

**Nagoya University Graduate School of Law**

**Combined Graduate Program**

**in Law and Political Science**

***Program for Leading Graduate Schools***  
**“Cross-Border Legal Institution Design”**  
**(October Admission)**

**Application Information and Forms**  
**2013 Academic Year**

Nagoya University Graduate School of Law (referred to as “GSL” or “Graduate School” below) invites students to apply to the graduate program in “**Cross-Border Legal Institution Design.**” This is a new five-year graduate program introduced under the **Program for Leading Graduate Schools**, an initiative of the Japanese government. The program offers a Masters degree in Comparative Law, and a Doctorate in Comparative Law.

## **Program Outline**

This program is aimed at candidates intending to pursue a careers in an international setting, with a focus on the design, adaptation, and implementation of legal institutions novel to target environments.

The program encourages group research where members from different jurisdictions work together. Overseas research and internships are offered within the program and merit-based funding will be available. A good command of at least one Asian language is required for candidates proceeding to the Doctorate course.

Graduates will learn professional skills to propose fresh ideas of legal transplantation through critical analysis of social problems, to draft laws for social reforms, to work out understanding and cooperation among stake-holders, and to take leadership in implementation of transplantation plans.

A two-year research stipend for study (JPY 200,000 per month) is offered on a merit basis to students on the Masters course, with possibility of renewal during the Doctorate course.

## **Admission Policy**

- **Nationality:** This program is open to both International and Japanese students.
- **Disciplines:** This program is open to those who have completed a course of study in law or political science.
- **Academic Qualifications:**

Those who meet one of the following qualifications are eligible to apply:

(1) Applicants who have completed, or will complete by September 30, 2013, 16 years of formal education with a Bachelor Degree or an equivalent degree;

(2) Applicants who have completed, or will complete by September 30, 2013, 16

of formal education in Japan through taking correspondence courses managed by foreign schools;

(3) Applicants who have graduated or will graduate by September 30, 2013, from an accredited Japanese university;

(4) Applicants who have been awarded or will be awarded by September 30, 2013, a Bachelor's Degree by the National Institution for Academic Degrees and University Evaluation (NIAD), an independent administrative institution;

(5) Applicants who have completed or will complete by September 30, 2013, a course offered by a foreign university situated in Japan, that is recognized as part of the formal educational system of the relevant foreign country and for which the Minister of Education, Culture, Sports, Science and Technology has indicated approval (whose graduates are regarded as completing 16 years of formal education in the foreign country concerned);

(6) Applicants who have completed an advanced professional course of the professional training college. The course must fulfill the requirements set by the Minister of Education, Culture, Sports, Science and Technology (e.g., offering a minimum of four years of education, etc.) and be recognized by the Minister of Education, Culture, Sports, Science and Technology as such. Applicants must have graduated from the course after the date of approval by the Minister of Education, Culture, Sports, Science and Technology.

(7) Applicants who have been designated by the Minister of Education, Culture, Sports, Science and Technology (Notification No.5 of the Ministry of Education of 1953);

(8) Applicants who have completed at least 15 years of formal education in Japan, and who are recognized by the Graduate School as having received necessary units or credits with good records; or

(9) Applicants who are recognized by the Graduate School as possessing academic ability equivalent to or above that of a university graduate on the basis of individual preliminary screening of qualifications,\* and are age 22 or over by September 30, 2013.

• **Language Proficiency:** Sufficient English proficiency is required. (See **Submission of application** 6) below.)

Admitted students are expected to pursue mastery, if appropriate, of one Asian language (beyond their native language) during the Masters course. A good command of at least one Asian language beyond the candidate's native language is required for entry into the Doctorate course.

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\* Those wishing to qualify under category (8) or (9) should consult with the Student Affairs Section of the GSL Administrative Office by November 30 (Friday) 2012.

## 2. Admission Openings

There are 10 openings in the Program each year. Of these openings, five are reserved for Japanese candidates.

## 3. Application Procedures

Those who wish to apply for the graduate program “**Cross-Border Legal Institution Design**” should obtain application documents from the website

<http://www.law.nagoya-u.ac.jp/project/en/Leading/recruit.html>

### • *Application periods*

Application documents are accepted during the following periods.

**Early Admission      October 15 (Monday), 2012 – January 11 (Friday), 2013.**

**Rolling Admission    March 12 (Tuesday), 2013 – June 28 (Friday), 2013.**

- (1) Rolling Admission is contingent on the availability of remaining places following the Early Admission cycle.
- (2) Each applicant can only apply once each year, regardless of Early Admission or Rolling Admission.
- (3) An application is deemed received for purposes of processing on the date that the relevant application fee and all necessary documents have been submitted.
- (4) Email notification of the receipt of complete applications, and of the admission cycle in which they will be reviewed, will be sent to each applicant.

