, Sports, Science and Technology after the date designated by said

minister or who are expected to complete such a program before being enrolled at the graduate school.

- (8) Persons who have completed the program at a university under the prewar educational system (the 1953 Notification of the Ministry of Education, Science, Sports and Culture, No.5-1 to 4, and the 1955 Notification of the Ministry of Education, Science, Sports and Culture, No.39-1)
- (9) Persons who have completed a 3-year program or a program of more than 3 years (5 years for programs pursuing a medical degree, a dentistry degree, a pharmacy degree, or a veterinary degree) (*2) and have been awarded a degree by an overseas university or school (*1) which is recognized as being equivalent to a bachelor's degree or who are expected to complete such a program before being enrolled at the graduate school. (the 2016 ordinance of the Ministry of Education, Culture, Sports, Science and Technology, No. 19)
- (10) Persons who have been admitted to a graduate school under the grade-skipping system and who are recognized as having enough academic ability to study at Ritsumeikan University' s graduate schools (*3)
- (11) Persons who have been recognized as having an academic ability equal to or higher than university graduates by Ritsumeikan University' s graduate schools as a result of individual preliminary screening and who have reached 22 years of age or who will reach 22 years of age before being enrolled at the graduate school (*4)

*1 The university or the school shall be evaluated by an organization approved by a relevant official institution in the country for their education and research activities or recognized as so by the Minister of Education, Culture, Sports, Science and Technology.

*2 The program shall include a correspondence course which enables students to study in Japan by a university or school which is approved by the educational system of the country and satisfy the above requirements.

*3 Applicants who believe they meet criteria (10), above, must contact the Administrative Office, College of Economics no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is good enough for graduate level education.

*4 Applicants who believe they meet criteria (11), above, must contact the Administrative Office, College of Economics no later than the day before the application period begins in order to undergo an individual review to determine whether their academic ability is equal to or higher than a university graduate.

Notes:

If you have any concerns about foreign education equivalence, your particular degree, or calculation of years of schooling, please contact the Administrative Office, College of Economics no later than the day before the application period opens.

< Criteria 2 >

Persons who have an official language score of at least TOEFL®iBT 79, IELTS™ 6.0, TOEIC® Listening and Reading Test 730 or its equivalent.

*The scores for test(s) taken more than two years before the application start date are deemed invalid.

< Criteria 3 >

Persons who fulfill eligibility requirements of ADB-JSP program.

*For the eligibility requirements of ADB-JSP program, please check the following ADB homepage.

<https://www.adb.org/site/careers/japan-scholarship-program/main>

Scholarship Program: FAQs

<https://www.adb.org/site/careers/faqs>

*ADB-JSP scholars must sign on a pledge stating that they will go back to their home countries after the completion of master's program, or in case of withdrawal from Ritsumeikan University.

*All applicants currently who apply under the condition of "expecting" a degree award to meet the eligibility requirements and are accepted under this application procedure must meet the requirements above by September 25, 2020, the day before enrollment, or they will not be granted admission to Ritsumeikan University (it is not possible to enroll at Ritsumeikan University under the condition of "expecting" a prerequisite degree award).

III. Screening Method

Applicants will be screened based on the submitted documents and interview conducted in English. For the applicants from overseas, a written examinations and/or interview through telephone or internet will be conducted if necessary, which will be informed in advance.

*This screening will determine admission to Graduate School of Economics, Ritsumeikan University only. If applicants are successful in this initial screening, Ritsumeikan University will recommend them to Asian Development Bank. Asian Development Bank will make the final determination as to whether or not to award the applicant a scholarship, based on their own, separate screening.

IV. Application Period

Wednesday, February 27, 2020 ~ Monday, March 2, 2020

All application documents must arrive during the application period.

Documents postmarked by the cut-off date that arrive late will not be accepted.

Applications by email, fax, or walk-in will not be accepted.

V. Application Procedures

1. Application Fee

35,000 JPY (This fee will be covered by ADB. No payment is required from the applicant.)

2. Required Documents.

All application documents must be submitted together.

- (1) RITSUMEIKAN UNIVERSITY GRADUATE SCHOOL APPLICATION SHEET (Form GS)
- (2) APPLICATION SHEET FOR NON-JAPANESE APPLICANTS (Form GS 2)
- (3) APPLICATION QUESTIONNAIR
- (4) Research Proposal (Free-Format)

Document should be printed on A4 size paper and written entirely in English. Be sure to include the items listed below. If submitting a hard copy of your research proposal via postal mail, separately submit a digital file as well. See Point (5) of "4. Important Points regarding Application" for information about the submission method.

