

Application Guidelines for Sciences Po Spring School - European Studies Program 2020

2019.9

September 27th, 2019 Updated

* 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-SciencePo.html>

1. Outline

This is a short-term program held in the spring, offered by the Institut d'études politiques de Paris, commonly referred to as Sciences Po, one of Europe's most prestigious academic institutions. (The courses will be conducted in English. French language courses will be available for students who wish to take them.)

If students meet the specified requirements and wish to receive scholarships, they will be awarded a scholarship (non-repayment type) of JPY 100,000. (See Attachment 1 "Guidelines on the Eligibility, Requirements and Awarding of Scholarships" for further details.)

This is a program provided specifically for students from Sciences Po's Japanese partner universities, therefore, all the participants will be students from Japanese universities. The capacity of the program is 50 students.

Please read the following and the attached "Overview" for further details.

A one month tailor made program taught in English by Sciences Po academics who are specialists in the field. Classes will cover the history, politics, law and economics of the EU, and will include such topics as the political system and institutional functioning of the EU, the economics of integration, monetary and fiscal policies, identity and migration issues relating to the EU, and the European economies after the global financial crisis.

* Further selection may be conducted by Sciences Po after nomination from UTokyo.

2. Schedule

February 24, 2020 – March 20, 2020

3. Capacity

Maximum of 50 students, including those from other universities

4. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met.

(1) Students must fulfill the requirements below, set forth by Sciences Po:

Eligibility

- ✓ To be enrolled in one of Sciences Po Japanese partner universities ;
- ✓ To have a good English ability (TOEFL IBT 87 or IELTS 6) ;
- ✓ To have a background on Social Sciences: History, Economics, Sociology, International relations, Law.

* This program is not an English language program—courses and discussions will be conducted in English. In principle, the necessary English language proficiency is TOEFL iBT 87 or IELTS 6.

- (2) Applicants must be students who are enrolled as full-time undergraduate or graduate students of the University during the period of application and the study abroad program. (Those who are on temporary leave from the University during this time cannot participate.)
- (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/college/graduate school 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.
* If you are affiliated to 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/college/graduate school 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/college/graduate school 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) Students who participate in this program and fulfill the requirements, will receive a certificate from Sciences Po. However, the transferring of credits will be determined by the faculty/graduate school with which the student is affiliated with during the program. Note that participation in this program does not guarantee the transferring of credits to UTokyo. Please consult with the relevant section of the faculty/graduate school in order to be made fully aware of the procedures for credit transfer.
- (8) As written in the "Overview" by Sciences Po, students should note that no withdrawal can be accepted once their "REGISTRATION FORM" is received by Sciences Po and students are accepted to the program, unless for serious medical reasons. (The UTokyo International Exchange Group will be sending the "REGISTRATION FORMS" to Sciences Po before November 29, 2019, so students will not be able to withdraw after November 29.) Please refer to the "Overview" for the cancelation policy.
- (9) Read the "Overview" provided by Sciences Po thoroughly before applying.
- (10) **【Insurance】** 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 a study abroad program through this application.

- (11) **【Overseas Student Safety Management Assistance】** Students may be required by their faculty/graduate school 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/college’s/graduate school’s instructions regarding “OSSMA” (this will not be paid for by the University).

5. Expenses

- (1) Students are responsible for covering their own fees for tuition, accommodation, traveling, and participation. (Refer to the “Overview” and “REGISTRATION FORM” for further details.)
- ✓ Tuition fees: EUR 2,450 (if you do not need accommodation)
 - ✓ Housing fees (optional): EUR 1,440 per person (a studio-apartment (double occupancy) at Résidence Adagio Bercy Village)
<http://www.adagio-city.com/gb/hotel-6789-adagio-parisbercy-village/index.shtml>
- (2) Payment for tuition and accommodation fees should be completed according to the deadline specified by Sciences Po. (An invoice will be mailed directly to the applicant from Sciences Po as soon as the “REGISTRATION FORM” sent by the International Exchange Group of UTokyo is received.)

