

AEARU Winter Abroad Program 2019-2020 at Yonsei University

Application Guidelines

2019.9

* 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-AEARU-WAY.html>

1. Overview

This is a call for application for Session 2 of the short term winter program, “AEARU Winter Abroad Program 2019-2020 at Yonsei University”. This program is offered by Yonsei University in Korea for students of AEARU (The Association of East Asian Research Universities) member universities and other partner universities. This is a two-week program with Korean language courses, special lectures with themes of Korea-related topics, K-pop, and K-drama. This program will be held in the Sinchon campus in Seoul. For details, please refer to the attached “AEARU Winter Abroad Program_Details” and the program website.

AEARU Winter Abroad Program 2019-2020 at Yonsei University

- ◇ Date: January 20 (Mon) ~ February 4 (Tue), 2020
- ◇ Place: Seoul (South Korea)
- ◇ Target: Undergraduate or graduate students
- ◇ Capacity: 1 Student
- ◇ Program website:
<https://winter.yonsei.ac.kr/main/Default.asp?mid=m00>

Students can apply directly for Session 1, Session 2 individually, or for both Session 1 and Session 2. However, students applying for Session 2 through UTokyo can receive the following advantages.

- (1) Receive information and support for application procedures from UTokyo.
- (2) Application fee waiver and 50% discount program fee for nominated students will be applied.
- (3) Confirm their acceptance to the host universities when they are selected as nominated student following the internal selection at UTokyo. (However, please be aware that nominated student will still need to apply online. Details will be announced after the result of the internal selection are confirmed.)

*** Note: Transfer of the three credits (for participants of Session 2) from the Yonsei University to UTokyo credits is not guaranteed.**

2. 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) 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

losses an opportunity to participate. Note that in principal, students are discouraged from withdrawing their applications after submission.)

- (3) 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.

- (4) 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.
- (5) 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.
- (6) Students must be able to proactively take actions, such as preparing documents and checking deadlines, because after passing the internal selection process, 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).
- (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.)

3. Expenses and Cancellation Policy

<Expenses>

The items below shall be at the students' own expenses.

- Tuition (800,000KRW), housing (476,000KRW (Optional)), airfare, insurance designated by UTokyo, and other expenses

"Tuition (800,000KRW)" is the 50% discounted price. Another 50% (800,000KRW) will be paid by the host institution.

4. Application Deadline

Noon, October 17, 2019 (Thursday)

- * 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) 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.

6. 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@qs.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.

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 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 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>
- (3) Inquiries about the contents of the program:
Contact on the attachment “AEARU Winter Abroad Program_Details” and the program website (Please see “1. Overview”).

10. Application Procedures and Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
- (2) “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. Please make sure that the correct information is in all the sections by the time of application.
- (3) Applicants are not to make a second choice selection. (No drop down menu will appear).
- (4) For this program, applicants are recommended to submit documents to certify English language proficiency unless there are unavoidable circumstances. Applications without certification of English proficiency are acceptable, but those with certification may be given priority.
- (5) Please refer the following table for “14. 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.
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	Complete and sign the specified form (download), then upload the

		scanned PDF. 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.

***1 Documents to certify language proficiency (TOEFL iBT, IELTS) (Certificates **must be valid as of October 17, 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/en/program-list-short-AEARU-WAY.html>