The University of Tokyo Short-Term Online Summer Programs: Academic Year 2021 General Application Guidelines

<div align="right">June, 2021</div>

<div align="right" style="color:red">June 29, 2021 updated</div>

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

https://www.u-tokyo.ac.jp/adm/go-global/ja/program-list-short-onlinesummer.html

1. Outline

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

(1) Shanghai Jiao Tong University Online Summer Program (Code: SJTU)
(2) University of Indonesia Online Summer Program (Code: UIC)
(3) Chulalongkorn University Online Summer Program (Code: CU)
(4) The University of Sheffield Online Summer Program (Code: SHEF) *

*This program is not for those who can speak English, so there is no program information sheet in English available.

2. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc.
June 16	Announcement of Application Guidelines
July 20 Noon	Deadline for submission of internal application documents
Late July	Internal Selection・Announcement of Selection Results
Around late July – early August	Finalizing participants, prepare necessary documents
Around mid-August – before the program starts	Attend preliminary information sessions (orientation meetings)
Around mid-August – early September	Participate in Program
After program	Submit written reports

3. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

<< Internal eligibility criteria and requirements >>

(1) Applicants must be students who are enrolled as full-time undergraduate* and postgraduate students of the University during the period of the program. (Those who are on temporary leave from the University during the time of the program cannot participate.) *Undergraduate students enrolled after April AY 2018 who have already registered for the Go Global Gateway and submitted their "Go Global Statement" (Please note that SJTU Online Summer Program is only for undergraduate students enrolled after April AY 2018).

(2) Before applying, applicants must make sure that the summer programs do not interfere with their 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. (As the number of students that can participate in the programs from the University is limited, cancelation after the internal selection means a loss of the chance for other students to participate in the programs. Make certain that you do not need to cancel your application after submission.)

(3) Students who already <u>have a supervisor or equivalent at UTokyo</u> must notify them of their application to the program in advance and receive approval from the supervisor. Then they are to fill in the date they received approval in the application on UTAS as specified (if a student does not have a supervisor or equivalent, write 'no supervisor' in the space specified).

(4) Students shall take full responsibility of their own preparations and arrangements required to participate in the Program such as internet access/online learning environment (webcam and microphone).

(5) << **Criteria for programs** >> Please see each program's information sheet for details.

4. Credits
Please see each program's information sheet for details.

5. Program Costs
Free (The University of Tokyo will cover the program fees)

6. Application Deadline
Noon, Tuesday 20th of July

7. Internal Selection Process
(1) In principle, internal selection will be by screening of application documents.

(2) Acceptance/non-acceptance to the programs will be sent out by e-mail, therefore, please check you 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) After the internal selection, generally you will only be possible to participate in one of the programs of your choice. However, students may be allowed to participate in multiple programs depending on the programs' schedules and application situation. <u>If students wish to participate in multiple programs, they need to state as such in "Section 11. Special Notes" when they apply via UTAS.</u>

(4) In order to give opportunities of study abroad experience to as many students as possible, students who have previously taken part in the programs offered by the Division of Global Campus Initiatives, and are applying once again to these programs will be given a lower priority for internal selection.

(5) Results of the internal selection will be sent out between the end of July and the beginning of August. The results will be sent out to the students e-mail directly as well as to the relevant offices of their faculty/graduate school.

8. Having Passed the 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. If you are not permitted to participate in the programs due to insufficient documents, failure to check deadlines or other reasons, it is the students' responsibility.

<< Internal procedures >>

(1) Contact your supervisor or equivalent to inform them of your participation in the program beforehand. Students should prioritize their current study at UTokyo. Please make sure you do not cause any problems to the relevant persons.

(2) Preliminary information sessions (orientation meetings) will be held for each program and all students are required to participate (see each program's information sheet for details).

(3) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau (studyabroad.adm@gs.mail.u-tokyo.ac.jp) even before you receive the result of the internal selection.

(4) 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, and thus must comply with the laws, regulations, rules and manners of their host universities and countries.

10. Post-Program Reports

(1) Students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo Administration Bureau), copy of their program completion certificate or academic transcript 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 (addresses, phone numbers, email addresses) from the time of the application on UTAS, 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 or Graduate School, University year, and telephone number.

(1) Inquiries about application procedure, content of each program, and overall programs:
International Exchange Group of the UTokyo Administration Bureau
(studyabroad.adm@gs.mail.u-tokyo.ac.jp)

(2) Inquiries about academic affairs including credits:
Faculty or Graduate School of your affiliation at the point of your participation to a program.
https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html

12. How to Apply and Application Documents

(1) Make sure to complete the online application via UTAS before the deadline.
   ✧ Application with large 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 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.
   ✧ Applicants who do not have a supervisor or equivalent at UTokyo are required to fill in "N/A" in "Name of Academic Advisor" in "6. Academic Affiliation and Year at Time of the program period".

(2) For this program, applicants can apply up to three programs. In principle, a student can participate in only one program, however, students may be allowed to participate in multiple programs depending on the programs' schedules and application situation. If students wish to participate in multiple programs, they need to state as such in "Section 11. Special Notes" when they apply via UTAS.

(3) Applicants who select Shanghai Jiao Tong University Online Summer Program in "Section 8. Program of Choice", please make sure to specify first, second and third choices out of the five themes (please refer to the Program Sheet for details) in the Comment Field.

(4) This program does not require submission of language proficiency scores.

(5) With regards to "15. Contact Email Address" and "16. Confirmation" on UTAS, please make sure to follow the instruction and enter "Yes" to the following box upon confirmation.

(6) Please refer the following table for "18. Attachment" when applying.

Application Documents	Target	Notes
- Copy of the academic transcripts from institutions other than UTokyo for all semesters since enrollment in higher education	Only for those that this applies to	Those who have acquired credits from universities other than UTokyo.

- Copy of pages from your passport showing your personal information	N/A	However, some program may require submission immediately after internal selection (please refer to the respective Program Sheets for details).
- Documents to certify language proficiency	Those who have scores	This program does not require submission of the 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.**
- Written Oath	All	**Complete and sign** the specified form (download), then attach the scanned PDF to "18. Attachment".

*1 Documents to certify language proficiency (TOEFL iBT, IELTS) (Certificates must be valid as of the application deadline.)

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

[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 application documents:

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

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