### • *Submission of application*

Applications with supporting documents, listed below, should be submitted to the Student Affairs Section of the GSL Administrative Office by registered mail (EMS, UPS, Fedex or DHL), no later than the deadline of application given above.

- 1) Application Data Sheet Form No.1;
- 2) Application for Admission to the Program “**Cross-Border Legal Institution Design**” 2013 Form No.2;
- 3) Field of Study and Proposed Study Program on prescribed Form No.3;
- 4) A certificate of graduation or prospective graduation or degree conferral issued by the university or universities attended by the applicant;
- 5) An official transcript(s) of academic record issued by the university or universities

attended by the applicant. If original documents are not available, certified copies of the original documents should be supplied.

**Important notes:** Transcripts should be accompanied by the grading system adopted by the issuing institution, clearly describing the correspondence between number grades and letter grades (A, B, C) and other grading rules;

6) Certificates of English proficiency.

TOEFL: 80 iBT; 213 CBT; or 550 PBT (The higher score that the scores listed left is highly recommended.) , IELTS: 6

Documents certifying English Language Proficiency: An official score report of TOEFL\* (Test of English as a Foreign Language), IELTS (International English Language Testing System), or TOEIC (Test of English for International Communication). Score reports must be sent directly from the institution providing the testing service to the Graduate School;

\* In principle, we cannot accept institutional TOEFL Program (TOEFL-ITP) score result. If submitted, an TOEFL-ITP score result must be accompanied by a statement of the reason why an official TOEFL score report is not possible.

7) A letter of recommendation on prescribed Form No.4, issued by a person who knows the applicant well and should be submitted with the other application documents. However, the letter of recommendation must be in a separate envelope which has been sealed by the person writing the recommendation. In addition, the applicant may submit a letter of recommendation issued by the dean of the faculty where the applicant attended or currently attends. (This letter is to be addressed to the Dean of the Graduate School of Law, Nagoya University);

8) Three photographs (4.5 cm × 3.5 cm in size) taken within the past six months with the applicant's name and nationality written on the back, one of which should be pasted on the application form;

9) A list of theses, articles or any books that the applicant has published, if any, providing the title, date of publication, name of publisher and a summary for each item;

10) Proof of citizenship, nationality or enlistment on family register for those applying from abroad (e.g. a copy of passport); and,

11) A non-refundable application fee of JPY 30,000 should be submitted with other application documents. In this case, the application fee must be sent in the form of an international postal money order or a Japanese postal money order for JPY 30,000 with the name of the payee on the front side of the money order left blank. (Important Notice: the proposal to change the application fee from JPY 30,000 to JPY 5,000 is under consideration. The applicant for the 2013 intake must contact the Admission Office [kyomu@law.nagoya-u.ac.jp](mailto:kyomu@law.nagoya-u.ac.jp) to confirm the application fee.)

***Related notes:***

- 1) Submitted documents will not be returned.
- 2) Incomplete and late applications will not be considered. After applications are filed, changes in submitted documents will not be permitted. In addition, we will not accept applications unless all documents for application are sent by registered mail(EMS, UPS, Fedex or DHL). Applications via facsimiles or e-mail are not acceptable.
- 3) A false statement, misrepresentation or omission provided by the applicant in applications may be the basis for denial of admission or dismissal from the Graduate School.

**4. Screening Process and Notification**

***1) Screening by the Nagoya University Graduate School of Law and notification:***

- a. There is a primary screening of applicants followed by a secondary screening.  
In the primary screening, candidates are shortlisted based on submitted application documents. Secondary Screening will be conducted only for shortlisted applicants. Admission offers will be made to successful candidates following the Secondary Screening.
- b. The results of the primary screening will be announced on the program website (URL: <http://www.law.nagoya-u.ac.jp/project/en/Leading/recruit.html>) by January 22 (Tuesday). In addition, applicants who pass the primary screening will receive the Primary Screening Results via personal e-mail. Applicants who do not receive a personal e-mail notice by the designated date and are unable to access screening results via the website should contact the Student Affairs Section of the GSL Administrative Office (see “**8. Contacts**” below) directly with any queries concerning the status of their application.
- c. The date, time and location of the secondary screening, as well as the screening method, will be announced along with the primary screening results by e-mail. (In the event of interview, either in person or via video conference system such as Skype,, academic questions concerning areas covered by the program and the candidate's related accomplishments, interests and objectives may be asked.)

The Secondary Screening will take place during the period from January 22 (Tuesday) – March 7 (Thursday).

## **2) Research Stipend:**

The Graduate School will decide the award of research stipend for applicants in the same screening procedure described in 1) above. The selection will be made on the basis of merit, in the sole discretion of the Graduate School.

## **3) Announcement of Results**

Admission results will be announced on the program website (URL: <http://www.law.nagoya-u.ac.jp/project/en/Leading/recruit.html>) by March 18 (Monday). Admission results of the rolling admission will be announced by email to the applicant.