6. Scholarships

If students meet the specified requirements and wish to receive scholarships, they will be awarded a scholarship (non-repayment type) of JPY 100,000. See Attachment 1 “Guidelines on the Eligibility, Requirements and Awarding of Scholarships” for further details.

However, if a scholarship recipient is later found that they do not satisfy the previously-mentioned eligibility criteria or are found to be inappropriate as a recipient, they will be ordered to return the scholarship amount already received, in whole or in part. Furthermore, if a scholarship recipient suspends their study abroad or takes a leave of absence, they may be ordered to return the scholarship already paid out, in whole or in part.

7. Application Deadline

Around early November, 2019.

The deadline will differ depending on faculty/college/graduate school, so please contact the relevant office of your faculty/college/graduate school.

* 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.

* Please note that the above application deadline for this program differs from that written in the “Overview” and “REGISTRATION FORM” by the host institution.

8. Internal Selection Process

- (1) UTokyo will review the application documents and select students to nominate to Sciences Po. The International Exchange Group will then mail the documents of those who have

passed the selection to Sciences Po by November 29, 2019.

- (2) Notification of the selection results will be made via e-mail to you and the relevant office of your faculty/college/graduate school.
- (3) If you need to withdraw your application under unavoidable circumstances beyond your control, please immediately contact to the International Exchange Group.

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

[Procedures after internal selection]

The candidate students will be asked to submit the registration form (the specified form, different from “REGISTRATION FORM”) and a passport-sized photo. Details will be provided along with the notification of the selection result.

[Participation procedures and travel arrangements]

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) Students should confirm with the relevant sections of their faculty/college/graduate school whether any additional procedures are necessary for overseas travel or studying abroad. If there are such necessary procedures, students should make sure they are completed. (Necessary procedures vary depending on the Faculties/College and Graduate Schools.)
- (2) Students are advised to consult with their supervisors or equivalent before their programs begin so as not to cause any unnecessary trouble for concerned parties at the University while participating in the programs.
- (3) If there are any changes in information (address, phone number, e-mail addresses) from the time of the application, contact your faculty/college/graduate school 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 Exchange Group (studyabroad.adm@gs.mail.u-tokyo.ac.jp).
- (5) Students must follow any other instructions or warnings given by UTokyo and Sciences Po.

[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.

10. Obligations for Participating in Programs

- (1) Participants must fully comprehend the purposes of this program and strive to complete program courses while achieving a high level of academic performance.
- (2) Participants must be aware that they are representatives of UTokyo. Abide all laws, rules, regulations and manners of the host institution and country.

11. Post-Program Reports

- (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 UTokyo 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) Students who received scholarships must submit additional documents by the designated deadline.
- (3) Students who participate in this program and fulfill the requirements, will receive a certificate from Sciences Po. However, the transferring of credits will be determined by the faculty/graduate school with which the student is affiliated with during the program. Note that participation in this program does not guarantee the transferring of credits to UTokyo. (Please consult with the relevant section of the faculty/graduate school in order to be made fully aware of the procedures for credit transfer.)
- (4) After returning to Japan, participants may be asked to attend report presentation meetings, information sessions, or, in some cases, to cooperate with the University's globalization efforts (e.g. promoting study abroad programs, advising students interested in studying abroad, answering questionnaires). If asked, students should cooperate in these efforts unless unavoidable circumstances prevent them from doing so.

