2023年4月入学

慶應義塾大学

大学院政策・メディア研究科

修士課程　慶應－延世　ダブルディグリー制度

募集要項

2023

Keio University
Graduate School of Media and Governance
Master's Program

Guidelines for Keio-Yonsei Double Degree Program
(including Application Guidelines)

for those seeking admission in April 2023

The following guidelines are designed for those who wish to enroll in the Double Degree Program of the master's program of the Graduate School of Media and Governance.
Applicants should read this guidebook carefully to understand the application procedure correctly in order to avoid errors.

Keio University

CALAMVS GLADIO FORTIOR
1858

The Management of Personal Information at Keio University

The personal information at Keio University is handled securely and appropriately in compliance with the Basic Policy concerning Protection of Personal Information and Rules for Protection of Personal Information.

The names of individuals, their addresses and other personal information provided by them in connection with applications and admissions procedures will be used in various departments of Keio University for the following purposes:

1. Conducting entrance examinations (processing applications, conducting examinations, announcing successful candidates),
2. Enrollment procedures,
3. Administering, communicating and carrying out procedures concerning academic affairs,
4. Administering, communicating and carrying out procedures concerning general student life,
5. Administering, communicating and carrying out procedures concerning the use of university facilities and equipment,
6. Conducting communications for soliciting donations, school bonds, and recruiting members for the Iji-kai (Support Group) and the Keio Card,
7. Sending various documents to students and guarantors and carrying out other communications with them,
8. Sending documents to individuals related to the Mita-kai (alumni associations), and
9. Conducting other functions related to all or some of the preceding items listed above.

Some of the above operations may be entrusted to subcontractors hired by Keio University. In order for such subcontractors to carry out their work, some or all of the personal information Keio University has received from individuals (the minimum necessary) may be provided to them.

In principle, Keio University does not disclose personal information of individuals to third parties. Please note that in exceptional circumstances, the personal information of an individual may be disclosed to a third party when Keio University bears a legal obligation to do so; when Keio University determines that disclosure is necessary in order to protect the life, health, property, rights, or welfare of an individual; or when any other pressing necessity arises and the permission of the individual concerned cannot be obtained.

Measures Undertaken Under Unforeseen Circumstances

Under unforeseen circumstances, the Graduate School of Media and Governance may reschedule examinations and/or postpone the announcement of results if it deems it necessary. In principle, the graduate school does not bear responsibility if through its rescheduling or postponement applicants may suffer any personal loss or inconvenience.

Measures Undertaken To Prevent the Spread of Infectious Diseases

Applicants who were exposed with infectious disease specified by School Health and Safety Act and as yet cured of such disease by the day of examination must refrain from taking examinations in order to prevent the outbreak. There may be an exception to those applicants who have been infected, but are diagnosed by a doctor or a school doctor that their state of condition has improved and their presence does not place others at risk of exposure to infection. In principle, the graduate school does not reschedule examinations and/or refund the screening fee in the case applicants being unable to take examinations for the aforementioned reasons.

Special Measures Undertaken for Victims of Large-scale Natural Disaster

Applicants who were affected by large-scale natural disaster may be eligible for receiving financial support from the university depending on the level of condition. For details, please contact the Admissions Office of the Graduate School of Media and Governance.

Disqualification of Admission

Applicants will be disqualified if any kinds of dishonest act are found during admission procedure. Applicants will be disqualified even after being admitted to the university if they are found no to fulfill application requirements.

Major Discipline

Program	Major Discipline
Master's Program	Media and Governance

The Program System

The graduate school has eight research fields called Programs. All graduate students are expected to belong to a Program and then pursue research consistent with the guidelines set by the Program they opt for. Upon successfully fulfilling the requirements, master's students will be awarded a Program Certificate in addition to a Master's Degree. For further details on each program, refer to the following website:

https://www.sfc.keio.ac.jp/gsmg/en/education/program/

Program Names	Codes
Global Governance and Regional Strategy	GR
Human Security and Communications	HC
Policy Making and Social Innovation	PS
Cognition, Sense-Making and Biophysical Skills	CB
Environmental Design and Governance	EG
X-Design	XD
Cyber Informatics	CI
Systems Biology	BI

Applicants may also choose to enroll in the Environmental Innovator (EI) Course.

