Short-Term Summer Programs administered by the Division for Global Campus Initiatives: Academic Year 2022 General Application Guidelines (Second round recruitment)

<div align="right">June 2022</div>

Note: Be sure to check for the latest information on our website as parts of 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-summer2_00001.html

1. Outline

These Guidelines give an overview of the application procedures for the following Short-term Summer Programs (the following【Online】means a program held online that does not require travel). For individual program details, see their respective Program Sheets.

⑴ University of Warwick Summer Program【Online】 (Code: WAR) *

⑵ Asian University for Women Summer Program【Online】 (Code: AUW)

*This program is not for those who speak English well, so there are no program information sheets in English available.

2. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc.
By early June	Announcement of Application Guidelines
June 24 (Fri) Noon	Deadline for submission and approval of Go Global Statement【See details in 3. Eligibility Criteria and Requirements】※Only undergraduate students who enrolled in or after April of 2018
June 27 (Mon) Noon	Deadline for submission of internal application documents
June 29 (Wed) Noon	Deadline for submission of any "Returned" application documents (if your application documents are returned)
Around early July	Internal selection・Announcement of section results
Around mid-July – early August	Attend preliminary information sessions (orientation meetings), prepare necessary documents, payment of program fees, etc.
August – September	Participate in Program
Within two weeks after program	Submit written reports, etc.

3. Applicant Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

<< Internal eligibility criteria and requirements >>

⑴ Applicants must be students who are enrolled as full-time undergraduate or 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 are not eligible to participate.) Undergraduate students who enrolled in or after April of 2018 must register for the Go Global Gateway (including submission and approval of Go Global Statement) prior to their

<u>application</u>. Please allow enough time for submission as the Go Global Statement may not be approved in one go.

(2) Before applying, 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. <u>Applicants may apply to the programs only after they have confirmed that it is possible for them to participate throughout the period.</u> (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) The handling of absences from the University's courses while participating in the program will be determined by each student's College, Faculty, or Graduate School. College, Faculties and Graduate Schools may not necessarily give special consideration to students' participation in the programs. Therefore, please check with your College, Faculty, or Graduate School before applying to the programs.
   *For students in the Junior Division of the College of Arts and Sciences, not attending classes or exams due to participation in a study abroad program will be considered as an absence, and it is not an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.

(4) Students who already have <u>a supervisor or equivalent at the University</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 (see details in 12. How to Apply and Application Documents (2)).

(5) Students who are applying for this program must consult with <u>the relevant section of the College, Faculty, or Graduate School with which they will be affiliated during the program</u> in order to receive explanations on the points to be noted concerning the program and write down the affiliation, department, the name of the person from whom you received the explanation, and the date you received the explanation in the designated section on UTAS application form, and fully understand the points before submitting their application (See details in 12. How to Apply and Application Documents (2)). Application without the confirmation here will not be accepted. Follow the instructions from the relevant section of the <u>College, Faculty, or Graduate School that you are scheduled to belong to at the time of the program and receive the explanation well in advance of the deadline since requests in a short notice may not be addressed for good reasons such as other duties.</u> Also, please note that there could be specific regulations regarding the program.

(6) Students who are selected as participants, shall take full responsibility of their own preparations and arrangements required to participate in the program such as internet access/online learning environment (turning webcams/microphones on, etc.).

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

(8) <u>Follow all other cautions provided by UTokyo.</u>

4. Course Registration and Credits, etc.

Please see each program's information sheet for details.

5. Program Costs / Scholarships

【Scholarships】

Students accepted into one of the online programs may apply for "Go Global Scholarships for Online Course Programs offered by Overseas Institutions". Please refer to "1st Call for the 2022 Scholarship for Online Course Programs offered by Overseas Institutions" page on Go Global Website (https://www.u-tokyo.ac.jp/adm/go-global/ja/scholarship-list-kaigaihaken_online.html) for details.

