Application Guidelines for IARU Courses 2019

Note: This year, an independent call for application was made solely for this program.
(No joint recruitment as part of “The University of Tokyo Short-Term Study broad Programs: First Recruitment” will be held.)

January, 2019

Note: Be sure to check for the latest information on our website as the program details, application forms or other relevant documents may change without notice.
https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-IARUCourses.html

1. Outline
The IARU Courses 2019 is a short-term study abroad program held at eleven of the world’s top-class IARU-member universities. The member universities accept/send students from/to each other, and their faculty provide intensive courses for the students from IARU-member universities and non-IARU member universities from other countries.

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IARU (International Alliance of Research Universities)
An alliance between eleven of the world’s leading research-intensive universities, which aim to nurture future global leaders, was founded in January 2006, with the goal of collaborating in various fields, including research and education. The University of Tokyo is the only Japanese university that belongs to IARU.

Students must apply directly to the host universities for each course. However, if students apply for courses of IARU Courses 2019 which are specifically listed on “Attachment 1: Course List”, and also send applications to UTokyo as well as to the host university, the students can receive the following advantages.

(1) Can receive information and support for application procedures from UTokyo
(2) May apply for scholarships from UTokyo
(3) May be preferentially nominated for tuition waiver based on the contract between the partner universities and UTokyo. (Tentative. Currently available only for the courses organized by the University of Copenhagen.)
(4) Can participate in the orientations and gatherings organized by UTokyo

Please refer to “Attachment 1: Course List” and the IARU Courses 2019 website for details on the courses. The information is subject to updates, so please see the website for the latest information.

IARU Courses 2019
http://www.iaruni.org/for-students/iaru-courses/iaru-courses-2019

※ The host university will conduct its own selection and will decide whether or not to accept the applicants.
※ Transfer of the credits from the host university to UTokyo credits is not guaranteed.

2. Eligibility Criteria and Requirements
All of the following criteria and requirements must be met:
(1) Applicants must meet the requirements of each course. Each course may have number of years at the university, major, and English proficiency requirements, etc. Please be sure to refer to the website for further details.
(2) Applicants must be students who are enrolled as full-time undergraduate or graduate students of the University at the time of application and during the study abroad program. (Those who are on a
temporary leave of absence from the University during the time of the program cannot apply.)

(3) Before applying, applicants must make sure that the programs do not interfere with their Semester courses by carefully checking examination dates and other important scheduled class events as well as their personal schedules. Applicants may apply to the programs only after they have confirmed that it is possible for them to participate.

(4) The handling of absences from the University’s courses while participating in the program will be determined by each student’s faculty or graduate school. Faculties and graduate schools may not necessarily give special consideration to students’ participation in the programs. Thus please check with your faculty/graduate school before applying to the programs.

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

(5) Students who already have a supervisor or equivalent at the University must notify them of their application to the program in advance and receive their consent and signature in the designated document “Confirmation of Notification for Applying for the Study Abroad Programs Administered by the Division for Global Campus Initiatives, The University of Tokyo”. Students that do not have a supervisor or equivalent should contact with the relevant section of the faculty or graduate school with which they will be affiliated during the program.

(6) Before applying, students should consult with the relevant section of the faculty or graduate school with which they will be affiliated during the program in order to be made fully aware of the potential academic affairs you need to know. After agreeing to these conditions, students may apply to the program upon receiving the signature of the person in charge of the relevant section in the designated document “Confirmation of Notification for Applying for the Study Abroad Programs Administered by the Division for Global Campus Initiatives, The University of Tokyo”.

(7) Students must be able to proactively take actions, such as preparing documents and checking deadlines because you will be responsible for directly contacting the host institution in English via website or e-mail regarding your application for the study abroad program (and accommodation arrangements in some programs).

(8) [Insurance] After passing the internal selection process and being accepted into the study abroad program, students are required to take out the 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 general application.

(9) [Overseas Student Safety Management Assistance] Students may be required by their faculty/graduate school to take out “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/graduate school’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) [Eligibility Criteria for Receiving Scholarship] Because this scholarship is provided by funds and donations by individuals as well as corporate bodies, recipients are expected to attend networking events with donors, submit reports and answer questionnaires.