For further details on this course, please refer to the following website:

https://ecogislab.sfc.keio.ac.jp/

Qualification of Applicants

Applicants need to fulfill the requirements mentioned in sections 1 and 2 below:

1. Applicants need to fulfill at least one of the following requirements mentioned in section a) to e):
    a) They must have graduated or scheduled to graduate from a university in Japan or overseas before enrolling in the Graduate School of Media and Governance
    b) They must have acquired or scheduled to acquire a bachelor's degree from the National Institution for Academic Degrees and University Evaluation before enrolling in the Graduate School of Media and Governance
    c) They must be accredited by the Ministry of Education, Culture, Sports, Science and Technology of Japan
    d) They must have completed a program with a duration of at least three years at a university overseas and earned a degree that is equivalent to a bachelor's degree.
    e) They must be older than 22 years old at the time of enrollment and be accredited by the Graduate School of Media and Governance as having academic skills equivalent to or higher than that of university graduates.
2. Those who are already enrolling at the Graduate School of Yonsei University

Schedule

Application Period (By Mail, Must Arrive by Deadline)	Announcement of Successful Applicants (Sent Out by Mail on Announcement Day)
Tuesday, November 1, 2022 - Tuesday, November 15, 2022	Late January, 2023

Screening Method

Screening of applicants will be based upon the evaluation of submitted application documents. The academic level of applicants, their motivation to conduct research, and research capability are comprehensively evaluated by the application documents. Inquiries regarding the content or result of the screening will not be entertained.

Important Steps before Making an Application

Applicants must discuss their research plan with a graduate school committee member of the Program they wish to participate in.
Applicants may get in touch with committee members, by using the faculty contact form on the website below.
https://docs.google.com/forms/d/e/1FAIpQLSftr9HxSRrAEndNO5747R0cqPYcKoVVSH_9sBMdqtRpF3j0OA/viewform?usp=sf_link

A list of graduate school committee members for each program can be found at the following:
https://www.sfc.keio.ac.jp/gsmg/en/education/program/

Application Documents

- **Incomplete applications will be rejected.**
- Once application documents are submitted, they cannot be altered.
- Applicants will be disqualified if any items in their application are found to be incorrect or false.
- Submitted documents, papers, and other items will not be returned to the applicants.
- Copies of documents are not acceptable unless indicated.
- If documents in a language other than Japanese or English are to be submitted, they must be translated into Japanese or English. The translation must be certified by a public institution such as the university or graduate school you graduated from, an embassy, etc., to verify there are no discrepancies between the original and the translation. Submit the original and the certified translation.

To All Applicants

1. **Application Form (form DD1 in Japanese or English)**
   Applicants must choose April 2023 as the timing of enrollment. They must write the code of the preferred Program referring to the codes listed on the Program System section.
   Applicants who wish to apply for the Environmental Innovators Course must tick off the EI box. If applicants do not wish to apply for Environmental Innovators Course, they should tick off the 'None' box.
   The home address, telephone number and email address of applicants will be used for contacting applicants. Therefore applicants must ensure to write a contact information at which they can be reached at all times.
   They must write their academic background starting from junior high school graduation onwards.

2. **Research Plan (one original in Japanese or English)**
   Applicants must clearly write the following items on the first page:
   - Name of the applicant
   - Affiliation (name of the university and department they are affiliated to)
   - <u>Name of the Research Supervisor (Graduate School Committee Member of the Program the applicant wishes to participate in)</u>

   Applicants must concisely describe:
   - Previous academic themes and achievement
   - Research which applicants are planning to conduct at the master's program
     - Theme
     - Objective
     - Methodology
     - Significance of research
     - Features
     - Anticipated result
     - Facilities required for research
   - Others (if any)

   The research plan:
   - Must be typed on an **<u>A-4 size sheet of paper</u>** (portrait: plan written horizontally, without a cover page)
   - Must be five pages in length or less with page numbers (current page/total pages) on the lower right-hand side of each page (For example: 1/5, 2/5, 3/5, 4/5, 5/5)
   - Must leave a margin of 1.5 cm on the left-hand side
   - **<u>Must be stapled at the upper left-hand corner</u>** when it is a multi-page document

Applicants may choose the format and volume, but must ensure that the research plan is easy to read by inserting diagrams, graphs, etc.

