

The 47th (2024) Hosei University Essay Contest Entry Guidelines

The purpose of the Hosei University Essay Contest is to encourage the university's students to pursue their academic goals while improving their logical writing skills as well as to publicize outstanding essays widely to society. This year's contest marks its 47th year. Unlike simply turning in papers, applicants for this essay contest are required to follow some rules, such as they must thoroughly review previous studies before actually writing an essay. For this purpose, applicants should make continuous efforts to improve their skills in seminars and through other academic activities. Once students have developed essay writing skills, they will be able to communicate persuasively. We look forward to original and quality essays being submitted by many students.

1. Eligibility

- (1) Undergraduate students and correspondence education students of Hosei University (excluding graduate students and non-degree students).
- (2) Essays submitted to the contest must not have been previously published.

Applicants can be individuals or groups; however, collaborations with undergraduate or graduate students of other universities, or with graduate students or graduates of Hosei University, who are not eligible for the essay contest, are not allowed.

2. Submission period

From Wednesday, September 25th, 2024 to Wednesday, October 2nd, 2024

3. Essay topic

No specific topic. Select the essay topic of your interest.

4. Language

Japanese or English

5. Submission Procedure

(1) Undergraduate Student

Submit via the Learning Management System (For the submission method, please refer to the attached "Essay Contest Submission Operation Manual").

(2) Correspondence Education Student

Submit by mail (cannot be submitted at the counter).

Save the documents on a USB memory, put it in an envelope and send it to the following address.

* Please be sure to send by a method such as "Registered mail" or "Letter pack plus" that keeps a record of delivery.

* Please write your student ID number and name on the surface of the USB memory or on the case and submit it.

* The USB memory will not be returned to you, so be sure to make a backup before submitting it.

《Destination》

Hosei University Essay Contest Secretariat
(Academic Affairs Section, Academic Affairs Department)
Fujimi Gate 2F, Ichigaya Campus Hosei University
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

6. Submitted documents and data

(1) Submitted documents and data

Please submit the following documents 1 to 5.

① **47th Hosei University Essay Contest Cover Sheet** File Format: (* .pdf)

② **Paper Abstract & Keyword Submission Form** File format: (* .pdf)

③ **Essay's Body (including Table of Contents)**

File format: ① Microsoft Office Word(*.doc,*.docx,*.docm) ②(*.PDF)

*Please submit your essay in formats ① and ②. Compress the two files into a compressed file and submit it.

*Figures should be created using MS Excel, MS Powerpoint, or other image software, and then saved as an image which includes numerical values, legends, etc., and pasted into your text. Tables do not need to be saved as images.

④ **Recommendation Form from a Faculty Member** File format (* .pdf)

⑤ **Essay Contest Submission Table** File format: Microsoft Office Excel (* .xls, * .xlsx, * .xlsm)

* Please obtain the required documents from the university website.

<https://www.hosei.ac.jp/campuslife/katsudo/kensho/>

(2) Submission file names

When submitting the documents 1 to 5 above, please submit with the same name as in the example below. **(Please do not include your name or student ID number in the file name.)**

(Example)

- 01. 47th Hosei University Essay Contest Cover Sheet
- 02. Paper Abstract & Keyword Submission Form
- 03. Essay Title **(Please use your essay title as the file name.)**
- 04. Recommendation Form from a Faculty Member
- 05. Essay Contest Submission Table

7. Faculty recommendation and preliminary screening

(1) Faculty recommendation

As a rule, each applicant is required to obtain a recommendation from a faculty member. It is allowed for the applicant to submit the recommendation from a part-time lecturer. Essays submitted by students who do not have a faculty advisor for unavoidable reasons, such as not being enrolled in a seminar or being a student in the School of Correspondence Education, are subject to preliminary screening.

(2) Selection processes

Each entry will be evaluated for quality by the Essay Contest Judging Committee in the following two steps: ① Preliminary screening and ② Evaluation. The committee may interview applicants if deemed necessary.

(3) Preliminary screening

Entries without faculty recommendation will be subject to preliminary screening by the Essay

Contest Judging Committee to be checked for inadequacies in the format and for plagiarism. The objective of preliminary screening is to make sure that each essay is written in the proper format in accordance with the Entry Guidelines and the Essay Writing Guidelines, and then the content of the essay will be evaluated.

(4)Evaluation

Each entry will be evaluated by judges and the Essay Contest Judging Committee.

8. Winner announcement

Award winners will be announced around mid-February 2024 on the university's website . An award ceremony will be held on late February 2024 at Ichigaya Campus. (Detailed information on the award ceremony will be notified to the winners.)

9. Prizes

If your essay is selected for a prize or honorable mention, you will receive a certificate and the following cash prizes.

President's Special Prize	:	300,000 yen
First Prize	:	200,000 yen
Second Prize	:	150,000 yen
Honorable Mention	:	50,000 yen
Selected Works	:	10,000 yen

【For inquiries】

■Secretariat:

Hosei University Essay Contest Secretariat
(Academic Affairs Section, Academic Affairs Department)

■Address:

Fujimi Gate 2F, Ichigaya Campus Hosei University
2-17-1 Fujimi, Chiyoda-ku, Tokyo 102-8160

■TEL: 03-3264-9303/9317