

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

November 2021

Updated on 3 December 2021

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/en/program-list-short-onlinewinter.html>

1. Outline

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

- (1) INSA Lyon Online Winter Program (Code: INSA)
- (2) Zhejiang University Online Winter Program (Code: ZJU)
- (3) The University of California, San Diego Online Winter Program (Code: UCSD) *
- (4) University of Otago Online Winter Program (Code: OTAGO)*
- (5) Seoul National University and the University of Tokyo Joint Online Winter Program (Code: SNU)
- (6) Asian University for Women Online Winter Program (Code: AUW)
- (7) Australian National University and the University of Tokyo Joint Online Winter Program (Code: ANU)
- (8) The University of Sheffield Online Winter Program (Code: SHEF)*

*These programs are not for those who are proficient at speaking in English, so there are no program information sheets available in English.

Note: Programs (5) – (8) above are FOR UNDERGRADUATE students only (See details in “3. Eligibility Criteria and Requirements”).

2. Schedule

Date / Period		Planned announcements, deadlines, students' actions, etc.
2021	November 26 (Fri)	Announcement of Application Guidelines
	December 3 (Fri) Noon → Extended to the Deadline for internal application (December 20 (Mon) Noon)	Deadline for submission and approval of Go Global Statement 【See details in 3. Eligibility Criteria and Requirements】
	December 20 (Mon) Noon	Deadline for submission of internal application documents
	December 21 (Tue) Noon	Deadline for submission of any “Returned” application documents (if your application documents are returned)
2022	Around mid-January	Internal Selection • Announcement of Selection Results
	Around mid-January – early February	Finalizing participants • prepare necessary documents
	Before each program starts	Attend preliminary information sessions (orientation meetings)
	Around mid-February – March	Participate in Program
	Within two weeks after program	Submit written reports

3. Eligibility Criteria and Requirements

All 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 or those who will lose one's student status due to graduation, etc. during the time of the program cannot participate.) * Undergraduate students who enrolled in or after April of 2018 must register for Go Global Gateway (including submission and approval of Go Global Statement) prior to their application. (Please note that programs (5) – (8) in 1. Outline above are only for undergraduate students who enrolled in or after April of 2018 and have already registered for Go Global Gateway (including submission and approval of Go Global Statement) prior to their application).
- (2) Before applying, applicants must make sure that the winter 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 must 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 have a supervisor or equivalent at UTokyo 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 (See details in 12. How to Apply and Application Documents (1)).
- (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.
- (6) As indicated in this application guidelines and the application document "Oath", students acknowledge the compliance rules upon application and take full responsibility of their participation in the program by submitting post-program reports. If students who fail to do so and apply once again for programs offered by the Division of Global Campus Initiatives will be given a lower priority for internal selection.

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 Deadlines

Noon, Monday, 20 December*

***Note: Deadline for submission of “Returned” application documents that are submitted before the deadline for submission of application documents is December 21 (Tue) Noon. The deadline for the submission and approval of Go Global Statements [3. Eligibility Criteria and Requirements (1)] has been extended to December 20 (Tue) Noon (the Deadline for internal application).**

7. Internal Selection Process

- (1) In principle, internal selection will be based on your 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. If students wish to participate in multiple programs, they need to state as such in “Section 11. Special Notes” when they apply via UTAS.
- (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. However, participation in this Online Winter Programs is irrelevant to future internal selection for the programs offered by the Division of Global Campus Initiatives such as University-wide Student Exchange Program (USTEP).
- (5) Results of the internal selection will be sent out around mid-January 2022. 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) As written in the “Oath”, 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) Within two weeks of completing the program, all students must submit a report (in a format prescribed by the International Exchange Group of the UTokyo Administration Bureau) and undergraduate students enrolled after April AY 2018 must submit an activity report on this program on category 2 “Classes/Courses” or category 4 International Activities” of the Go Global Gateway (GGG) program. Also, if a program completion certificate or academic transcript are sent to the students directly, submit a copy of them to the International Exchange Group of the university administration bureau as soon as you received them.
- (2) Some programs require the submission of assignments given by host universities or 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. Note that students may receive e-mails from the International Exchange Group of the UTokyo Administration Bureau even after the program is over.
- (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 Go Global Gateway:
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) Inquiries about academic affairs including credits:
College, Faculty, or Graduate School of your affiliation at the point of your participation to a program.
- (4) Inquiries about “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on the UTAS online application:
College, Faculty, or Graduate School of your affiliation at the point of your application for a program.

12. How to Apply and Application Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
- ◇ Application with large irregularities (especially irregularities against the application guidelines and instructions in blue on UTAS online application screen) will not be accepted even if students complete the application before the deadline. Bear in mind that there is a possibility that application with irregularities will be “Returned” (make sure to check your e-mail inbox from UTAS especially if you apply at the last minute) and applicants must submit modified “Returned” application documents by the deadline as indicated in “6. Application deadlines” (submission of modified “Returned” application documents after the deadline will not be accepted).
- (2) Follow the instruction in blue on the UTAS online application screen (the following sections require particular attention).
- ◇ 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 College, Faculty, or Graduate School of your affiliation (the procedure may take time, so it is recommended to get an early start in consideration of office hours). Make sure that the correct information is in all the sections by the time of application.
 - ◇ All notifications regarding your application will be sent to the registered email address in “3. Contact Details” on UTAS. Enter an e-mail address that can receive files as attachments and check the e-mail inbox regularly following your submission.
 - ◇ 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”.
 - ◇ In “14. Statement of Purpose or Reason Why You Wish to Participate in this Program” section, **state purpose or reason in around 400 characters in Japanese or 600 letters in English per program you chose in “8. Program of Choice” (even if you only made one choice in “8. Program of Choice”).** Follow the instruction in the reference on [Application Documents] at the end of this application guidelines.
 - ◇ 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.
- (3) For this program, applicants can apply to 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 and are able to participate in multiple

programs throughout the entire periods with a serious mind, they need to state as such in “Section 11. Special Notes” when they apply via UTAS.

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

(5) 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. <u>If you have credits from other universities/higher educational institutions, enter the credits in “7. Grading Coefficient” based on the original documents.</u>
- 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	<u>This program does not require submission of the scores.</u>
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 below. If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
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 below. If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
- Written Oath	All	<u>Complete and sign</u> the specified form (download), then attach the scanned PDF to “18. Attachment”. For Faculty/Graduate School and Year of Study, select from pull-down options.

***1 Documents to certify language proficiency (TOEFL iBT, IELTS)** (Certificates must be valid as of the application deadline. For expiration date, refer to the official information on each organization website.)

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” (Online Winter Program ver.) :
<https://www.u-tokyo.ac.jp/content/400175668.pdf>

[Application Documents]

Location of the application guidelines and application documents:

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

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