

**Application Guidelines for the 2020
The University of Hong Kong
LLIC (Learn, Live and Intern in China) Program**

January, 2020

* 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-LLIC.html>

1. Outline

This is a summer program organized by the University of Hong Kong (HKU) which combines 5 days of lectures in English at HKU and six weeks of industrial internship (in Shanghai). Half of the participants will be students from HKU, while the remainder are students selected from the most prestigious universities from around the world (in the past students have come from Princeton, Yale, Oxford, etc.). Main part of the expenses (e.g. tuition fees, accommodation, return airfare between Hong Kong and an internship site) as well as a scholarship of JPY 140,000 will be provided by the support from The Victor and William Fung Foundation

(<https://www.fungfoundation.org/newvwff/>).

Program website : <https://aal.hku.hk/summerinstitute/programme/lic2020-overseas/>

2. Program Period

June 29 - August 14, 2020 (may be subject to slight changes)

3. Number of Participants Accepted from the University of Tokyo

Three undergraduate students

4. Eligibility/Requirements

All of the following criteria and requirements must be met:

- (1) As the funds for this program come from the donation from the Victor and William Fung Foundation, applicants must be able to participate in events organized by the Foundation, submit reports and questionnaires if requested by the Foundation.
- (2) Belong to a regular course in an undergraduate faculty/college at the University of Tokyo (UTokyo) at the time of application, and enrolled in a regular undergraduate course throughout the study-abroad period. (Please note that graduate students are not eligible for this program.)
- (3) The whole program, the lectures and the internship in the overseas industry, will be in English. The applicant must have the desire and proficiency in English sufficient enough to produce good results.
- (4) Applicants must satisfy and understand all the conditions listed on the program website.
- (5) 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.
- (6) The handling of absences from the University's courses while participating in the program will be determined by each student's faculty. Faculties may not necessarily give special consideration to the student's participation in the programs. Thus please check with your faculty before applying to the summer programs.
*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, and it is not an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.
- (7) 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 who do not have a supervisor or equivalent should contact and consult with the relevant section of the faculty with which they will be affiliated during the program.

- (8) Before applying, students should consult with the relevant section of the faculty 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”.
- (9) **【Insurance】** After passing the internal selection process and being accepted into LLIC, 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 this study abroad program.
- (10) **【Overseas Student Safety Management Assistance】** 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).
- (11) Students must understand that they are required to follow the University’s instructions/recommendations to suspend/postpone participation in the program or to return to Japan in the event of deterioration in the security and safety in the host institution’s country.

5. Fees and Scholarships

- (1) A scholarship called “The Fung Scholarships” with a value of JPY 140,000 will be provided by a donation from the Victor and William Fung Foundation. **In order to apply for the scholarships, students who wish to receive scholarships are required to select items following instructions given in the “Confirmation of Intention to Receive Scholarship” section and submit (upload) the completed specified form of the “Confirmation of Intention to Receive Scholarship” at the time of application through UTAS.**
- (2) Tuition, accommodation fees, and return airfare between Hong Kong and an internship site (mainland China) will also be covered by the Victor and William Fung Foundation. However, the following are the responsibility of each individual participant: Return airfare (between the students home country and Hong Kong), meals and local transportation, application for visa to China, miscellaneous and personal expenses. Check the program website for more information. (See 1.)
- (3) Please note that students cannot be given scholarships if they are receiving a scholarship from a separate entity that prohibits receiving another scholarship simultaneously.

6. Application Deadline

Noon on Wednesday 5, February 2020

*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 written on the program website.

7. Selection Process

- (1) An internal selection by screening of application documents will be conducted by the Division for Global Campus Initiatives, and the candidate students will be notified.
- (2) The candidate students will then be nominated to HKU for a screening. Please refer to the program website for more details about HKU’s screening process.
- (3) All important communication, such as follow-ups on application documents or selection results, will be conducted through e-mail, so applicants should check their e-mail regularly. There have been cases in the past where important e-mails ended up in the spam folder, so remember to check the spam-folder as well.

- (4) The selected students will be notified of the results directly by HKU or the UTokyo International Exchange Group, through e-mail. The students' faculties will also be notified by the International Exchange Group.
- (5) Students who need to withdraw their applications, due to unavoidable circumstances beyond their control, should immediately contact the International Exchange Group.

8. Post-Selection Procedures

- (1) Follow the instruction of the host institution for procedures required for program participation, traveling, visa application, etc., 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. If a student is not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons, it is the student's responsibility and the scholarship will not be paid to the student.
- (2) Students who need to withdraw their applications due to unavoidable circumstances beyond their control, should immediately contact the International Exchange Group.
- (3) Confirm with the relevant office of your faculty to see if any procedures are necessary for study abroad (such procedures differ by faculty).
- (4) Contact academic supervisors and other faculty members before departing, to avoid unnecessary trouble that could be caused by participating in the program.
- (5) For general information on study 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.
- (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 amount already received, in whole or in part. Also when a scholarship recipient suspends his/her study abroad or takes a leave of absence, he/she may be ordered to return the already paid scholarship amount, in whole or in part.
- (7) Students must follow other warnings and instructions from UTokyo and HKU.

9. 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 the University, and thus should comply with the laws, regulations, rules and manners of the host university and country.

10. Post-Program Reporting

- (1) Students must submit a report (in a format prescribed by the UTokyo International Exchange Group), copy of their program completion certificate or academic transcript to the International Exchange Group, within two weeks of completing the summer program.
- (2) Upon completing the program, students may be asked to cooperate in the internationalization efforts of UTokyo (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.

11. Contact Information

*When contacting via email, please make sure to state the subject, your name, faculty, 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, relevant section in the faculty with which you will be affiliated during the program.

For the list of relevant sections in each faculty, visit the website below:

- (3) Inquiries about program content, etc.: The University of Hong Kong, llic@hku.hk

12. Application procedure and documents

- (1) Make sure to complete the online application via UTAS before the deadline.
 *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.
 *"2. 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 wish to fill in or change a section(s), please contact the relevant office of the faculty to which you are currently affiliated. Please make sure that all information in the sections are correct by the time of application.
- (2) Applicants are not to make a second choice selection. (No drop down menu will appear).
- (3) Please refer the following table for "16. Attached Documents" when applying.

Application Documents	Target	Notes
Copy of the academic transcripts except UTokyo for all semesters since enrollment in higher education	Only for those that this applies to	Applicable to those who obtained degree from institution of higher education other than UTokyo
Copy of 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.
No English proficiency tests due to special circumstances (Refer to *3)	Only for those that this applies to	Write the details in "9. Language Proficiency".
A 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
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".

***1 Documents to certify language proficiency (TOEFL iBT, IELTS) (certificates must be valid on Feb. 5th 2020)**

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 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 (college/faculties) at the 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.
- Applications 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-LLIC.html>

13. HKU Online Application Process

The candidate students selected by UTokyo’s Head Office will need to complete the online application at the program website. We recommend that you to check and confirm the items and documents* required for applying online from the website in advance as the deadline for the online application is Thursday, February 15.

* Identity Photograph, Academic Transcript, 1-page Statement Form, Terms and Conditions Consent Form, Resume, Copy of Passport, etc.

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