1. Full name

2. Write "Master's Program in Economic Development (MPED)" for your desired program or course.

3. Theme/Title of proposed research

4. Details of proposed research and research plan after enrollment in the Graduate School of Economics (Approx. 800 words)

- (5) Letter of Recommendation by the dean, or a person of equivalent or higher position, at the applicant's school or institution (Must be sealed and addressed to the "President of Ritsumeikan University, Japan") **(original)**
- (6) Official certificates of graduation or certificates/letters stating expected graduation date of programs and academic degrees awarded from most recent academic institution attended. **(original)**
- (7) Official certificate of grades from most recent academic institution attended. **(original)**

*Must include a clear indicator of outstanding performance, such as GPA or individual rank order.

- (8) Summary of thesis written for most recent academic degree awarded
If submitting a hard copy of your thesis summary via postal mail, separately submit a digital file as well. See Point (5) of "4. Important Points regarding Application" for information about the submission method.
- (9) Copy of passport page containing the applicant's name and date of birth
*If applicants from overseas have a valid passport at the time of application.
- (10) Official Test Score of English Language Ability Test (Score reports must be from one of the following: TOEIC® Listening and Reading Test, TOEFL® iBT or IELTS™. Copies are acceptable. (For the TOEFL iBT®, only scores from a single test date will be considered (MyBest™ scores will not be taken into consideration))
* The scores for test(s) taken more than two years before the application start date are deemed invalid.
*Applicants who cannot submit a score certificate from one of the tests above must submit an original, formal certificate of English language ability level, or a formal letter stating as much, issued by their current university, or, if they have graduated, from their alma mater.
- *Certificate must have been issued within the two-year period preceding the application deadline to be acceptable.
- (11) Three (3) passport-quality photographs, (4.5 cm tall x 3.5 cm wide, front-facing, photos taken within 6 months of application and showing applicant from chest up, with name and nationality must be entered on the reverse)
- (12) INFORMATION SHEET
- (13) Latest Income Tax Return or Certification of Annual Income (from employer or local agency, with seals/stamps and signature. A pay slip is not acceptable.) (Must be converted to U.S. dollars)
- (14) Certification of Family Income (Must be converted to U.S. dollars)
- (15) PDF copy of 教育部学历证书电子注册备案表 (Graduates of Chinese Universities, only) or PDF copy of 教育部学籍在线验证报告(Current Students at Chinese Universities, only) (*Students who attended or are attending universities in Taiwan, Hong Kong or Macau need not submit these forms.)

*These forms must be submitted in English. Forms submitted in Chinese will not be accepted

*Numbers 5, 6 and 7 above will be accepted as originals if they are photocopies with authorized stamps/seals of issuing agencies. (The stamp/seal itself must be original, not photocopied.)

3. Submission of Document

Application documents must be submitted by postal mail.

To submit the documents, prepare an envelope as big as A4 size. Put all the required documents in the envelope, and send it by express mail service which allows you to trace the envelope.

4. Application Mailing Address

Administrative Office, College of Economics
Ritsumeikan University (Biwako-Kusatsu Campus)
1-1-1 Nojihigashi Kusatsu, Shiga 525-8577 JAPAN
TEL: +81-77-561-3940

5. Important Points regarding Application.

- (1) All submitted documents should be printed in Japanese or English on A4-sized paper by word-processing software. Documents submitted in any language other than Japanese or English must have Japanese or English translations attached.
- (2) Your name and date of birth on application documents must be exactly the same as those indicated on your passport.

- (3) Submitted documents will not be returned under any circumstances, even if it is determined that the applicant does not fulfill the application eligibilities.
- (4) Please prepare all application documents yourself. If you referenced other publications in your research proposal, etc., be sure to properly cite your sources to avoid suspicion of plagiarism or other acts of academic misconduct.
- (5) If submitting hard copies via postal mail of the (4) Research Proposal and (8) Summary of thesis listed under "1. Required Documents", separately submit digital files as well. Submit digital files as an email attachment to the Graduate School of Economics and ensure that the files are either in PDF or .doc format.

Instruction

- Mail to Graduate School of Economics : gs-ec@st.ritsumei.ac.jp
- Title of e-mail: "ADB Admissions: Research Proposal and Summary of Thesis".

Be sure to include the following information in e-mail

- ① Your full name
- ② Title or theme of research proposal and summary of thesis
- ③ PDF or word file of research proposal
 - *Name a file as "your name_researchproposal.pdf (doc)" (Example: ritsumei_taro_researchproposal.pdf (doc))
- ④ PDF or word file of summary of thesis
 - *Name a file as "your name_thesissummary.pdf (doc)" (Example: ritsumei_taro_thesissummary.pdf (doc))

VI. Notification of Results

Wednesday, March 18, 2020

- Applicants who passed the screening will be informed by Ritsumeikan University. Ritsumeikan University will recommend the successful applicants to the Asian Development Bank for scholarship.
- Passing Graduate School of Economics, Ritsumeikan University's screening does not guarantee that an applicant will be granted ADB-JSP scholarship.

VII. Admissions Procedures

- Successful applicants will be given detailed instructions once their results have been determined.
- Ritsumeikan University will confirm your intention of enrollment after the result of scholarship award is released from Asian Development Bank.