Tsinghua University: Experiencing China Summer Program Application Guidelines

2016.05
2016.6.6

* The information concerning application and related documents are subject to change. Useful information and FAQs may also be added later. Make sure to check the latest information on the following and other websites.

1. Overview
The University of Tokyo accepts applications from students, who wish to participate in the following program organized by Tsinghua University. Scholarships will be awarded to students who attend this program with the University of Tokyo recommendation. See the brochure for program details.

Experiencing China Summer Program
Date & Venue: July 31 – Aug. 13, 2016 at Tsinghua University (Beijing, China)
Target: Undergraduate students

2. Capacity
Maximum of 2 students to be nominated

3. Eligibility/Requirements
Students must satisfy all the criteria below.
(1) Students must be enrolled at UTokyo as full-time undergraduate students at the time of application and during the program period.
(2) Students must have sufficient proficiency in English to be able to produce good results.
(3) Before applying, applicants must make sure that the program does not interfere with their courses by checking the examination date and other important scheduled class events as well as their personal schedules. (As there is a limit to the number of possible participants in the program, withdrawing one’s application after being selected leads to the loss of opportunity to study abroad for others. Note that in principal, students are discouraged from withdrawing their applications after submission.)
(4) In cases where you cannot attend classes at UTokyo for a specified period, the handling of such situations shall be determined by your faculty of affiliation. There is no guarantee that students’ study abroad schedules will be taken into special consideration, therefore please confirm and make sure you understand before applying.
   *In the case of the College of Arts and Sciences Junior Division, not attending classes or exams due to participation in a study abroad program will be considered as an absence, it will also not be an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.
(5) If you already know who your supervisor is during the term in which you will be participating in the program, you must obtain prior authorization from the supervisor and obtain his/her signature on the application form. In cases where you do not have a supervisor for that term, please consult with the relevant section of the faculty with which you will be affiliated with during the program and obtain their approval.
(6) Please only apply after consulting with the relevant section of the faculty with which you will be affiliated during the program term to be fully aware of potential academic affairs you need to know before you apply. You must obtain the signature of the persons in charge for the application form.
(7) After passing the internal selection process and being accepted into the study abroad program,
students are required to take out Japan Educational Exchanges and Services (JEES) “Futai Kaigaku” at their own expense (this will not be paid for by the University). Taking out this insurance will be one of the requirements for applying to this study abroad program.

(8) Students are also required to take out the “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. for risk management during the program at their own expense (this will not be paid for by the University). Taking out this service will be one of the requirements for applying to this study abroad program.

4. Expenses and Scholarship

(1) Scholarship of JPY 60,000 will be awarded to cover part of travel expense.

(2) Tuition will be waived (including accommodation). You have to pay transportation.

(3) Please note that students cannot be given scholarships if they are receiving a scholarship from a separate entity that prohibits receiving another scholarship simultaneously.

(4) Recipients of the Japanese Government Scholarship are able to receive scholarships indicated as a part of tuition fee, accommodation fee, or airfare. However, you may not be able to receive the scholarship due to regulations of the Japanese Government Scholarship depending on the duration or the program itself. Please consult with the relevant section of your faculty for details.

5. Application Deadline

5 pm on Wednesday, June 8, 2016
(Both electronic and paper-based documents must be completed.)

6. Application Process

The electronic files listed in “Application Documents” should be uploaded, and the paper-based documents should either be submitted in person or mailed to the University of Tokyo International Exchange Group (Hongo Campus).

○ For electronic files

URL of the online file sharing service to upload files: https://webfs.adm.u-tokyo.ac.jp/public/ZgtgAAEJ94EAXKMBLBkZUks8mRw-bODwwyu8NsfuQeB7

How to upload files:
1. Click the URL above.
2. Click “アップロード” (upload) on the left. (You may be automatically forwarded to the uploading screen without seeing the “アップロード” button.)
3. Drag and drop, or select the file to upload.
4. After selecting the file, click “アップロード” (upload).
5. The file will be uploaded on the website.

○ For paper-based documents

Map: http://www.u-tokyo.ac.jp/campusmap/cam01_00_31_j.html
Address: The University of Tokyo International Exchange Group
7th Floor, 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654

7. Selection Process

(1) UTokyo will review the application documents and select students to nominate to the host institution.

(2) All important communication, such as follow-ups on application documents or selection results, will be conducted through e-mail, so applicants should check their e-mail regularly. There have been cases in the past where important e-mails ended up in the spam folder, so remember to check the spam folder as well.
(3) Notification of the selection results will be made via e-mail to you and the relevant office of your faculty.
(4) If you need to withdraw your application under unavoidable circumstances beyond your control, please immediately contact the International Student Exchange Group.

8. Requirements for Post-Internal Selection up until Program Acceptance

[Participation procedures and travel arrangements]
1. Even students who pass the selection process may not receive scholarships if their participation in the relevant programs is not approved or if they became unable to participate because of failure to make the required arrangements.
2. It is the students' responsibility to follow the instructions of the host institution on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa and obtain the latest information from the host institution's country embassy/consulate and other credible sources. Students are responsible for all expenses incurred during the process. If you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons, it is the students' responsibility and the scholarship will not be paid to the students.