3. Program Costs
Participants are required to cover all expenses including tuition fee, accommodation fee, airfare, expenses for visa etc. Please see the website for details.
4. Scholarships
Overview of scholarships is (1)～(3). **Students who wish to receive scholarships must answer “Yes” in the “Confirmation of Intention to Receive Scholarship through the Global Campus Initiatives” section when they apply via UTAS.**

(1) Scholarships will be awarded to students in accordance with Attachment 2 “Guidelines on the Eligibility, Requirements and Awarding of Scholarships” and the actual duration of the program.

(2) In order to receive scholarships, students are required to submit a document or email, which confirms their acceptance, issued by the host university before the program. Students are also required to submit a report to the International Exchange Group after the program.

(3) Some scholarship payments may occur after the deadline for program participation fee payment or after completing the program, which would require the students to temporarily cover the full amount. You must consult with your family or make necessary preparations in advance.

Students applying to programs held at universities in the U.S. (not restricted to the programs on this recruitment) can also apply for the scholarship offered by the America-based NPO, Friends of UTokyo, Inc. (FUTI), which is a separate organization from UTokyo and therefore conducts its own selection process. Applicants who wish to receive the FUTI scholarship must check the FUTI website (http://www.friendsofutokyo.org/) and directly apply for the FUTI scholarship concurrently with their application for the program. (The FUTI application process will start around mid-December and close around end of February.)

5. Application Deadline
Noon on Thursday, 28 February 2019
※ 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 specified by UTokyo differs to that listed for each course on the website.

6. Internal Selection Process
(1) In principle, internal selection will be by screening of application documents.
(2) Results of the internal selection will be sent out to the students e-mail directly as well as to the relevant offices of their faculty/graduate school.
(3) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau.

7. Having Passed Internal Selection Process ~ Requirements for Post-Internal Selection up until Program Acceptance

<table>
<thead>
<tr>
<th>Participation procedures and travel arrangements</th>
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</thead>
</table>

It is the students’ responsibility to follow the instructions of the host institutions and the International Exchange Group of the UTokyo Administration Bureau on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa. 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.

[ 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 (addresses, phone numbers, email addresses) from the time of the application, contact your faculty and the International Exchange Group of the UTokyo Administration Bureau so that appropriate procedures can be undertaken.
(4) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau (studyabroad.adm@gs.mail.u-tokyo.ac.jp).
(5) Students must follow other warnings and notes from the University of Tokyo.

[ Insurance ]
As mentioned above, students are required to take out the 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 general application. Procedures to be enrolled in the “Futai Kaigaku” will be announced to students after they passed internal screening.

[ Information on Study Abroad, Risk Management ]
For general information on studying abroad and risk management, see the UTokyo Go Global website (https://www.u-tokyo.ac.jp/adm/go-global/ja/voyage-index.html). In particular, read the Overseas Travel Risk Management Guidebook carefully.

8. Obligations for Participating in Programs
   (1) Participants must fully comprehend the purposes of the programs and strive to complete the program courses while achieving a high level of academic performance.
   (2) Participants must be aware that they are representatives of the University, and thus must comply with the laws, regulations, rules and manners of their host universities and countries.

9. Post-Program Reports
   (1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo Administration Bureau) to the International Exchange Group of the university administration bureau, within two weeks of completing the program. As submitted reports will be used for PR activities and references for other students, make sure to write contents only which can be published in printed documents and/or website.
   (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, etc.). Students are expected to participate unless there are unavoidable circumstances.

10. Contact Information
    Note: When contacting via email, please make sure to state the subject, your name, faculty or graduate school, university year, and telephone number.
    (1) Inquiries about application procedures and scholarships:
International Exchange Group of the UTokyo Administration Bureau
studyabroad.adm@gs.mail.u-tokyo.ac.jp

(2) Inquiries about academic matters including class and examination date, and credit transfers, etc.: Faculty or graduate school of your affiliation during the program.
https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html

(3) Inquiries about details of the program:
Contact available on the program’s website
http://www.iaruni.org/for-students/iaru-courses/iaru-courses-2019

11. How to Apply and Application Documents

(1) Students may submit their application to the host university while submitting an application to the International Exchange Group of UTokyo.
※ Students need to apply to each host university besides submitting the application to UTokyo. If they wish to apply to the course which deadline is coming soon or that has a limited capacity, students are recommended to proceed with the application procedure both to the host university and to UTokyo simultaneously.
※ If students wish to receive support and scholarships from UTokyo, please be aware that students must be accepted by the host university and must have completed the application to UTokyo.