For reference, please see the research plan format at the following website:

https://www.sfc.keio.ac.jp/gsmg/en/docs/ResearchPlan-Englishform.pdf

The format is not limited to the ones on the website.

3. **Letter of Acceptance to Act as a Research Supervisor (form DD-2)**

Applicants should submit a Letter of Acceptance to Act as a Research Supervisor. The designated form must be used. Letter of Acceptance to Act as a Research Supervisor should be filled in and placed in a sealed envelope (any suitable envelope) by your supervisor. It can be sent directly from your supervisor by email. It must meet the deadline even if your supervisor have sent it directly to the Admissions Office.

Applicants must obtain approval in advance from one graduate school committee member of their program of choice and request that they fill out the Letter of Acceptance to Act as Research Supervisor. Information regarding programs and a list of graduate school committee members for each program can be found at the following:

https://www.sfc.keio.ac.jp/gsmg/en/education/program/

4. **Two Recommendation letters (form DD-3 in principle, in Japanese or English)**

Applicants must submit two Recommendation letters from two separate recommenders written on the designated forms and **placed in sealed envelopes**. If the designated forms cannot be obtained, generic stationery is also acceptable.

The Recommendation letters must meet the deadline even if recommenders have sent the reports of applicants directly to the Admissions Office.

5. **Certificate of Graduation of Undergraduate Program (in Japanese or English)**

Applicants must submit a certificate which clearly states the date of graduation. **In principle, it should have been issued within three months before the application deadline**.

6. **Academic Transcript (in Japanese or English)**

Applicants must submit an academic transcript. **In principle, it should have been issued within three months before the application deadline**. If an applicant is currently, or has previously, been enrolled in any undergraduate and/or graduate school, he/she must submit academic transcript for each undergraduate and/or graduate school. If an academic transcript cannot be issued because the period of enrollment is too short, the applicant must include an explanatory note and submit a certificate of enrollment. If an applicant has previously been enrolled in a master's course and a doctoral course, then he/she must include certificates for each degree courses.

7. **Degree Certificate**

Applicants must submit a degree certificate. In principle, it should have been issued within three months before the application deadline. Applicants are not required to submit aforementioned certificate if their academic transcript or certificate of graduation states they possess academic degree or expected to possess academic degree.

8. **Certificate of Enrollment of Yonsei University (in English)**

Applicants must submit a certificate. In principle, it should have been issued within three months before the application deadline.

9. **Other Supporting Documents (optional)**

Applicants may submit supporting documents as a proof of their ability and skill that may include essays, works (video films, music, photos, portfolio, etc.) and standardized test results. The supporting documents should be in

paper form whenever possible. Items that cannot be submitted in paper form, such as video films and music should be submitted in DVD, CD-ROM, USB, etc. formats.

Applicants must write the name of the supporting document on their application form and submit them together with other application documents to the Admissions Office. If applicants send supporting documents separately, they must enclose a note in the application document package, stating that the parcel is sent separately. Items sent separately must arrive on or before the last day of the application period.

Applicants must clearly write their information on the supporting document, such as their name and affiliation (the name of the university, organization and department). Submitted documents and items will not be returned. If applicants wish to retain the original, they can submit a copy.

10. **Copy of a Document Proving Citizenship (passport, etc)**

11. **Japanese Language Proficiency Survey Form(DD-JLP)**

In addition to the items mentioned in 'To All Applicants', applicants should submit the following documents as and when applicable.