6. Application Deadline

Noon, Monday, 27 June*

*Note: Deadline for the submission and approval of Go Global Statements 【3. Eligibility Criteria and Requirements (1)】 is noon, Friday, 24 June. Please allow enough time as Go Global Statements with irregularities will be returned for modification to be submitted by the deadline. Also, the deadline for submission of "Returned" application documents with large irregularities that are submitted before the deadline for submission of application documents is noon, Wednesday, 29 June.

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 e-mails sent to the e-mail address registered on UTAS 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 participation will be possible to participate in only 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, make sure that it is possible for them to participate throughout the period and certainly willing to participate in the program, then 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 low priority for internal selection. However, participation in this Summer 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 early July. The results will be sent out to the students e-mail address directly as well as to the relevant offices of their College, Faculty, or Graduate School.

8. Having Passed Internal Selection Process ~ Requirements for Post-Internal Selection 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. 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 and the scholarship will not be paid to the students.

<< **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 internal selection. Please also submit a brief on the reasons for declining (no specific format, but please indicate your affiliation, name, the reason why you are declining, date, and make sure to sign the document. One A4 sized page.) if you decline the offer after you are accepted to program.

(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 regulations, rules and manners of their host universities.

10. Post-Program Reports

(1) 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.

(2) If a program completion certificate or academic transcript are sent to the students directly, students are required to submit a copy of them to the International Exchange Group of the university administration bureau as soon as they received them.

(3) Some programs require the submission of reports other than the above mentioned. Students must submit them by the designated deadline.

(4) If there are any changes in information (addresses, phone numbers, email addresses) from the time of the application, contact your College, the Faculty, or Graduate School and the International Exchange Group of the UTokyo Administration Bureau so that appropriate procedures can be undertaken. Such information will be necessary for mailing grades, letters of completion, and passing on other important information.

(5) 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)

(3) 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.

(4) Inquiries about academic affairs including credits:
College, Faculty or Graduate School of your affiliation at the point of your participation to 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 the 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 inbox for emails from UTAS especially if you apply at the last minute) and applicants must submit the 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, <u>please inquire through the relevant office of the College, Faculty, or Graduate School of your affiliation at the point of your application</u> (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". Applicants who already have a supervisor or equivalent at the University are to fill in the date they received approval in "17. Approval of your academic supervisor".

- ✧ In the section "14. Statement of Purpose or Reason Why You Wish to Participate in this Program", **state the 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.

- ✧ **Applicants must consult with the relevant section of the College, Faculty, or Graduate School with which they will be affiliated during the program in order to receive explanations on the points to be noted concerning participating in the program and write down the affiliation, department, the name of the person from whom you received the explanation, and the date you received the explanation in "18. Confirmation on the points to be noted concerning participating in the program"** (e.g. ●●Team, Faculty of △△, TODAI Hanako, June 20). **Applications without the confirmation here will not be accepted.**

(3) For this program, applicants can apply up to two 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. <u>If students wish to participate in multiple programs, make sure that it is possible for them to participate throughout the period and certainly willing to participate in the program, then they need to state as such in "Section 11. Special Notes" when they apply via UTAS.</u>

(4) Please refer the following table for "19. Attachment" when applying.

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

education		**credits in "7. Grading Coefficient" based on the original documents.**
- Copy of pages from your passport showing your personal information	N/A	However, some program may require submission immediately after internal selection.
- Documents to certify language proficiency		Please refer to the respective Program Sheets for required language proficiency. If you are going to apply for program(s) which do(es) not require language scores, please state "Applying for program(s) which do(es) not require language score" in "9. Language Proficiency" on UTAS.
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.** 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.** If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
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".
- Written Oath	All	**Complete and sign** the specified form (download), then attach the scanned PDF to "19. Attachment". **Parents/Guardians' guarantee is required for students who are applying for the face-to-face programs.** Digital sign/seal is acceptable.

***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

*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.

[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/400188245.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-summer2_00001.html

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