

Deutschkurse - Learn German in Munich: Intensive Course August 2020 / Intensive Course July and August 2020 for Students of The University of Tokyo - Application Guidelines

2020.01

*Information on the application process and related documents are subject to change. Useful information and FAQs may also be added or amended irregularly. Be sure to check the latest information on the following and other websites.

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

1. Overview

These are an approximately three-week (Option 1) and seven-week (Option 2) intensive German language courses offered by Ludwig Maximilian University of Munich (LMU). Participating students will be allocated in one of the Level A1 to C1 courses based on their GER level (Common European Framework of Reference for Languages (CEFR) abbreviation for German) or an online-test. Students will receive ECTS credit points upon completion of the program. Two special courses focusing on “Pronunciation Training Special” and “Speaking Practice Basic” and cultural programs are available for participating students and can be booked as an option in addition to the intensive courses (extra cost is required).

***Note: Transfer of the credits from the LMU to UTokyo credits is not guaranteed.**

- ◇ Date: (Option 1) August 4th (Tue) ~ 27th (Thu), 2020 and
(Option 2) July 8th (Wed) ~ August 27th (Thu), 2020
- ◇ Venue: Munich, Germany
- ◇ Participants: Undergraduate or graduate students

2. Capacity

Approximately 10 students in total for (Option 1) and (Option 2)

3. Eligibility/Requirements

To apply, students must satisfy all the criteria below.

- (1) Must be students who are enrolled as full-time undergraduate or graduate students of the University at the time of application and during the duration of the program. (Those who are on temporary leave of absence from the University during the time of the program cannot apply.)
- (2) Must have sufficient language proficiency to be able to participate fully and produce good results.
- (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 an upper limit to the number of possible participants in the program, a withdrawal of application after being selected means that someone else loses an opportunity to participate. Note that in principal, students are discouraged from withdrawing their applications after submission.)
- (4) In cases where class absences at UTokyo are unavoidable for a specified period, the handling of such situations shall be determined by the faculty or graduate school that each applicant is affiliated to during the duration of the program. There is no guarantee that applicants' study abroad schedules will be taken into special consideration. Please confirm with the relevant department and be sure to understand the implications before applying.

*In the case of the Junior Division at the College of Arts and Sciences, any absence from classes

or exams due to participation in a study abroad program will be considered as an absence. Furthermore, it will also not be an acceptable justification to approve a make-up exam. Contact the office of College of Arts and Sciences for more details.

- (5) All applicants must receive a permission to participate from their academic supervisor for the period during which the program will take place. Academic supervisors are to show their approval by affixing their signatures or seals on the application form. In cases where an academic adviser for the term is not yet assigned, please consult with the relevant offices in each department.
- (6) Applicants must consult with the relevant offices in their department to discuss potential academic issues during the duration of the program before applying, and must obtain the signature of the persons in charge on their application forms.
- (7) After passing the internal selection process and being accepted into the study abroad program, students are required to purchase the Japan Educational Exchanges and Services (JEES) “*Futai Kaigaku*” insurance at their own expense (this will not be paid for by the University). Taking out this insurance is a mandatory requirement for participating in this study abroad program.
- (8) Some faculties and departments require you to obtain OSSMA (Overseas Student Safety Management Assistance) by Nihon Emergency Assistance K.K., in order to manage risk during the program. After passing the internal selection process and being accepted into the study abroad program, please follow instructions from your faculty/department. (Participation fee is not covered by the University.)

4. Expenses and Scholarship

【Expenses】

- Program fee: (Option 1) 990~1,095 Euros, (Option 2) 1,890~2,020 Euros, depending on the number of participating students from UTokyo, which includes:

Tuition fee, accommodation fee (Option 1: Check-in on August 3rd and check-out on August 28th, Option 2: Check-in on July 7th and check-out on August 28th Accommodation will be in one of the student dormitories or in a private accommodation), and administration fee.

- Program fee must be paid directly to LMU by the participants (Payment deadline: April 15th, 2020). Cancellation policy is as follows:

In case of cancellation before May 31st 2020 an administration fee of 150 EUR per person will be retained, the remaining amount will be reimbursed. In case of cancellation from June 1st 2020 the entire course and accommodation fee will be retained by the Deutschkurse. Any withdrawals have to be done in writing.

- Airfare, expenses to obtain visa, insurances, and other expenses for the program shall be at the students' own expenses.