To Applicants Whose Name on the Application Documents is Different from the Name on Submitted Certificates
- **Submit documents to prove both names that refer to the applicant.**

To Applicants who begin their studies in Japan from April 2023
- **Application form for the Certificate of Eligibility (one Photograph, 3cm x 4cm, color)**
  The designated form can be downloaded from:
  https://www.sfc.keio.ac.jp/gsmg/en/docs/applicationforCOE.pdf
  https://www.sfc.keio.ac.jp/gsmg/en/docs/applicationforCOE.xls

Submission of Application Documents

Please submit the application documents to Yonsei University office which is in charge of the Double Degree Program. Application Documents must arrive at Keio through the Yonsei office by Tuesday, November 1, 2022.

Announcement of Results

We will advise the results to the person in charge of the Double Degree Program at Yonsei University by Late-January 2023. Please contact the person in charge to find out whether you are accepted or not.

Procedure for Admission Registration

All successful applicants must complete the admission registration procedure.
We will send you an admission registration guide along with the letter of acceptance when we finish our screening process. Please send us the necessary information on the admission registration guide by the specified date.
Successful applicants will be disqualified if any items in their documents are found to untrue or false.

Academic Fees

Students are exempt from paying academic fees and expenses to Keio University for the first through fourth semester after enrollment.

《入学志願者調書》 DD-1 (Page 1)

APPLICATION FORM Master's Program Graduate School of Media and Governance, Keio University

<table>
<tr>
<td rowspan="2">希望プログラム
Preferred Program
(Circle one)</td>
<td>☐ GR</td><td>☐ EG</td>
<td>入学時期
Timing
of Enrollment</td>
<td colspan="2">2023 年 4 月 (April 2023)</td>
<td rowspan="4">写真
Photograph
4cm × 3cm</td>
</tr>
<tr>
<td>☐ HC</td><td>☐ XD</td>
<td rowspan="3">出願方式
Application
Categories
(Tick off one)</td>
<td rowspan="3" colspan="2">☐Double Degree</td>
</tr>
<tr>
<td rowspan="2"></td>
<td>☐ PS</td><td>☐ CI</td>
</tr>
<tr>
<td>☐ CB</td><td>☐ BI</td>
</tr>
<tr>
<td>希望コース
Preferred Course
(Circle one)</td>
<td colspan="2">☐ EI
☐ 希望しない (None)</td>
<td>記載日
Date</td>
<td>年　　月</td>
<td>日現在
Year　Month　Day</td>
<td></td>
</tr>
</table>

<table>
<tr>
<td>フリガナ
氏名
Name of the Applicant</td>
<td>(Family)　　(Given)　　(Middle)</td>
<td>生年月日
Date of Birth</td>
<td>年　　月　　日
yyyy　　mm　　dd</td>
</tr>
<tr>
<td rowspan="2">現住所
Current Address</td>
<td>Postal Code:〒

Telephone:</td>
<td>性別 (Sex)</td>
<td>男 (Male)・女(Female)</td>
</tr>
<tr>
<td>国籍
Nationality</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
<td></td>
<td></td>
</tr>
</table>

学歴（中学卒業以降）Academic Background(Starting from junior high school graduation onwards)
(Those who are scheduled to graduate from a university must indicate the expected date of graduation, name of the university and faculty)

<table>
<tr><td>年　　月
Year　Month</td><td>中学校卒業
xx Junior High School</td></tr>
<tr><td>年　　月</td><td></td></tr>
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職　　歴　　　Work Experience

<table>
<tr><td>年　　月</td><td></td></tr>
<tr><td>年　　月</td><td></td></tr>
<tr><td>年　　月</td><td></td></tr>
<tr><td>年　　月</td><td></td></tr>
</table>

<table>
<tr>
<td rowspan="2">研究歴
Research Experience</td>
<td>大学卒業論文テーマ：
Title of the Graduation Thesis
指導教員名：
Name of the Supervisor
（修士論文等を含む）(Include titles of master's theses submitted to other universities, if any)</td>
</tr>
<tr>
<td>別添資料　　　☐有（　　　　　　　　　　　　　　　　　　　　　）　☐無
Accompanying Materials　Enclosed　　　　　　　　　　　　　　　　　　　None</td>
</tr>
</table>

