

Lingnan University Study Abroad Program
(Administered by the Division for Global Campus Initiatives)
Application Guidelines for Candidate Students (for AY2020-2021)

March 23, 2020

* Make sure to check the latest information on the Go Global website as the information concerning application and related documents are subject to change.

Lingnan University: <http://www.LN.edu.hk>

The University of Tokyo(UTokyo) Go Global website:

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

1. Outline

Tuition at Lingnan University will not be levied and accepted students are awarded a grant-in-aid scholarship of HKD 30,000 from Lingnan University. Please refer to the fact sheet on the above homepage for more details. Accepted students will be notified by Lingnan University about the course information and procedures to help them take courses that they wish.

(1) Period

- ① Fall Semester only (beginning of September to middle of December, 2020)
- ② Spring Semester only (middle of January to middle of May, 2021)

(2) Number of students to be sent : one student

(3) Costs

- ① Tuition at Lingnan University will not be levied.
- ② Costs including accommodation, airfare, textbooks, visa and insurance will be at student's own expense.
- ③ One student will be awarded a grant-in-aid scholarship of HKD 30,000 from Lingnan University.
- ④ Students who wishes to receive scholarships from other organizations are eligible to apply for scholarships offered by other organizations.

* Be sure to check with the scholarship organization since some scholarships do not allow the receipt of more than one scholarship.

For reference see "List of scholarships" on the Go Global website: <https://www.u-tokyo.ac.jp/adm/go-global/en/scholarship-index.html>

2. Eligibility/Requirements

Read this section carefully since an applicant must satisfy all of the requirements below to be eligible.

- (1) The following English scores set by Lingnan University must be submitted when applying for the internal selection. The English score must be valid as of May 1, 2020.

TOEFL iBT	79 or higher
IELTS (Academic)	6.0 or higher

- (2) At the time of study-abroad you must not be in the first year after enrolling in UTokyo or the last semester of the year of graduation.

- (3) Students must belong to a regular course of a faculty of UTokyo at the time of application, and be enrolled in a regular course of a faculty throughout the study-abroad period.
- (4) Applicants must read Appendix 1 if they are due to advance from the Junior Division to the Senior Division while they are away studying abroad.
- (5) You must apply only after confirming that participating in the program is possible and will not interfere with your courses at UTokyo by thoroughly checking the class and examination dates at UTokyo as well as other necessary schedules.
- (6) You may not be able to take courses of UTokyo before and after the study-abroad period, and it all depends on the decision by the affiliation you belong to during study abroad. It is necessary to thoroughly confirm and acknowledge the above in order to apply for this program since no consideration may be made for attending the program.
- (7) Follow all necessary “Study Abroad” or “Leave of Absence” procedures of the affiliation you belong to. It is necessary to consult with the relevant section of the affiliation you belong to in advance.
- (8) If you already know who your academic supervisor at UTokyo will be during your participation in the program, you must obtain his/her authorization signature on “Confirmation of important points when participating in UTokyo study abroad program administered by the Division for Global Campus Initiatives, The University of Tokyo”. If you do not yet have a supervisor for that period, you must notify and consult with the relevant office of your affiliated faculty/graduate school and write “No” in the column.
- (9) Consult the relevant section of the affiliation at the time of study abroad and receive an adequate explanation on points of attention in terms of educational affairs, then get a signature in the specified position of the application form. Make sure to apply with full understanding of the program.
- (10) Whether or not the credits obtained at this program will be approved as credits of UTokyo is determined by the affiliation you belong to at the time you study abroad. The credits obtained in this program will not necessarily be transferred to credits of UTokyo. For information on credit approval procedures, consult the relevant section of the affiliation you belong to in advance.
- (11) For insurance during the study abroad, a student is required to take out a JEES “Futai Kaigaku” at their own expense (this will not be paid for by the University).
- (12) You may be required to register OSSMA (Overseas Student Safety Management Assistance) offered by Emergency Assistance Japan Co. as a means of managing safety risks during your study abroad depending on your affiliation at the time of your going abroad. Once you have been selected as a candidate, follow the instruction of your affiliation regarding the application process. (The subscription fee is your responsibility.)

3. Period and Deadline for Applications Submitted to Affiliated Faculty/Graduate School

From 12:00 a.m., April 1 to around early April, 2020

- (1) Online application on UTAS will be open from 12:00 a.m., April 1. The deadline varies depending on the faculty/graduate school. You must check with the relevant section of the faculty/graduate school with which you will be affiliated from April.

List of Faculty and Graduate School Offices (Japanese only):

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

- (2) Note that the deadline set for the internal selection process is different from the deadlines stated in the host

institutions' application forms or other documents.

4. How to Apply and Application Documents

(1) Make sure to complete the online application via UTAS before the deadline set by your affiliated faculty/graduate school.

*Online application on UTAS will be open from 12:00 a.m., April 1. Please see Appendix 2 for required information and documents, and prepare in advance.

*Application after the deadline will not be accepted. Application with major failure will not be accepted even when students completed 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 wanted to fill in or change a section(s), please ask the related section of the faculty or graduate school of your affiliation. Please make sure to collect information in the sections by the time of application.

(2) Please refer to the following table for “18. Attachment” when you apply.