- Students who are allocated to courses of Level 1 (A1/A2) and Level 2 (A2/B1) will be required to buy textbooks (around 30 Euros).

- Please note that the courses take place in the morning **or** in the afternoon. If you wish to guarantee a morning course, an extra fee of 60 Euros per person will be charged.

- The individual cultural program activities have to be paid separately.

- The special courses “Pronunciation Training Special” (Extra 1) and “Speaking Practice Basic” (Extra 2): 155 Euros each per person.

*The details of the special courses will be provided to participating students.

【Scholarship】

- (1) Students can apply for support funding for living expenses and airfare from DESK (Center for German and European Studies / Zentrum für Deutschland und Europastudien, Universität Tokyo, Komaba). Details will be available on following website:
http://www.desk.c.u-tokyo.ac.jp/j/education_020.html (expected to be available from early April.)

- (2) Other support funding information will be available on following website:

<https://www.u-tokyo.ac.jp/adm/go-global/ja/scholarship-search.html>

(Search function for scholarships is currently available in Japanese only)

(Note)

Please make sure to check the latest and detailed information from the Application Guidelines as there are rules, eligibility and requirements to apply.

5. Application Deadline

Noon, March 4th, 2020 (Wednesday)

* 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.

6. Internal Selection Process

- (1) The UTokyo's Division for Global Campus Initiatives will review all application documents and select five students.
- (2) Notice of acceptance/non-acceptance to the program will be made to applicants via e-mail as well as to the relevant offices of each department.
- (3) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau.

7. After Internal Selection

【Participation procedures and travel arrangements】

Students are responsible to make the necessary travel arrangements, including any visa application, as per instructions from the host institution and the latest information from the relevant embassies or consulates. Any fees incurred in making these arrangements are to be borne by the student.

【Internal procedures】

- (1) Students are responsible for their own participation procedures and travel arrangements, but they must follow instructions from UTokyo.
- (2) Confirm with the relevant office in each department to see if any study abroad procedures are necessary (such procedures differ by department).
- (3) Contact academic supervisors and other faculty members before departing to avoid unnecessary troubles that could be caused by participating in the program.
- (4) If there are any changes in the information (address, phone number, e-mail addresses) provided on the application, notify the International Exchange Group of the UTokyo head office through the mechanism of each department so that appropriate procedures can be undertaken.
- (5) In the case an accepted student must withdraw from the program due to unavoidable circumstances, immediately contact the International Student Exchange Group (studyabroad.adm@gs.mail.u-tokyo.ac.jp).
- (6) Students must heed other warnings and follow any other instructions from UTokyo and the host institution.

【Insurance】

For insurance during the duration of the study abroad, students are required to purchase the JESS “Futai Kaigaku” insurance at their own expense. Taking out this insurance is a requirement for participating in the program. 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.

8. Post-Program Reporting

- (1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo head office) to the International Exchange Group of the university head office, within two weeks of completing the program. As the submitted report may be used for promotion of study abroad programs on and off campus, please pay adequate attention when including any personal information on the report 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 except when there are unavoidable circumstances.

9. Inquiries

*When contacting via e-mail, please make sure to state the subject, as well as the name, department, year, and telephone number of the student.

- (1) Inquiries about the program and 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 dates, at the University:
Relevant office of the department with which the student will be affiliated during the program.
List of offices of faculties/graduate schools:
<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>

10. Application Procedures and Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
※ application with major failure will not be accepted even if students complete the application before 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 inquire through the related office of the faculty or graduate school to which you are affiliated at the time of application. Please make sure that the correct information is in all the sections by the time of application.
- (2) Those who have scores need to submit documents to certify language proficiency (English and/or German).
- (3) Please refer the following table for “16. Attachment” when applying.

Application Documents	Target	Notes
- Copy of the academic transcripts except UTokyo for all semesters since enrollment in higher education (in English)	Only for those that this applies to	Those who have acquired credits from other universities than UTokyo
- Copy of pages from your passport showing your personal information	N/A	
- Documents to certify language proficiency	Those who have scores	
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.
- A Written Oath	All	Complete and sign the specified form (download), then attach the scanned PDF to “15. 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 *3.

***1 Documents to certify language proficiency (TOEFL iBT, IELTS) (Certificates **must be valid as of March 4, 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 the test result of either DSH (Deutsche Sprachprüfung für den Hochschulzugang), TestDaF, (ZD: Zertifikat Deutsch telc), or Goethe-Zertifikat as a certificate of proficiency in German
- 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 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-LMU.html>