DD-1 (Page 2)
表面現住所で連絡が取れない場合の日本国内連絡先
Please provide the following information about the contact person in Japan if the applicant is unreachable at the address indicated on the reverse side of this application form

<table>
<tr>
<td>氏名
Name of the Contact
Person</td>
<td></td>
<td>続柄
Relationship
to the Applicant</td>
<td></td>
<td>年齢
Age</td>
<td></td>
</tr>
</table>

現住所 Address of the Contact Person		Telephone	
Email			

修得外国語（統一試験等の結果がある場合は添付すること）Proficiency in Foreign Language (Attach results of standardized tests, if any)

・別添資料　　　　　□有（　　　　　　　　　　　　　　　　　　　　　　　）　　□無
Accompanying Materials　Enclosed　　　　　　　　　　　　　　　　　　　　　　　None

受賞・資格・特殊技能等 Awards, Qualifications, Recognitions and Special Skills

趣味・スポーツ（所属団体等）(Hobbies and Favorite Sports (State names of memberships and/or organizations)

その他の特記事項等　Other Relevant Information

入学希望理由・大学院修士課程終了後の希望進路等
Reason for Applying for the Master's Program and Future Plans after Completing the Master's Program

研究指導引受書 Letter of Acceptance to Act as a Research Supervisor 記入者所属・氏名 Research Supervisor and Affiliation	所属：　　　　　　　　　氏名： Affiliation　　　　　　　　Name in Full
	提出方法：同封・別送　(Letter：Enclosed / Sent by Mail (Encircle one)
推薦書1 Recommendation 1 記入者所属・氏名 Recommender and Affiliation	所属：　　　　　　　　　氏名： Affiliation　　　　　　　　Name in Full
	提出方法：同封・別送　(Letter：Enclosed / Sent by Mail (Encircle one)
推薦書2 Recommendation 2 記入者所属・氏名 Recommender and Affiliation	所属：　　　　　　　　　氏名： Affiliation　　　　　　　　Name in Full
DD-2	提出方法：同封・別送　(Letter：Enclosed / Sent by Mail (Encircle one)

研 究 指 導 引 受 書
Letter of Acceptance to Act as a Research Supervisor

政策・メディア研究科委員長 殿

To：The Dean of the Graduate School of Media and Governance

Affiliation
所　属　＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Name
氏名　＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

下記の者が，政策・メディア研究科（修士課程）入学試験に合格し，入学が許可された際には研究指導を引き受けます。

I hereby accept the responsibility to act as a Research Supervisor for the applicant named below after he/she has been admitted to

the Master's program of the Graduate School of Media and Governance.

記

Name of the Applicant
志 願 者 氏 名　＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

【志願者の研究教育者としての素質などに関する評価】

Evaluate the ability of the applicant as a scholar / educator by selecting the following items.

	特に優れている Excellent	優れている Good	普通 Fair	劣る Poor	非常に劣る Very Poor	不明 Can't Evaluate
1. 知 的 能 力 Intellectual Ability						
2. 独創性・創造性 Originality and Creativity						
3. 協 調 性 Ability to Work with Others						
4. 責任感・信頼性 Responsibility						
5. 指 導 力　Leadership						
6. 意　　欲　Motivation						
7. 語学能力　Language Ability 【言語 Language ： 日本語 Japanese ・　英語 English】どちらかをご選択ください						
*留学生のみ Only for International Student						

8. 面談実施日 Date：　　　　　　　　　面談方法：オンライン面談 ・ 直接面談 Method　：Online Interview ・In-person Interview

＜所見＞　Comments on the Applicant

Recommendation Letter　(For Admission to the Graduate Program)

To: The recommender of applicant
　Please evaluate the academic performance and aptitude of the following applicant accurately. The completed evaluation report must be placed in an envelope. The envelope must be sealed, and then handed to the applicant, or sent directly to the Admissions Office by the stipulated deadline of each application period.
　If the evaluation report is sent from within Japan, it must be postmarked on or before the last date of the application period. If it is sent from overseas, it must arrive on or before the last date of the application period.