(2) Make sure to complete the online application via UTAS before the deadline.
※ “Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on UTAS cannot be filled out or be changed in the application screen. If students wanted to fill in or change a section(s), please inquire to the related office of the faculty or graduate school to which you are affiliated now. Please make sure collect information is in the sections by the time of application.

(3) Students may choose up to three courses in “8. Program of Choice”. If students wish to participate in multiple courses, they need to state as such in “11. Special Notes” when they apply via UTAS.

(4) If you select “CAM - University of Cambridge International Summer Programmes”, please fill in the program(s) you want to participate in the “Notes” of “8. Program of Choice” (e.g. “History Summer Programme” and “Literature Summer Programme”, etc.).

(5) If you select “YAL - Yale Summer Session - Yale College Courses for Credit” or “YAL - Yale Summer Session - Yale Writers' Workshop”, please fill in the session(s) you want to participate in the “Notes” of “8. Program of Choice” (e.g. “Only session A”, “Both session A and B”, etc.).

(6) For this program, applicants need to submit documents certifying language proficiency unless there are unavoidable circumstances.

(7) Please refer the following table for “16. Attachment” when applying.

<table>
<thead>
<tr>
<th>Application Documents</th>
<th>Target</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Copy of the academic transcripts from institutions other</td>
<td>Only for those that this</td>
<td>Applicable to those who obtained degree from institution of higher</td>
</tr>
<tr>
<td>than UTokyo for all semesters since enrollment in higher</td>
<td>applies to</td>
<td>education other than UTokyo</td>
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<tr>
<td>education</td>
<td></td>
<td></td>
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<tr>
<td>- Copy of pages from your passport showing your personal</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Documents to certify language proficiency</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>TOEFL iBT, IELTS</td>
<td>Those who have scores</td>
<td>If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate.</td>
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<tr>
<td>------------------</td>
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<td>------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Other than TOEFL iBT, IELTS</td>
<td>Those who have scores</td>
<td>If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate.</td>
</tr>
<tr>
<td>No English proficiency tests due to special circumstances (Refer to *3)</td>
<td>Only for those that this applies to</td>
<td>Write the details in “9. Language Proficiency”.</td>
</tr>
</tbody>
</table>

**- Written Oath**

| All | Fill out and sign the specified form (download), then attach the scanned PDF to “16. Attachment”. 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. |

**- Self-recommendation (Form L-2)**

| Only for those that this applies to | Refer to See the “Attachment 2”. Fill out and sign the specified form, then attach the scanned PDF to “16. Attachment”. |

*1 Documents to certify language proficiency (TOEFL iBT, IELTS) (Certificates must be valid as of February 28, 2019 (Thursday).)

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 table 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 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 (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.

[ 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-IARUCourses.html

12. How to participate in the courses organized by the University of Tokyo
For students of the University of Tokyo, the following courses provided at the University of Tokyo do not require an application for the IARU Courses, but will be open as intensive courses similar to other regular classes. (However, the courses will not be open to students in the Junior Division of the College of Arts and Sciences.) Students who intend to take the courses must follow the course registration procedures at the time of registration for the 2019 S2 term. Those who will take them from other faculties must follow the appropriate registration procedures. These courses, in which UTokyo students can communicate with students from overseas universities while on campus and get accustomed to classes conducted in English, are very effective preparation for studying abroad.

- Internationalization of Higher Education in Asia (offered by the Graduate School of Education)
- Japan in Today’s World (offered by the Faculty of Law)
- Nanoscience (offered by the Faculty of Engineering)
- Sustainable Urban Management (offered by the Faculty of Engineering)