Application Guidelines for 2022 Online Summer Programs by Partner Universities

February, 2022

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. Useful information and FAQ also may be added.
https://www.u-tokyo.ac.jp/adm/go-global/en/program-list-short-onlinesummer1.html

1. Outline

We are accepting applications for online summer programs in 2022 hosted by partner universities.
Applications to programs and courses on "Attachment 1: Program List" are open to students. We are accepting applications only to online programs this time (applications to short-term programs which require you to travel abroad are not currently accepted). Students must apply directly to the host universities for each course/program. However, if students apply internally through UTokyo, then the students can receive the following advantages.

(1) They are able to receive information and support for application procedures from UTokyo
(2) Fee discounts for some programs are available for UTokyo students
(3) They may be preferentially nominated for tuition waiver based on the contract between the partner universities and UTokyo (available only for the courses organized by some partner universities, but the applications are not open this time).

2. Programs

(1) IARU Courses   http://www.iaruni.org/for-students/iaru-courses/iaru-courses-2022
  ・The summer program is a short-term program held at eleven of the world's top-class IARU-member universities. IARU (International Alliance of Research Universities) is an alliance between eleven of the world's leading research-intensive universities, which aim to nurture future global leaders. IARU was founded in January 2006, with the goal of collaborating in various fields, including research and education. The University of Tokyo is the only Japanese university that belongs to IARU.

(2) Deutschkurse - Learn German in Munich   https://www.dkfa.de/en/
  ・The Intensive German Course organized by Ludwig-Maximilians-Universität München (LMU)

Please refer to "Attachment 1: Program List" and the websites of each program for more details. **The information is subject to updates, so please see the websites for the latest information.**

3. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

(1) **Applicants must meet the requirements of each course/program. Each course/program may have a specified number of years at the university, specific major, and English proficiency requirements, etc. Please be sure to refer to the website for further details. The host university will conduct its own selection and will decide whether or not to accept the applicants.**

(2) Applicants must be students who are enrolled as full-time undergraduate or graduate students of UTokyo at the time of application and during the online program. (Those who are on a temporary leave of absence from UTokyo during the time of the program cannot apply.)

(3) Transfer of the credits from the host university to UTokyo credits is not guaranteed. Please contact the

relevant faculty/school you belong to during the program in advance.

(4) There will be no special considerations for your study plan in the UTokyo because of your participation in the program. Therefore, applicants must make sure that the 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 before applying. Applicants may apply to the programs only after they have confirmed that it is possible for them to participate.

(5) 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 fill in the approved date where indicated in the application on UTAS (if a student does not have a supervisor or equivalent, write 'no supervisor' where indicated).

(6) Students must be able to proactively take actions, such as preparing documents and checking deadlines because you will be responsible for directly contacting the host institution in English via website or e-mail regarding your application for the program.

4. Program Costs

Participants are required to cover all expenses including tuition fees, application fees, etc.

Regarding tuition fees, depending on the course there may be tuition fee waivers or discounts for students who are affiliated with a member university. To see an estimate for the students' own expenses, please refer to the item "Estimated Program Fees" on the "Attachment 1: Program List". Please also make sure by yourself to check the website for more details.

5. Scholarships

The programs do not provide any scholarships but students may be able to apply for the following scholarships:
・DESK Scholarship (only for the LUM program. Applications are scheduled to be accepted from April 2022)
http://desk.c.u-tokyo.ac.jp/j/index.html
・Participants may apply for UTokyo Scholarship for the online programs. Details will be announced around April or May, 2022.

6. Application Period

From Wednesday, 9 February till noon Thursday, 17 March 2022

※ 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.

※ Please note that the above application deadline specified by UTokyo differs to that listed for each course on the website.

7. Internal Selection Process

(1) Applications will be gone through an internal selection screening by the Division for Global Campus Initiatives. In principle, internal selection will be by screening of application documents.

(2) Results of the internal selection will be sent out to the students by e-mail directly as well as to the relevant offices of their faculty/graduate school.

(3) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group of the UTokyo Administration Bureau.

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 when filling in applications. 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.

[Internal procedures]

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

(2) 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).

(3) Students must follow other warnings and notes from the University of Tokyo and the host institution.

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

10. Post-Program Reports

(1) Students must submit a report (prescribed format), transcript or certificate of completion etc. to the International Exchange Group of the UTokyo Administration Bureau, within two weeks of completing the program.

(2) If there are any changes to your email address or phone number, contact the International Exchange Group of the UTokyo Administration Bureau immediately.

(3) Upon completing the program, students may be asked to cooperate in the internationalization efforts of UTokyo (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 clearly state the subject in the subject line, your name, faculty or graduate school, university year, and telephone number.

(1) Inquiries about application procedures:

International Exchange Group of the UTokyo Administration Bureau
studyabroad.adm@gs.mail.u-tokyo.ac.jp

(2) Inquiries about academic matters including class and examination date, and credit transfers, etc.:

Faculty or graduate school of your affiliation during the program.
https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html

(3) Inquiries about details of the program:

Contact details of each program and course are listed in 'Attachment 1'

12. How to Apply and Application Documents

(1) Students may submit their application to the host university while submitting an application to

the International Exchange Group of the UTokyo Administration Bureau.

   ※   Students need to apply to each host university besides submitting the application to UTokyo. If they wish to apply to the course which deadline is coming soon or that has a limited capacity, students are recommended to proceed with the application procedure both to the host university and to UTokyo simultaneously.

   ※   If students wish to receive support from UTokyo, please be aware that students must be accepted by the host university and must have completed the application to UTokyo.

(2) Make sure to complete the online application via UTAS 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 the section(s), please inquire to <u>the related office of the faculty or graduate school to which you are currently affiliated</u>.

   ※   If you do not have supervisor, please fill in "N/A" for "6. Academic Affiliation and Year at Time of the program period -Name of Academic Advisor.

(3) Students may choose up to three courses in "8. Program of Choice". <u>If students wish to participate in multiple courses, they need to state as such in "11. Special Notes" when they apply via UTAS.</u>

(4) If you select YAL – Yale Summer Session, UCB – Berkeley Summer Sessions or LUM, please specify the course(s) and session(s) which you want to participate in the "Notes" of "8. Program of Choice" (e.g. "Yale Summer Online, Session B", etc.).

(5) Confirm and fill in "15. Contact Email Address" and "16. Confirmation" as instructed in blue on the UTAS application form.

(6) **In principle, submission of proof of language proficiency is not required when applying to the online summer programs. However, it is your responsibility to make sure you have a certificate of language proficiency as you may be asked to submit language scores depending on the program you choose.**

(7) <u>Please refer the following table for "18. Attachment" when applying.</u>

Application Documents	Target	Notes
- **Copy(ies) of academic transcripts from institutions other than UTokyo**	Only for those who this applies to	Applicable to those who obtained degree(s) from institution(s) of higher education other than UTokyo
- **Copy(ies) of pages from your passport showing your personal information**	N/A	
- **Certificate of language proficiency**	N/A	
- **Written Oath**	All	**Fill out and sign** the specified form (download), then attach the scanned PDF to "18. Attachment".

[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/en/program-list-short-onlinesummer1.html