

The University of Tokyo Fellowship Implementation Guidelines on Special Scholarship for International Student

March 29, 2018
Approved by the Board

1 Purpose of the Funding

Research grant-in-aid (from herein “grant-in-aid”) will be awarded to outstanding, self-financed overseas students so they may be able to focus on their academic research, with the aim of promoting the enrolment of overseas students.

2 Definition of Self-financed Overseas Students

“Self-financed Overseas Student” is defined in this guideline as an overseas student (person with Status of Residence as ‘Student’ as specified in the Immigration Control and Refugees Recognition Act [Government Ordinance No. 319, October 4, 1951] Appended Table 1-4) but excluding students receiving Foreign Students Scholarships as specified in Implementation Guidelines for International Scholarship Scheme (March 31, 1954) and students dispatched by foreign governments.

3 Eligibility

All self-financed overseas student with outstanding performance to be admitted to the graduate school are eligible (however, not eligible if claiming tuition fee exemption). As a rule anyone receiving or expecting to receive any other scholarship awards are excluded.

4 Applications for Grant-in-Aid

Applicants will submit the documents at the specified period to the Dean of their proposed Graduate School.

5 Grant-in-Aid

(1) One of the following amounts will be awarded.

Class A: 200,000 yen per month

Class B: 150,000 yen per month

(2) As a general rule, Class A will be awarded but in the case of Class B being awarded, the Dean must first submit the reason to the Director General of the Division for Global Campus Initiatives (from herein “the Director General”) for approval.

(3) Procedure stated in the preceding paragraph will be used in the process to determine the quota specified in Article 15 of this Guideline. Until a revision of the quota has been made, Class A awards cannot be issued.

6 Period of Payment

The Standard Program Duration stated in Article 2 of the University of Tokyo Rules on

Graduate School will apply. (Including period for Research Student (Maximum 1 year)).

7 Selection of Recipient

The Dean will select and notify the recipient having judged all applicants against the eligibility criteria stated in Article 3 and based on the aim of Article 1 while keeping within the quota specified for each department in Article 15.

The Dean will inform the Director General of the decision.

8 Payment of Grants-in-Aid

Having confirmed enrolment of the student the grant-in-aid will be paid directly into the bank account of the recipient every quarter.

9. Cessation and Resumption of Grant-in-Aid

(1) If the recipient takes a leave-of-absence or is due to be absent for one month or more (including cases where they leave Japan for periods longer than one month), the Dean shall promptly inform the Director General in writing. The Director General shall cease the payment of the Grant-in-Aid base on this report. However, in cases where the recipient is studying overseas without taking leave-of-absence, receiving research instructions elsewhere, or is away from the University on academic research, and if both the supervising faculty and the Dean determine and report to the Director General in writing that the payment should be continued, the Director General may continue to allow the payment to be made without cessation.

(2) Person whose payment of the grant-in-aid has been stopped due to the preceding item shall be able to have the payment resumed by the Director General, once they inform the Director General through the Dean in writing that the reason for the cessation has finished

10 Termination of Grant-in-Aid

Payment of the grant-in-aid will be terminated if any one of the following points apply to the recipient and the Dean promptly informs in writing which the Director General accepts.

(1) on withdrawal from the University or transfers to another university

(2) on being suspended from the university

(3) on demonstrating poor academic performance

(4) on failing to report the outcome of the research each year

(5) when the grant-in-aid is no longer required by the recipient

(6) when it is demonstrated for any reason that the recipient is unsuitable as a recipient.

11 Repayment of Grant-in-Aid

The recipient can be required to repay the amount in part or full of any grant-in-aid payment already made when the recipient withdraws, takes leave-of-absence or has been deemed unsuitable as a recipient.

12 Refusal of the Grant-in-Aid

The recipient can decline to receive the grant-in-aid via the Dean.

13 Notification of Changes

The Dean must promptly notify the Director General of any changes to important information such as the recipient's address, name, contact details etc.

14 Submission of Reports

The recipient must submit a research progress report which has been approved by the Dean to the Director General at the end of each year.

15 Determination and Allocation of Quota

(1) The Director General will determine the quota for each department using Class A as standard.

(2) The Director General will notify each department of the quota

(3) If Class B is awarded as specified in Item 3 of Article 5, the conversion rate of four thirds must be applied to the quota.

As a general rule, once the conversion rate has been applied to the quota, the number after the decimal point will be returned to the Director General. However, in the case of the department taking burden of the deficit, it is possible to round up the number after the decimal point.

(4) The quota will be allocated in April and September. Should a Dean wish to reallocate at a later date than this period due to prospective recipients not being present, the Dean shall notify the Director General of this matter. the Director General shall then decide whether or not to allow reallocation.

16 Details of Implementation

In addition to the provisions of this guideline, other matters concerning the implementation of the grant-in-aid shall be prescribed by the Director General as and when necessary.

Supplementary Provisions

This guideline will come into force from July 8, 2004

Supplementary Provisions

This guideline will come into force from April 1, 2010

Supplementary Provisions

This guideline will come into force from April 1 2012

Supplementary Provisions

This guideline will come into force from April 1 2015

Supplementary Provisions

This guideline will come into force from April 1 2018