年　　　月　　　日 記入
month　　　day

【志願者氏名】
Name of the Applicant

【志願者の研究教育者としての素質に関する評価】（該当するところに〇印をつけてください）
Please evaluate the ability of the applicant as a scholar/educator by encircling the following items.

	特に優れている Excellent	優れている Good	普通 Fair	劣る Poor	非常に劣る Very Poor	不明 Don't Know
① 知 的 能 力 Intellectual Ability						
② 独創性・創造性 Originality and Creativity						
③ 協 調 性　Ability to Work with Others						
④ 責任感・信頼性 Responsibility						
⑤ 指 導 力　Leadership						
⑥ 意　　　欲 Motivation						

◎ 総 合 評 価　　　　　　　　1.0（最低点）から5.0（最高点）の範囲内で評価点数を記入してください。
Comprehensive Evaluation　　　Rate the applicant on a scale of 1.0 to 5.0 where 5.0 is the highest score.

【志願者に関する所見】　Comments on the Applicant

※この枠内に納まらない場合は別紙を添付してください。
Additional sheet(s) of paper may be attached for comments
on the suitability of the applicant for the master's program.

I recommend the above person to the Master's Program of the Graduate School of Media and Governance.

所属 Affiliation (Position / Title)	記入者氏名 Name of the recommender	【志願者との関係 Relationship with the Applicant】 (circle one) 1. 研究会(ゼミ)　Supervisor of the Seminar 2. その他 　Other　(　　　　　　　　　　　　)
連絡先 Contact Address／Telephone number of the recommender Email: Telephone　(　　　　)　　　—		＜志願者を知っている年数＞ How long have you known the applicant? (　　　　　　　) 年 year(s)

日本語能力調査書

Japanese Language Proficiency Survey Form

(Self-evaluation Sheet)

氏 名 Full Name	フリガナ Furigana	
	漢　字 In Chinese Characters 姓	名
	ローマ字 In Roman Letters Family name	First name　　　　　　　　Middle name

国籍 Nationality	母語 Native language	学習した外国語（日本語以外） Foreign languages you have learned (other than Japanese)

日本語学習歴　Record of Japanese Language Study

学校・機関名 Name of Institution	所在地 Location	期間 Period		時間数/週 hours per week
		自 From	至 To	

使用教科書　Textbooks used	自 from 巻 vol./ページ page	至 to 巻 vol./ページ page

日本語能力　Japanese Language Competency

日本語能力を自己評価の上、該当欄に印を記入すること。

Evaluate your level and check where appropriate in the following table.

	優 Excellent	良 Good	可 Fair	不可 Poor	能力なし No knowledge
話す力 Speaking					
聞く力 Listening					
書く力 Writing					
読む力 Reading					

DD-JLP (Page 2)

できることには〇、できないことには×をつけなさい。

If you can do the following, please put a circle 〇 next to each item. If not, please put ×.

	1 かんたんなあいさつが言える （例 example こんにちは。ありがとうございます。どういたしまして。
	2 かんたんな買物の言葉が使える （例 example いくらですか。これを下さい。）
	3 友だちとかんたんな会話ができる （例 example きのうはさむかったです。勉強しなければなりません。）
	4 ひらがなを読んだり書いたりできる
	5 かたかなを読んだり書いたりできる
	6 漢字を300ぐらい読んだり書いたりできる
	7 人にものを頼んだり電話をかけたりすることができる
	8 自分の町や国のことを説明することができる
	9 自分の専攻や将来の計画について話すことができる
	10 漢字を500ぐらい読んだり書いたりできる
	11 手紙や日記を書くことができる
	12 自分の専門分野に関して議論することができる
	13 ラジオやテレビのニュースが半分ぐらいわかる
	14 辞書を使えば新聞の記事が読める
	15 短いレポートが書ける

上記の通り相違ありません。

I certify that the information given in this sheet is complete and accurate to the best of my knowledge.

日付 Date _____ 志願者署名 Signature of Applicant_____