Application Documents	Target	Notes
- Copy of the academic transcripts from institutions other than UTokyo for all semesters since enrollment in higher education	Those who have scores	Applicable to those who obtained degree from institution of higher education other than UTokyo
- Copy of the academic transcripts from UTokyo	all	Upload copies of all academic transcripts (English) from UTokyo in PDF format.
- Color copy of pages from your passport showing your personal information	all	
- Documents to certify language proficiency (TOEFL iBT, IELTS)	all	Refer to *1.
- Written Oath	all	<u>Fill out and sign</u> the specified form (download), then attach the scanned PDF to “18. Attachment”. Parents/Guardians' guarantee is required if students are below the age of 20 at time of application.
- Confirmation of important points when participating in UTokyo study abroad program	all	Refer to *2.
- Points to Note regarding Advancing from the Junior Division to the Senior Division during Study-abroad	Those who apply	Refer to Appendix 1.

***1 Documents to certify language proficiency (TOEFL iBT, IELTS)** (Certificates must be valid as of May 1, 2020)

A copy of your TOEFL-iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL iBT score, taken from online, is acceptable)

***2 Confirmation of important points when participating in UTokyo study abroad program**

- 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 UTAS.

(Please follow the instructions given in “Applying for Study Abroad Programs via UTAS”).

- UTAS: <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/application-tips-Lingnan.html>

5. Internal screening

- (1) Internal screening to select candidate students is conducted by documentary examination.
- (2) The results of the screening will be notified to the affiliation that you belong to in the end of April.
- (3) Important matters will be notified by e-mail, so check your e-mails regularly after submitting an application. Always check your spam mail folder as some important messages may be sent to your spam folder.

6. Matters to note when you are selected as a candidate

(1) The candidate student will be notified by the International Exchange Group as to the procedures after internal screening. Selected students should complete the online application system of Lingnan University and submit all the documents regarded below to the International Exchange Group. For the students who study at Lingnan University commencing from Fall 2020, period between the notification of internal screening and submission of required documents is short (about 2 weeks), so we recommend that you prepare those materials stated below in advance. The preparation and processing of the application documents to Lingnan University is your responsibility. Check all documents carefully and make sure there are no omissions.

- ① Visa Application Form

- ② Financial Proof
- ③ Financial Supporting Letter and Copy of the Financial Sponsor (if the financial proof does not belong to the applicant)
- ④ Passport valid for at least 6 months beyond the intended stay in Hong Kong
*Provide a clear copy of your identity card for Mainland students.
- ⑤ Reference Letter from an academic faculty member of your home institution

(2) Completing the procedures for enrollment, travel, issuance of a visa, etc., is your own responsibility and follow the instructions given by Lingnan University and obtain the latest information from embassies, etc. Cost for these procedures are your responsibility.

(3) The subjects and courses available at Lingnan University are generally based on the request of the student. However, it is possible that the requests may not be accepted due to the circumstances of Lingnan University.

(4) Even if you are selected as a candidate, you may not be sent in any of the cases below.

- ① When the number of students accepted by Lingnan University is reduced.
- ② When admission by Lingnan University is not obtained.
- ③ When it is discovered that you do not satisfy the requirements of “2. Eligibility/Requirements”.
- ④ In any other situation where studying abroad is deemed inappropriate.

(5) If there is a possibility that you may fail to satisfy the qualifications required for studying abroad, promptly contact the International Exchange Group via the relevant section of the affiliation you belong to. Since the number of students to be nominated under each student exchange program is agreed with the host university, be careful not to cancel the application after you are selected as a candidate unless it is for unavoidable reasons.

(6) For general information about studying abroad and risk management, see the Go Global website: <https://www.u-tokyo.ac.jp/adm/go-global/en/voyage-index.html>. In particular, make sure you read the Risk Management Guidebook thoroughly.

(7) For insurance, students are required to take out a JEES “Futai Kaigaku” to cover them during the study abroad period, 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.

(8) Follow the procedure for “Study Abroad” or Leave of Absence” at the affiliation you belong to at the time of departure. For details of the procedures, check in advance with the relevant section of the affiliation you will belong to at the time of departure.

(9) Follow all other cautions provided by UTokyo.

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 UTokyo, and thus must comply with the laws, regulations, rules and manners of their host universities and countries/regions.

8. Post-Program Reporting

(1) Students must submit the required documents notified before departure within two weeks of completing the

program.

(2) Whether or not the credits obtained at Lingnan University will be approved as credits of UTokyo is determined by the affiliation you belong to. The credits obtained in this program will not necessarily be transferred to credits of UTokyo. For information on credit approval procedures, consult the relevant section of the affiliation you belong to in advance.

(3) Students may be requested to cooperate with initiatives concerning internationalization of UTokyo. When requested (e.g. participation in reporting meetings or information sessions, advertising of study abroad programs and advice for students, questionnaire survey, etc.), you must cooperate unless there are unavoidable reasons.

9. Others

The names, contacts and other personal information that the relevant affiliation and the Division for Global Campus Initiatives obtained in relation to the application process shall be used only for the purpose of selecting/deciding the candidate students, procedures for Lingnan University and requesting cooperation with initiatives aimed at the internationalization of UTokyo.

9. Contacts

Inquiries on this matter shall be made through the relevant section of the affiliation you belong to.

Relevant Sections of Each Faculty/Graduate School (Japanese only):

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