

**Application Guidelines for Study Abroad Programs Organized by
AUA (Asian Universities Alliance)
(Summer 2018)**

May 2018

* 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.

<https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-AUA-summer.html>

1. Overview

The University of Tokyo accepts applications from students, who wish to participate in the following program organized by AUA (Asian Universities Alliance). See the attachment and website for program details.

①Experiencing Kazakhstan - the Heart of Central Asia

Date & Venue: July 3 - 17, 2018 at Nazarbayev University (Astana, Kazakhstan)

Target: Undergraduate students

Capacity: 2 students

②AUA Students' Update on Life Below Water

Date & Venue: July 8 - 21, 2018 at University of Indonesia (Depok, Indonesia)

Target: Undergraduate students

Capacity: 2 students (2nd year or higher)

Language proficiency requirements: Please check the attachment for details.

③UM Tropical Camp

Date & Venue: August 5 - 12, 2018 at the University of Malaya (Kuala Lumpur, Malaysia)

Target: Undergraduate students

Capacity: 2 students

*Further selection may be conducted by the host institution after nomination from UTokyo.

2. 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) Students must have qualifications required by each program. Applications will only be accepted if the applicant meets the language requirement, if any, at the time of the application deadline.
- (4) 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.)
- (5) 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.

- (6) 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.
- (7) 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.
- (8) 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.
- (9) Students may be required by their faculty to take out the “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. If students are selected to participate in the program, they must follow their faculty’s instructions regarding “OSSMA” (it is the responsibility of the students to purchase OSSMA as this will not be paid for by the University).
- (10) Based on the intention from AUA, those who participated/are going to participate in AUA programs either last year or this year are not recommended to apply. Also, each student is allowed to participate in one program.

3. Expenses

① Experiencing Kazakhstan - the heart of Central Asia

The following expenses will be covered by Nazarbayev University.

Housing (on-campus accommodation), meals (three times a day), USD 500 reimbursement of international travel fare (to partially cover travel expenses), admission tickets for events, sights and attractions, domestic travel expenses

Participants are required to cover all other expenses, such as their own airfare and any other expenses.

② AUA Students’ Update on Life Below Water

The following expenses will be covered by University of Indonesia.

Airport transfer on departure and arrival, meals during the program (exclude dinner), program materials, certificate of participation and cultural activities during the program.

Scholarship for accommodation of 280 USD/person.

Participants are required to cover all other expenses, such as their own airfare, accommodation, meals (dinner) and any other expenses.

③ UM Tropical Camp

The following expenses will be covered by the University of Malaya.

Accommodation, meals and transportation (including pick up and drop off at the airport) throughout the program.

Participants are required to cover all other expenses, such as their own airfare and any other expenses.

4. Application Deadline

Noon on Thursday, May 24, 2018

(The electronic application system will be closed after the application deadline. Please note that incomplete applications will not be accepted even if they are submitted by the deadline.)

5. Selection Process

- (1) UTokyo will review the application documents and select students to nominate to the host institution.
- (2) Notification of the selection results will be made via e-mail to you and the relevant office of your faculty.
- (3) If you need to withdraw your application under unavoidable circumstances beyond your control, please immediately contact the International Student Exchange Group.

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

【Participation procedures and travel arrangements】

- (1) 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. It is the student's responsibility if you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons.

【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.adm@gs.mail.u-tokyo.ac.jp).
- (5) 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】

For general information on study abroad and risk management, see the Go Global website (<https://www.u-tokyo.ac.jp/adm/go-global/ja/voyage-index.html>). In particular, read the Risk Management Guidebook for Overseas Travel carefully.

7. 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.

8. 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.

9. 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 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 date, at the University:
Relevant office of your faculty with which you will be affiliated during the program
List of offices of faculties:
<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>
- (3) Inquiries about program details: Host institution of the programs (see the attachment and website)

10. Application Procedure and Documents

【Application】

Apply from the “Study Abroad” tab on the Academic Affairs System website (UTAS, ITC-LMS).
(Please follow the instructions given in 「海外派遣プログラム申請の手引き」).

- ◇ Academic Affairs System (UTAS, ITC-LMS): <https://utas.adm.u-tokyo.ac.jp/campusweb/>
- ◇ Location for the application guidelines and the application documents:
<https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-AUA-summer.html>
- ◇ 「海外派遣プログラム申請の手引き」 (PDF, Currently available in Japanese only) :
<http://www.u-tokyo.ac.jp/content/400073068.pdf>

【Special Notes for When Applying to This Program】

- Application requirements and documents differ by programs, so please read this application guideline and the attachment carefully.
- For these programs, applicants must submit documents to certify language proficiency unless there are unavoidable circumstances.
- You do not have to enter “course selections”.
- Please refer the following table for “15. Attached Documents” when applying.

Application Documents	Target	Format	Notes
Copy of the academic transcripts except UTokyo for all semesters since enrollment in higher education (in English)	Those who have scores	-	
Copy of pages from your passport	N/A	-	

showing your personal information			
Documents to certify language proficiency	All	-	
TOEFL iBT, IELTS	Those who have scores		If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. *1
Other than TOEFL iBT, IELTS	Those who have scores		If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. *2
No English proficiency tests due to special circumstances (refer to *3)	Those who qualify		Write the details in “9. Language Proficiency”.
A Written Oath	All	PDF of the signed specified Format (download) (signed original)	
Confirmation of notification for applying Study Abroad Programs	All	PDF of the signed specified Format (download) (signed original)	Refer to *4

***1 Documents to certify language proficiency (TOEFL iBT, IELTS)** (certificates must be valid on May 24, 2018)

One of the following must be submitted.

- A copy of your TOEFL-iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL score, taken from online, is acceptable).

***2 Documents to certify language proficiency (other than TOEFL iBT/IELTS)**

If you do not have TOEFL-iBT or IELTS scores but have other scores, the following can be submitted:

- A copy of your TOEFL ITP, TOEIC or Eiken score
- If you plan on submitting English 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 (A4-sized, no specific format is required).
- Copy of language proficiency scores other than English

***3 If you have not taken any English proficiency tests due to special circumstances**

If you have not taken any English proficiency tests due to special circumstances (e.g. graduated from high school in an English-speaking country, attending a degree course taught in English etc.), you can submit the explanation in “9. Language Proficiency” ① or ② when applying through UTAS.

***4 Confirmation of notification for applying for Study Abroad Programs**

- Complete the sheets to be the same as the online application form on UTAS.
Obtain the signature or seal of the coordinator of your academic affiliation (faculties) at

time of the program and upload the scanned PDF through UTAS. When you ask the coordinator to sign this sheet, you must print and show the all pages of your online application form on UTAS to the coordinator.

- The application without the signature of the coordinator of your faculty will not be accepted due to the document being incomplete.
- If you modify the electronic form after you have obtained the signature of your academic affiliation at time of the program, you will be rejected from the program.

11. Application Process after Internal Selection

The candidate students selected by UTokyo's Head Office will need to complete an application for each program. Details will be provided along with the notification of the selection results.

For those who are participating in ② AUA Students' Update on Life Below Water, we recommend that you prepare your CV/Resume and pre-program essay (see the attachment for details) required for application in advance.