12. Contact Information

When contacting via e-mail, please make sure to state the subject, your name, faculty/college or graduate school, year in the 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 UTokyo:
Relevant office of your faculty/college/graduate school 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)

13. Application Procedures and Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
- (2) The “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on UTAS cannot be filled out or be changed on the application screen. If students wish to fill in or change these sections, please inquire through the related office of the faculty or graduate school to which you are affiliated. Please make sure that the correct information is in all the sections by the time of application.
- (3) This call is for this program only, so applicants do not need to select second or third choices nor write notes in “8. Program of Choice” when applying through UTAS.
- (4) For this program, applicants are required to submit a copy of TOEFL iBT score or IELTS (Academic Module) score which meets the requirements by Sciences Po. As mentioned in the “REGISTRATION FORM”, equivalent English language certificates which meet the requirements are acceptable, but those with TOEFL iBT and IELTS (Academic Module) certifications may be given priority.
- (5) Please refer to the following table when uploading documents through “16. Attachment” of UTAS when applying.

Application Documents	Target	Notes
- Copy of academic transcripts from other than UTbkkyo for all semesters since enrollment in higher education (in English)	Those who have scores	
- Copy of the pages from your passport showing your personal information	N/A	
- 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. Refer to *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. Refer to *2.
Students who are enrolled on degree courses in English and do not have English proficiency scores	Only for those that this applies to	Refer to *3.
- A Written Oath	All	Complete and sign the specified form (download), then attach the scanned PDF to “16. Attachment” on UTAS. Parents/Guardians’ guarantee is required if students are below the age of 20 at time of application.
- Confirmation of notification for applying Study Abroad Programs	All	Refer to *4.

- REGISTRATION FORM	All	Complete and sign the specified form (download), then attach the scanned PDF to “16. Attachment”.
-Confirmation of Intention to Receive Scholarship	Only for those who wish to receive scholarship	Complete the specified form (download), then attach in PDF format to “16. Attachment”. Please check Attachment 1 when filling in.

***1 Documents to certify language proficiency (TOEFL iBT, IELTS)**

- A copy of TOEFL-iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL score, taken from online, is acceptable) which meet the following scores required by Sciences Po.
 - TOEFL iBT 87 and over
 - IELTS 6.0 and over
- Certificates must have been obtained within the last two years (after January 1, 2018) and remain valid until the end of 2019.

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

- If you do not have TOEFL iBT or IELTS (Academic Module) scores but have other scores, the following scores required by Sciences Po can be submitted.
 - TOEFL ITP/PBT 567 and over
 - TOEFL CBT 227 and over
 - TOEIC 740 and over
 - Cambridge tests: First Certificate (FCE) B minimum, or Certificate in Advanced English (CAE) C minimum, or Certificate of Proficiency (CPE) C minimum
- Certificates must have been obtained within the last two years (after January 1, 2018) and remain valid until the end of 2019.

***3 Students who are enrolled on degree courses in English and do not have English proficiency scores**

- Students who are enrolled on degree courses in English at the University of Tokyo will be exempt from having to submit TOEFL iBT or IELTS (Academic Modules) score. However, these students must submit a copy of their certificate of enrollment in English instead. (Please submit the certificate by uploading it through the “Language proficiency certificate (Other than TOEFL iBT • IELTS)” in “16. Attachment” on UTAS.)
- Students who entered UTokyo by the general admissions or Special Screening for graduate of overseas high schools, and have transferred into the Senior Division of PEAK after their second year (shingaku-sentaku) must submit a copy of English proficiency scores required by Sciences Po.

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

- Complete the specified form (download) to be the same as the online application form on UTAS. Obtain the signature or seal of the coordinator of your academic affiliation (faculty/college/graduate school) 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 all the pages of your online application form on UTAS to the coordinator.

- Applications without the signature of the coordinator of your faculty/college/graduate school will not be accepted as the document are 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.

[Online Application]

Apply from the “Study Abroad” tab on the Academic Affairs System website (UTAS, ITC-LMS). Please follow the instructions given in “Applying for Study Abroad Programs via UTAS”.

- Academic Affairs System (UTAS, ITC-LMS):
<https://utas.adm.u-tokyo.ac.jp/campusweb/>
- “Applying for Study Abroad Programs via UTAS”:
<https://www.u-tokyo.ac.jp/content/400096401.pdf>

[Application Documents]

Location of the application guidelines and the application documents:

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