Nobel Week 2017 Program Application Guidelines  
(for Undergraduate Students Only)

* Information on the application process and related documents are subject to change. Useful information and FAQs may also be added or amended irregularly. Be sure to check the latest information on the following and other websites.  
http://www.u-tokyo.ac.jp/ja/administration/go-global/program/nobel-week.html

1. **Overview**

We are currently accepting applications for the Nobel Week 2017 international exchange program for students organized jointly by NSHSS (National Society of High School Scholars) and Stockholm University. The University of Tokyo will grant applicants who meet certain conditions with a scholarship to support their participation.

**Nobel Week Program 2017**
- Date: December 6th (Wed) ~ December 10th (Sun), 2017
- Venue: Stockholm, Sweden
- Participants: Undergraduate students
- Language: English
- Program Outline: Stockholm University visit, lectures by Nobel Prize winners (in physics, chemistry, and economic sciences), Nobel Museum visit, etc. For more details, please refer to the attached “Nobel Week 2017 Program”.

2. **Capacity**

5 students

3. **Eligibility/Requirements**

To apply, students must satisfy all the criteria below.

1. Must be enrolled at UTokyo as full-time undergraduate students at the time of application and during the duration of the program. (Those who are on temporary leave from the University or are in a graduate program are not eligible.)

2. Must have sufficient proficiency in English to be able to participate fully and 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 an upper limit to the number of possible participants in the program, a withdrawal of application after being selected means that someone else loses an opportunity to participate. Note that in principal, students are discouraged from withdrawing their applications after submission.)

4. In cases where class absences at UTokyo are unavoidable for a specified period, the handling of such situations shall be determined by the department each applicant is affiliated to during the duration of the program. There is no guarantee that applicants’ study abroad schedules will be taken into special consideration. Please confirm with the relevant department and be sure to understand the implications before applying.

*In the case of the Junior Division at the College of Arts and Sciences, any absence from classes or exams due to participation in a study abroad program will be considered as an absence. Furthermore, it will also not be an acceptable justification to approve a make-up exam. Contact the office of College of Arts and Sciences for more details.

5. All applicants must receive a permission to participate from their academic supervisor for the period during which the program will take place. Academic supervisors are to show their
approval by affixing their signatures or seals on the application form. In cases where an academic adviser for the term is not yet assigned, please consult with the relevant offices in each department.

(6) Applicants must consult with the relevant offices in their department to discuss potential academic issues during the duration of the program before applying, and must obtain the signature of the persons in charge on their application forms.

(7) After passing the internal selection process and being accepted into the study abroad program, students are required to purchase the Japan Educational Exchanges and Services (JEES) “Futai Kaigaku” insurance at their own expense (this will not be paid for by the University). Taking out this insurance is a mandatory requirement for participating in this study abroad program.

4. Expenses and Scholarship

(1) Expenses for the program include a program fee of 1,000 Swedish Krona (to be paid on the first day on site), round-trip airfare, accommodation (recommended hotel will be announced at a later date), local transportation, meals (excluding luncheons that are part of the program), and insurance fee. In addition, the optional activity on September 9th (Saturday) entails a separate fee.

(2) UTokyo will award a scholarship of 80,000 yen to those participants that fulfill certain criteria to cover part of their travel expenses.

(3) Please note that students may not be awarded the scholarship if they are already receiving a scholarship from a separate entity that prohibits receiving another scholarship simultaneously.

(4) International recipients of the Japanese Government Scholarship are in principle allowed to receive scholarships indicated as part of their tuition fee, accommodation fee, or airfare. However, there may be cases where they cannot receive the scholarship due to certain regulations of the Japanese Government Scholarship, depending on the duration or the program itself. Please consult with the relevant offices in each department for more details.

5. Application Deadline

Mid- to late-September, 2017

(The deadline for submission differs for each department. Please check with the relevant offices.)

http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html

6. Application Process

Please submit the completed application forms (both the electronic file and paper-based copy) as specified in “Applications Documents” to the relevant office of each department by the designated deadline.

7. Internal Selection Process

(1) The UTokyo International Affairs Division will review all application documents and select five students.

(2) Notice of acceptance/non-acceptance to the program will be made via the relevant offices of each department in mid-October (tentative).

8. After Internal Selection

[Participation procedures and travel arrangements]

(1) Students who pass the selection process may not receive the scholarship if their participation in the program is not approved or if they became unable to participate because of a failure to make the required arrangements.

