

# Application Guidelines for ZJU (Zhejiang University) Scholars Summer Research Program

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-ZJU-summer-research.html>

## 1. Outline

ZJU Scholars Summer Research Program is a short-term, summer study abroad program held by Zhejiang University for its partner universities. Successful applicants will participate in a research project under the guidance of a renowned ZJU professor and work closely with post docs, postgraduate and senior undergraduate students from the same research team. Students can select and apply for a research theme from more than 100 choices (e.g. Humanities, Social Sciences, Sciences, Engineering, Agriculture, Medicine, etc.). Please refer to “Attachment 1: 2019 ZJU Scholars Faculty Profile” for details on the projects.

Date: June 18 - August 13, 2019

Target: Undergraduate (3rd - 4th year) and graduate students

Capacity: 2 students

※ Further selection may be conducted by Zhejiang University after nomination from UTokyo.

## 2. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

- (1) **Applicants must meet the requirements of each research project set by the professors. Please see Attachment 1 for further details.**
- (2) Following the criteria set by the host institution, students with Chinese nationality cannot apply to this program.
- (3) 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.)
- (4) 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.
- (5) 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.
- (6) 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 and consult with the relevant section of the faculty or graduate school with which they will be affiliated during the program.

- (7) 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”.
- (8) 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.
- (9) [ **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.
- (10) [ **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).

### 3. Program Costs

The following expenses will be covered by Zhejiang University.

- Application and program tuition fees
- On-campus accommodation from June 17th to August 14th, 2019 (double room)
- A living allowance of RMB 2,800 (approximately USD 400) per person

Participants are required to cover airfare, transportation fee in China, expenses for visa, etc.

### 4. Application Deadline

Noon on Friday, 22 February 2019

- ※ Please note that applicants must receive approval from a ZJU advising professor before the deadline above. Please refer to “**10. How to Apply and Application Documents (1)**” for further details.
- ※ 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. Internal Selection Process

- (1) UTokyo will review the application documents and select students to nominate to Zhejiang University. The International Exchange Group will then send the documents of those who have passed the selection to Zhejiang University by March 8, 2019.
- (2) Results of the selection will be sent out to the students e-mail directly as well as to the relevant offices of their faculty/graduate school.
- (3) The final selection will be conducted by Zhejiang University around the end of April.
- (4) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau.

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

### [ Participation procedures and travel arrangements ]

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](mailto: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.

## 7. 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.

## 8. 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.

## 9. 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:  
International Exchange Group of the UTokyo Administration Bureau  
[studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto: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 “Attachment 1: 2019 ZJU Scholars Faculty Profile”

## 10. How to Apply and Application Documents

- (1) **Students must contact the ZJU professors who organize the research projects that you wish to apply to directly, refer to Attachment 1, and receive approval before submitting an application to the International Exchange Group of UTokyo.**
  - ※ In order to receive approval, please send the following documents (in English) to the relevant ZJU professor via email.
    - CV
    - Recommendation Letter from the home university supervisor
    - Research Proposal
    - Academic Transcript (for all years from enrollment)
  - ※ **Please indicate “ZJU Scholars” in the subject of your email to ZJU professors.**
  - ※ **Once you have been approved , please make sure you receive a scanned copy of the written approval from the relevant ZJU advising professor.**
- (2) Make sure to complete the online application via UTAS before the deadline.
- (3) “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.
- (4) For this program, applicants do not need to submit “List your academic and employment history since high school” and “Write a brief note on any points you would like to highlight, such as extracurricular activities, volunteering, personality, skills etc.” Please fill in “N/A”.
- (5) For this program, applicants need to submit “documents certifying language proficiency” unless there are unavoidable circumstances.
- (6) Please refer the following table for “13. Attachment” when applying.

Application Documents	Target	Notes
- <b>Copy of the academic transcripts from institutions other than UTokyo for all semesters since enrollment in higher education</b>	Only for those that this applies to	Applicable to those who obtained degree from institution of higher education other than UTokyo

- <b>Copy of pages from your passport showing your personal information</b>	All	
- <b>Documents to certify language proficiency</b>	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. <b>Refer to *1.</b>
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. <b>Refer to *2.</b>
No English proficiency tests due to special circumstances ( <b>Refer to *3</b> )	Only for those that this applies to	Write the details in “9. Language Proficiency”.
- <b>Written Oath</b>	All	<b>Fill out and sign</b> the specified form (download), then attach the scanned PDF to “13. Attachment”. Parents/Guardians’ guarantee is required if students are below the age of 20 at time of application.
- <b>Confirmation of Notification for Applying Study Abroad Programs</b>	All	<b>Refer to *4.</b>
- <b>Program Application</b>	All	<b>Refer to *5.</b>
- <b>Letter of Approval</b>	All	Attach the approval letter signed by the ZJU advising professor.
- <b>CV</b>	All	Attach the same documents you send to the ZJU advising professor.
- <b>Recommendation letter from the home university supervisor</b>	All	
- <b>Research Proposal</b>	All	
- <b>Academic Transcript (for all years from enrollment)</b>	All	

**\*1 Documents to certify language proficiency (TOEFL iBT, IELTS)** (Certificates must be valid as of **February 22, 2019 (Friday).**)

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.

### **\*5 Program Application**

- Please leave the “Contact information of the program coordinator at your home university” and “Home University Coordinator’s Signature” blank and submit.
- Please note that no hand-writing will be accepted on the forms except for the signature.

### **[ 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-ZJU-summer-research.html>