Application Guidelines for the AUA Design Thinking for Urban Challenges

October 2019

*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-AUA-DTUC.html

1. Overview

The University of Tokyo accepts applications from students, who wish to participate in the following program organized by AUA（Asian Universities Alliance）. The theme of the program is "Design Thinking for Urban Challenges: Big Data Approach". This program will aim at understanding the concept and characteristics of the 4th industrial revolution, and the basic principles of big data artificial intelligence. The program will also provide the opportunity to experience the actual utilization measures by visiting many Korean companies applying this technology. See the attachment "2019 AUA Student Activity (SNU-DTUC)" for details of the program content and schedule.

AUA Design Thinking for Urban Challenges

Date: January 11, 2020 – January 19, 2020

Venue: Seoul National University, Gwan-ak campus, etc.

Host university: Seoul National University

Target: Undergraduate students (2nd year or higher. Any major can apply.)

Capacity: 2 students (with a potential for two further students to be placed on a waiting list)

Language: English

[Reference] About AUA: https://www.u-tokyo.ac.jp/en/academics/aua.html

2. Eligibility/Requirements

Students must satisfy all the criteria below.

(1) Students must be <u>enrolled at UTokyo as full-time undergraduate students</u> at the time of application and during the program period. (Those who are on a leave of absence from UTokyo are not eligible to apply.)

(2) Students must have sufficient proficiency in English to be able to produce good results.

(3) Students must have qualifications required by each program. Applications will only be accepted if the applicant meets the language requirement, if any, at the time of the application deadline.

(4) 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 a limit to the number of possible participants in the program, withdrawing one's application after being selected leads to the loss of opportunity to study abroad for others. Note that in principal, students are discouraged from withdrawing their applications after submission.)

(5) In cases where you cannot attend classes at UTokyo for a specified period, the handling of such situations shall be determined by your faculty/college of affiliation. There is no guarantee that students' study abroad schedules will be taken into special consideration, therefore please confirm and make sure you understand before applying.

* 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, it will also not

be an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.

(6) If you already know who your supervisor is during the term in which you will be participating in the program, you must obtain prior authorization from the supervisor and obtain his/her signature on the application form. In cases where you do not have a supervisor for that term, please consult with the relevant section of the faculty with which you will be affiliated with during the program and obtain their approval.

(7) Please only apply after consulting with the relevant section of the faculty with which you will be affiliated during the program term to be fully aware of potential academic affairs you need to know before you apply. You must obtain the signature of the persons in charge for the application form.

(8) After passing the internal selection process and being accepted into the study abroad program, students are required to take out Japan Educational Exchanges and Services (JEES) "*Futai Kaigaku*" at their own expense (this will not be paid for by the University). <u>Taking out this insurance will be one of the requirements for applying to this study abroad program.</u>

(9) 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).

(10) <u>Students who attended AUA programs last year are NOT encouraged to register for this year's programs. One student is supposed to attend only one AUA program this year.</u>

3. Expenses

The following expenses will be covered by Seoul National University or AUA secretariat
- Accommodation (11th January to 19th January, 2020)
- Local transportation (including pick up and drop off at the airport)
- Food and beverages

Participants are required to cover any other expenses including airfare.

4. Application Deadline

Noon on Thursday, October 24, 2019

* <u>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.</u>

5. Selection Process

(1) UTokyo will review the application documents and select students to nominate to the host institution.

(2) Notification of the selection results will be made via e-mail to you and the relevant office of your faculty.

(3) If you need to withdraw your application under unavoidable circumstances beyond your control, please immediately contact the International Student Exchange Group.

6. 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 institution on participation

procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa 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. It is the student's responsibility if you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons.

[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 (address, phone number, e-mail addresses) from the time of the application, contact the faculty and the International Exchange Group of the UTokyo head office so that appropriate procedures can be undertaken.
(4) If you must decline the offer under unavoidable circumstances, immediately contact the International Student Exchange Group (studyabroad.adm@gs.mail.u-tokyo.ac.jp).
(5) Students must follow other warnings and notes by the UTokyo and the host institution.

[Insurance]
For insurance during study abroad, students are required to take out a JESS "Futai Kaigaku" at their own expense. Taking out this insurance will be one of the requirements for applying to the program (This will not be paid for by the University). 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) Students must fully comprehend the purpose of the program and strive to complete the courses with high academic achievements.
(2) Selected students should understand that they are representatives of UTokyo. Abide all laws, rules, regulations and manners of the host institution and country.

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

9. Contact Information

When contacting via e-mail, please make sure to state the subject, your name, faculty, number of years at university, and telephone number.

(1) Inquiries about 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 date, at UTokyo:

Relevant office of your faculty with which you will be affiliated during the program

List of offices of faculties:

https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html

(3) Inquiries about program details:

Host institution of the programs (see the attachment)

10. Application Procedure and Documents

(1) Make sure to complete the online application via UTAS before the deadline.

✦ Application with many or significant irregularities will not be accepted, even if students complete the application before the deadline.

✦ The "2. Basic Information" and "4. Emergency Contact Details of Next-of-Kin etc." on UTAS cannot be filled out or be changed on the application screen. If students wish to fill in or change these sections, please inquire through the related office of the faculty/college to which you are affiliated. Please make sure that the correct information is entered in all the sections by the time of application.

(2) For this program, applicants need to submit documents certifying language proficiency unless there are unavoidable circumstances. Applications without certification of English proficiency are acceptable, but those with certification may be given priority.

(3) Please refer the following table for "15. 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 to whom this applies	Those who have acquired credits from universities other than UTokyo.
- Copy of pages from your passport showing your personal information	Those who already have a passport	However, the candidate students will be asked to submit by Wednesday, October 30.
- 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	**Fill out 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 *4.**
- Registration Form	All	**Fill out and sign** the specified form (download), then attach the scanned PDF.
- An electronic copy of recent photo	All	2-inch (5cm) size. Please make sure to submit the file at an appropriate dpi (600 pixel x 600 pixel or greater) in square format.

*1 Documents to certify language proficiency (TOEFL iBT, IELTS) (Certificates must be valid as of October 24, 2019.)

 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. <u>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.</u>
  ・ <u>The application without the signature of the coordinator of your faculty will not be accepted due</u>

<u>to the document being incomplete.</u>

・ 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-AUA-DTUC.html