Successful applicants will be notified of their results both by e-mail and regular mail to the address indicated on their Application Form.

Applicants who have been placed on a waiting list and those who were unsuccessful will be notified by e-mail only.

## **5. Notice to Withdraw**

Since there are limited spaces for the research stipend and tuition waiver, anyone wishing to withdraw their application for any reason must submit their Notice to Withdraw (Form No.6) no later than September 26 (Thursday), 2013. Failure to submit the notice by this date will prevent the student from applying in the future.

## **6. Enrollment Procedures**

University enrollment forms will be sent to successful applicants together with an admission letter. Please note that a payment must be made as indicated below.

### **1) Payment of the registration fee**

To pay the registration fee (JPY 282,000), please refer to the enrollment guidelines sent with the admission letter. Registration fee must be paid on September 26 (Thursday), 2013. The applicant who is unable to pay the registration fee by the deadlines may apply for the deferred payment. (see “**8. Contacts**” below)

### **2) Other fees required for admission are as follows (subject to change):**

The Tuition is JPY 267,900 per semester and JPY 535,800 yearly.

Premium of JPY 3,300 for Personal Accident Insurance for Students' Education and Research

Payment must be done by the designated date for each semester.

**Notes:**

(1) If respective fees are not paid by the stipulated deadline, the applicant *will be regarded as having withdrawn from the admission process*. If there is any change made in the registration fee between receipt of payment and entry into the University, the revised fees will apply to the original application.

(2) When paying the registration fee, please refer to the enrollment guidelines sent with the Admission Offer.

(3) The registration fee is not refundable.

(4) Candidates must register for enrollment during the period from October 1 through 7, 2013 at the Student Affairs Section of the GSL Administrative Office. (Autumn semester begins on October 1 and ends on March 31 of the following year. Spring semester begins on April 1 and ends on September 30.)

**7. Research Stipend (subject to taxation under certain conditions)**

The applicants can apply for the research stipend of JPY 200,000 per month for two years (24 months) in the Master's Program. Grantees are selected by the merit-based selection procedure. The application for research stipend for the Doctors course will be announced in due course.

Please note that the amount of the research stipend is subject to change depending on the annual budget of each year.

\*In case that the grantee is long absent from the university, the stipend will be cancelled.

\*Stipend will be cancelled for a grantee in the following cases:

- a) Any of the application documents is found to be falsely stated;
- b) The grantee is subjected to disciplinary action, such as expulsion or removal from register, taken by Nagoya University;
- c) When it becomes definitive that the grantee will not be able to complete the program within the standard course term because of poor academic achievement or suspension;
- d) The grantee leaves Nagoya University or transfers to other graduate school;
- e) The grantee's visa status of "College Student" as defined in Paragraph 1-4 of Appendix to the Immigration Control and Refugee Recognition Act changes to any other status;
- f) The grantee is provided with another scholarship (except for a fellowship designated for research expenses);



University. For details, please contact Student Support Counter below.

Student Support Counter

Educational Affairs Division, School of Humanities and Social Sciences

Nagoya University

Furo-cho, Chikusa-ku, Nagoya 464-8601 JAPAN

## **8. Other**

1) All personal information submitted to Nagoya University is managed in compliance with the “Act on the Protection of Personal Information Held by Independent Administrative Agencies” 1 and the “Management of Nagoya University Students’ Personal Information.”

2) Personal information related to the applicant, such as a name, address, date of birth, etc., will be used only for the purpose of admissions, announcement of results, and enrollment procedures.

3) The purposes enumerated under 2) above include, but are not limited to, the use of personal information related to the applicant and admission evaluation results for the purpose of improving future selection procedures. Furthermore, the personal details of applicants admitted to Nagoya University will be used for i) academic affairs (student registration, academic advising, etc.), ii) student welfare services (health care, career services, tuition exemption, scholarship applications, etc.), and iii) tuition fees payment.

4) All times indicated in the Admission Requirements refer to Japan Standard Time (JST).

## **9. Contacts**

### ***Inquiries:***

Admission Office of the Graduate School of Law

Nagoya University

Email: [kyomu@law.nagoya-u.ac.jp](mailto:kyomu@law.nagoya-u.ac.jp)

### ***All documents required for applications should be submitted to:***

Student Affairs Section of the Administrative Office

Graduate School of Law

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Graduate School of Law

Nagoya University Furo-cho, Chikusa-ku, Nagoya, 464-8601, Japan

Applications with supporting documents should be submitted by registered mail(EMS, UPS, Fedex or DHL), no later than the deadline of application given above.

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- 1 Act on the Protection of Personal Information Held by Independent Administrative Agencies, *available at*

[http://www.japaneselawtranslation.go.jp/law/detail\\_main?re=02&vm=&id=130](http://www.japaneselawtranslation.go.jp/law/detail_main?re=02&vm=&id=130)