

**Go Global Gateway Short-Term Winter Programs (Online)  
in the Academic Year 2020  
General Application Guidelines (for PEAK Students)**

Dec 1, 2020

Note: Be sure to check the latest information on the Go Global Gateway website as the program details, application forms or other relevant documents may change without notice.

<https://www.u-tokyo.ac.jp/adm/go-gateway/en/studyabroadwinter2020.html>

### 1. Outline

These Guidelines give an overview of the application procedures for the following Short-term Winter Programs. For individual program details, see their respective Program Sheets.

- ① Australian National University and the University of Tokyo Joint Winter Program
- ② Free University of Berlin Winter Program
- ③ AI x gender online workshop with Design Thinking
- ④ Seoul National University and the University of Tokyo Joint Winter Program

### 2. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc
December 1	Announcement of Application Guidelines
December 3	Program Information Session (December 3 <sup>rd</sup> (Thu) 7:00 pm~8:00 pm) Medium: Zoom <a href="https://zoom.us/j/93511889041?pwd=WG90dDhYcU1tSkRR242WXJGQnFRUT09">https://zoom.us/j/93511889041?pwd=WG90dDhYcU1tSkRR242WXJGQnFRUT09</a> *No registration needed, but log in to your UTokyo ZOOM account.
December 1-10	Submission of internal application documents
Mid-Late December	Internal selection • announcement of selection results
February 4	Attend orientation meetings (February 4 (Thu) 7:00 pm~8:00 pm)
February- March	Participate in the program
After the program	Submit written reports, etc. (within 2weeks after the program)

### 3. Eligibility Criteria and Requirements

All the following criteria and requirements must be met:

**【Internal eligibility criteria and requirements】**

- (1) Applicants must be first to third-year students who are enrolled as full-time undergraduate students of the University during the program and who have submitted the Go Global Statement. (Those who are on temporary leave from the University during the time of the program cannot participate.)
- (2) Before applying, applicants must make sure that the winter programs do not interfere with

their 2020 Autumn 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.

- (3) Your participation in this year's program will be factored in the internal screening process of the next year's program, should you wish to apply for the program next year.

#### **【Criteria for programs】**

Please see each program's information sheet for details.

#### **4. Program Costs**

Each program has different estimate so please check each program's information sheet.

#### **5. Application Deadline**

By 5 p.m., December 10 (Thu.), 2020

#### **6. How to Apply**

Please fill out the application form (Google form) and submit the completed application documents (electronic files) as specified in "Section 12. Applications Documents" to the Go Global Gateway Team, International Exchange Group of the UTokyo Administration Bureau during the determined period (from December 1 (Tue.) to 5 p. m. on December 10 (Thu.). Applicants can select up to four programs of their choice in order of preference to apply. In addition, applicants can select whether they desire to participate in more than one program if they are selected for multiple programs.

#### **7. Internal Selection Process**

- (1) In principle, internal selection will be by screening of application form.
- (2) Acceptance/non-acceptance to the programs will be sent out by e-mail, therefore please check your e-mails routinely after you apply. It is possible that e-mails with important information may be classified as spam or junk by your e-mail program, therefore please check your spam mail folder also.
- (3) Results of the internal selection will be sent out in mid- to late-December. The results will be sent out to the students' e-mail directly.

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

#### **【Participation procedures】**

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. 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 and the UTokyo will not cover any expenses incurred during the process.

**【Internal procedures】**

- (1) Orientations will be held for each program. It's required for all participants to attend the orientations. For further details, check each program's information sheet.
- (2) If you must decline the offer under unavoidable circumstances, immediately contact the Go Global Gateway Team, International Exchange Group of the UTokyo Administration Bureau ([go-gateway.adm@gs.mail.u-tokyo.ac.jp](mailto:go-gateway.adm@gs.mail.u-tokyo.ac.jp)).
- (3) Students must follow other warnings and notes from the University of Tokyo.

**9. 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 of Tokyo, and thus must comply with the laws, regulations, rules and manners of their host universities.

**10. Post-Program Reports**

- (1) Students must submit reports (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.
- (2) Some programs require the submission of reports other than the above mentioned. Students must submit them by the designated deadline.
- (3) If there are any changes in information (phone numbers, email addresses) from the time of the application, contact the International Exchange Group of the UTokyo Administration Bureau so that appropriate procedures can be undertaken.
- (4) 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.

**11. Contact Information**

Note: When contacting via email, please make sure to state the subject, your name,

Faculty/College, university year, and telephone number.

Go Global Gateway Team, International Exchange Group of the University of Tokyo

[go-gateway.adm@gs.mail.u-tokyo.ac.jp](mailto:go-gateway.adm@gs.mail.u-tokyo.ac.jp)

## 12. Application Documents

Application forms	Note
① Internal Application Form	✓ Google form
② Written Oath (specified form)	✓ PDF file(signed)

Please refer to the Go Global Gateway websites for downloading specified forms and checking details about how to submit them.

<https://www.u-tokyo.ac.jp/adm/go-gateway/en/studyabroadwinter2020.html>

**【Submission Period】** From 10 a.m. December 1 to 5 p.m. December 10

### **【How to Submit】**

- Internal application form (Google form)

<https://forms.gle/ktRnfMA9t5BvbNNg7>

- Written Oath (PDF file)

Upload the file onto the UTokyo's File Transfer Protocol Site using the link below.

[https://webfs.adm.u-](https://webfs.adm.u-tokyo.ac.jp/public/YhFsgAkIyQ_AEX8BhOB1Y9DAAjsJmCRsoKL5ZASIWZ_2)

[tokyo.ac.jp/public/YhFsgAkIyQ\\_AEX8BhOB1Y9DAAjsJmCRsoKL5ZASIWZ\\_2](https://webfs.adm.u-tokyo.ac.jp/public/YhFsgAkIyQ_AEX8BhOB1Y9DAAjsJmCRsoKL5ZASIWZ_2)

### **【Points to Note for Specific Document】**

#### **Internal Application Form (Google form)**

- Basic information, program choice(s), reason for applying for program(s) and other information should be provided.
- Students may provide up to four choices of programs, which must be what they seriously wish to take because withdrawal after passing the screening process will lead to the loss of possible opportunities of other students.

#### **Written Oath (specified form)**

- Submit the specified form with your signature.