(2) Students are responsible to make the necessary travel arrangements, including any visa application, as per instructions from the host institution and the latest information from the
relevant embassies or consulates. Any fees incurred in making these arrangements are to be borne by the student. If a student becomes unable to participate in the programs due to visa application-related issues (insufficient application documents, missing the application deadline, etc.) he/she must bear full responsibility and lose the right to receive the scholarship.

**[Internal procedures]**
(1) Students are responsible for their own participation procedures and travel arrangements, but they must follow instructions from UTokyo.
(2) Confirm with the relevant office in each department to see if any study abroad procedures are necessary (such procedures differ by department).
(3) Contact academic supervisors and other faculty members before departing to avoid unnecessary troubles that could be caused by participating in the program.
(4) If there are any changes in the information (address, phone number, e-mail addresses) provided on the application, notify the International Exchange Group of the UTokyo head office through the mechanism of each department so that appropriate procedures can be undertaken.
(5) In the case an accepted student must withdraw from the program due to unavoidable circumstances, immediately contact the International Student Exchange Group (studyabroad.adm@gs.mail.u-tokyo.ac.jp).
(6) 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, in whole or in part. When a scholarship recipient suspends his/her study abroad or takes a leave of absence during the study abroad period, he/she may be ordered to return the scholarship, in whole or in part.
(7) Students must heed other warnings and follow any other instructions from UTokyo and the host institution.

**[Insurance]**
For insurance during the duration of the study abroad, students are required to purchase the JESS “Futai Kaigaku” insurance at their own expense. Taking out this insurance is a requirement for participating in the program. 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]**
For general information on study abroad and risk management, see the Go Global website (http://www.u-tokyo.ac.jp/ia/administration/go-global/voyage/index.html). In particular, read the Risk Management Guidebook for Overseas Travel carefully.

**9. Post-Program Reporting**
(1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo head office) to the International Exchange Group of the university head office, within two weeks of completing the program. As the submitted report may be used for promotion of study abroad programs on and off campus, please pay adequate attention when including any personal information on the report 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 except when there are unavoidable circumstances.

**10. Inquiries**
*When contacting via e-mail, please make sure to state the subject, as well as the name, department, year, and telephone number of the student.*
(1) Inquiries about scholarships and application procedure:
International Exchange Group, the University of Tokyo
(studyabroad.adm@gs.mail.u-tokyo.ac.jp)
(2) Inquiries about academic affairs, such as class and examination dates, at the University:
Relevant office of the department with which the student 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

11. Application Documents

**[Electronic Forms/Files]**
Forms are to be downloaded from the University of Tokyo Go global Website
http://www.u-tokyo.ac.jp/ja/administration/go-global/program/nobel-week.html

**[Printed Forms]**
All printed forms are to be **single sided** and on A4-sized paper.

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<thead>
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<th>Application forms</th>
<th>Electronic submission</th>
<th>Documents to be printed and submitted</th>
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<td>(1) Internal Application Form (specified form)</td>
<td>✓ Excel file (unsigned)</td>
<td>✓ (signed)</td>
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<tr>
<td>(2) Grading Coefficient Calculation Table (specified form)</td>
<td>✓ Excel file</td>
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<tr>
<td>(3) Confirmation of Intention to Receive Scholarship</td>
<td>✓ Excel file (unsigned)</td>
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<td>(4) Copy of the Academic Transcript for all semesters since enrollment in higher education (in English)</td>
<td>✓</td>
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<td>(5) Written Oath</td>
<td>✓</td>
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<tr>
<td>(6) Documents to certify English proficiency</td>
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**[Important Notes]**
(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 (Academic supervisor, applicant, and applicant’s department) 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. the grading scale) should be included in the submission.
- Students previously enrolled at other institutions (both in Japan and overseas) must also submit A4-sized academic records from those institutions.

(6) **Documents to certify English proficiency**
Where relevant, applicants must accompany their application with one of the following documents to prove their English language proficiency. Please note that the certificate must still be valid in September 30, 2017. (For online tests, an unofficial copy of the test result is acceptable). Applications without certification of English proficiency are acceptable, but those
with certification may be given priority.

A. TOEFL-iBT or IELTS (Academic Module) score (copy)
   1. TOEIC or Eiken score or certificate (copy)
B. For other English proficiency tests and certificates, please also submit a description of the test. The description should include the content of the exam, and a score conversion table for the tests mentioned in A and B (A4-sized, no specific format is required).
C. Applicants who have not taken any English proficiency tests due to special circumstances (e.g. graduated high school in an English-speaking country) can submit a letter explaining their situation (A4-sized, no specific format is required).