[Internal procedures]
1. Confirm with the relevant office of your faculty to see if any study abroad procedures are necessary (such procedures differ by faculty).
2. Contact academic supervisors and other faculty members before departing to avoid unnecessary trouble that could be caused by participating in the program.
3. If there are any changes in information (address, phone number, e-mail addresses) from the time of the application, contact the faculty and the International Exchange Group of the UTokyo head office so that appropriate procedures can be undertaken.
4. If you must decline the offer under unavoidable circumstances, immediately contact the International Student Exchange Group (studyabroad@ml.adm.u-tokyo.ac.jp).
5. When a scholarship recipient is found not to satisfy the previously-mentioned eligibility criteria or found to be inappropriate as a recipient, he/she will be ordered to return the scholarship amount already received, in whole or in part. When a scholarship recipient suspends study abroad or takes a leave of absence, he/she may be ordered to return the already paid scholarship amount, in whole or in part.
6. Students must follow other warnings and notes by the UTokyo and the host institution.

[Insurance]
For insurance during study abroad, students are required to take out a JESS “Futai Kaigaku” at their own expense. Taking out this insurance will be one of the requirements for applying to the program (This will not be paid for by the University). Details of the insurance will be sent to students who are accepted into the programs at a later date.

[Information on Study Abroad, Risk Management]
1. For general information on study abroad and risk management, see the Go Global website (http://www.u-tokyo.ac.jp/ja/administration/go-global/voyage/). In particular, read the Risk Management Guidebook for Overseas Travel carefully.
2. Students are required to take out “OSSMA” (the Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. at their own expense (this will not be paid for by the University).
(Reference: http://www.u-tokyo.ac.jp/en/current-students/ossma.html)

9. Obligations for Participating in Programs
1. Students must fully comprehend the purpose of the program and strive to complete the courses
with high academic achievements.

(2) Selected students should understand that they are representatives of UTokyo. Abide all laws, rules, regulations and manners of the host institution and country.

10. Post-Program Reporting

(1) Students must submit a report (in a format prescribed by the International Exchange Group of UTokyo head office) to the International Exchange Group of the university head office, within two weeks of completing the program. The submitted report may be used for promotion of study abroad programs on and off campus. Please pay adequate attention to personal information so it can be published on brochures or websites.

(2) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the University (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys). Students are expected to participate unless there are unavoidable circumstances.

11. Contact Information

*When contacting via e-mail, please make sure to state the subject, your name, faculty, number of years at university, and telephone number.

(1) Inquiries about scholarships and application procedure:
   International Exchange Group, the University of Tokyo (studyabroad@ml.adm.u-tokyo.ac.jp)

(2) Inquiries about academic affairs, such as class and examination date, at the University:
   Relevant office of your faculty with which you will be affiliated during the program
   List of offices of faculties/graduate schools:
   http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html

(3) Inquiries about program details: Host institution of the programs (see the attachment and website)

12. Application Documents

<table>
<thead>
<tr>
<th>Application forms</th>
<th>Electronic submission</th>
<th>Documents to be printed and submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Internal Application Form (specified form)</td>
<td>✓ Excel file (unsigned)</td>
<td>✓ (signed)</td>
</tr>
<tr>
<td>(2) Grading Coefficient Calculation Table (specified form)</td>
<td>✓ Excel file</td>
<td></td>
</tr>
<tr>
<td>(3) Confirmation of Intention to Receive Scholarship</td>
<td>✓ Excel file (unsigned)</td>
<td>✓ (signed)</td>
</tr>
<tr>
<td>(4) Copy of the Academic Transcript for all semesters since enrollment in higher education (in English)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(5) Written Oath</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(6) Documents to certify English proficiency</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(7) Application form provided by Tsinghua University</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>(8) CV written in English (No set form)</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

【Electronic Forms/Files】
Forms are to be downloaded from the University of Tokyo Website

【Printed Forms】
All printed forms are to be single sided and on A4 sized paper.
[Points to Note For Each Documents]

(1) Internal Application Form
- Electronic files are to be submitted as a MS Excel file without signatures.
- Printed application forms are to be signed by the relevant people where required before submitting.

(4) Copy of the Academic Transcript for all semesters since enrollment in higher education (in English)
- The section explaining the grading system (e.g. number of step) should be included.
- If you have been enrolled at other institutions (both in Japan and overseas), please submit your academic records from that period in A4 size as well.

(6) Documents to certify English proficiency
One of the following must be submitted (An unofficial copy of your score, taken from online, is acceptable). The score of the exam/test with validity must be valid in April 8, 2016.
A. A copy of your TOEFL-iBT or IELTS (Academic Module) score
B. If you do not have A, a copy of your TOEIC or Eiken score or passing certificate
C. If you plan on submitting test results from other exams/tests, submit a copy of your results and a description of the test. The description should include the content of the exam, and conversion tables for the tests mentioned in A and B (A4-sized, no specific format is required).
D. If you have not taken any English proficiency tests due to special circumstances (e.g. graduated high school in an English-speaking country), you can submit a letter of explanation (A4-sized, no specific format is required).

(7) Application form provided by Tsinghua University
Please submit the form to the International Exchange Group, even though it is stated that the form is to be sent directly to Tsinghua University.

(8) CV
No set form. As with the application form, please submit it to the International Exchange Group.

13. Process after Selection
After the official acceptance from Tsinghua University, we will send you guidance about scholarships, insurances, and OSSMA via Email.