

Application Guidelines for Sciences Po Spring School - European Affairs Programme 2023

2022.10

* The information concerning application and related documents are subject to change. Useful information and FAQs may also be added later. Make sure to check the latest information on the following and other websites.

https://www.u-tokyo.ac.jp/adm/go-global/en/program-list-short-SciencePo_00001.html

1. Outline

This is a short-term program held in the spring, offered by the Institut d'études politiques de Paris, commonly referred to as Sciences Po, one of Europe's most prestigious academic institutions. (The courses will be conducted in English. French language courses will be also available for students who wish to take them.)

If students meet the specified requirements and wish to receive scholarships, they will be awarded a scholarship (non-repayment type) of JPY 100,000. (See Attachment 1 "Guidelines on the Eligibility, Requirements and Awarding of Scholarships" for further details.)

This is a program provided specifically for students from Sciences Po's three Japanese partner universities (in addition to UTokyo, the University of Hokkaido and Tokyo University of Foreign Studies), therefore, all the participants will be students from these universities. The capacity of the program is minimum 20 students for AY2022.

Please read the attached "Overview" for further details.

* Further selection may be conducted by Sciences Po after nomination from UTokyo.

2. Schedule

February 20, 2023 – March 17, 2023

3. Capacity for UTokyo

Maximum of approx. 20 students (may vary depending on the number of participants from the other partner universities)

4. Eligibility Criteria and Requirements

All of the following criteria and requirements must be met.

(1) Students must fulfill the requirements below, set forth by Sciences Po:

Eligibility

- ✓ To have a sufficient level of English (TOEFL iBT 87, IELTS 6, TOEIC 740);
- ✓ To have a background or a strong interest in Social Sciences: History, Economics, Sociology, International relations, Law

* This program is not an English language program—courses and discussions will be conducted in English. In principle, the necessary English language proficiency is TOEFL iBT 87 or IELTS 6 or TOEIC 740.

(2) Applicants must be students who are enrolled as full-time undergraduate or graduate students at the University during the period of application and the study abroad 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 apply.)
- (3) Undergraduate students who enrolled in or after April of 2018 must register for the Go Global Gateway (including submission and approval of their Go Global Statement) prior to their application. Please allow enough time for submission as the Go Global Statement may not be approved in one go.
 - (4) Before applying, applicants must make sure that the program does not interfere with their courses by checking the examination date 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 throughout the period. (As there is a limit to the number of possible participants in the program, withdrawing one's application after the internal selection means a loss of the chance to study abroad for other students. Note that in principal, students are discouraged from withdrawing their applications after submission.)
 - (5) In cases where you cannot attend classes at UTokyo for a specified period, the handling of such situations shall be determined by your faculty/college/graduate school of affiliation during the program term. There is no guarantee that students' study abroad schedules will be taken into special consideration, therefore please confirm and make sure you understand before applying.
* If you are affiliated to the College of Arts and Sciences Junior Division, not attending classes or exams due to participation in a study abroad program will be considered as an absence, it will also not be an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.
 - (6) Students who already have a supervisor or equivalent at the University 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 13. How to Apply and Application Documents (3)).
 - (7) Please only apply after consulting with the relevant section of the faculty/college/graduate school with which you will be affiliated during the program term 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 13. How to Apply and Application Documents (7)). Applications without the confirmation here will not be accepted. Follow the instructions from the relevant section of the 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. Also, please note that there could be specific regulations regarding the program.
 - (8) Students who participate in this program and fulfill the requirements, may receive a certificate from Sciences Po. However, the transferring of credits will be determined by the faculty/graduate school with which the student is affiliated with during the program. Note that participation in this program does not guarantee the transferring of credits to UTokyo. Please consult with the relevant section of the faculty/graduate school in order to be made fully aware of the procedures for credit transfer.

- (9) Read the “Overview” provided by Sciences Po thoroughly before applying.
- (10) **【Insurance】** After passing the internal selection process and being accepted into the study abroad program, students are required to take out Japan Educational Exchanges and Services (JEES) “Futai Kaigaku” at their own expense (this will not be paid for by the University). Taking out this insurance will be one of the requirements for applying to a study abroad program through this application. Details of the insurance will be sent to students who are accepted into the programs at a later date.
- (11) **【Overseas Student Safety Management Assistance】** After passing the internal selection process and being accepted into the study abroad program, students are required to take out the “OSSMA” (Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co., Ltd. as a means of safety management during the program (it is the responsibility of the students to purchase OSSMA as this will not be paid for by the University).
- (12) Students need to understand that they need to follow the regulations of both Sciences Po and the country or region they are traveling to as well as the airlines that they fly with and Japanese Border Measures if they set any rules regarding COVID-19 such as vaccination, certificate of negative PCR testing and isolation if tested positive.
- (13) Students must follow all instructions or warnings given by UTokyo and Sciences Po.

5. Expenses

- (1) Students are responsible for covering their own fees for tuition, accommodation, traveling, and participation. (Refer to the “Overview” for further details.)
 - ✓ Tuition fees alone: EUR 2,600 (includes tuition fees, study trip to Brussels & 3 cultural activities)
 - ✓ Accommodation fees (estimate): EUR 1,600 - 1,900 per person for 27 nights
 - ✓ Not included in both abovementioned amounts: meals, flight tickets, health insurance and public transportation in Paris
- (2) Payment for tuition and accommodation fees should be completed according to the deadline specified by Sciences Po. (An invoice will be sent directly to the applicant from Sciences Po after nomination by the International Exchange Group of UTokyo.)

6. Scholarships

If students meet the specified requirements and wish to receive scholarships, they will be awarded a scholarship (non-repayment type) of JPY 100,000. See Attachment 1 “Guidelines on the Eligibility, Requirements and Awarding of Scholarships” for further details.

However, if a scholarship recipient is later found that they do not satisfy the previously mentioned eligibility criteria or are found to be inappropriate as a recipient, they will be ordered to return the scholarship amount already received, in whole or in part. Furthermore, if a scholarship recipient suspends their study abroad or takes a leave of absence, they may be ordered to return the scholarship already paid out, in whole or in part.

7. Application Deadline

Noon, Thursday, 24 November 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 for this program differs from that written in the “Overview”.

8. Internal Selection Process

- (1) UTokyo will review the application documents and select students to nominate to Sciences Po. The International Exchange Group of UTokyo will then nominate those who have passed the selection to Sciences Po by the end of November 2022.
- (2) Notification of the selection results will be made via e-mail to you and the relevant office of your faculty/college/graduate school around the end of November.
- (3) If you need to withdraw your application under unavoidable circumstances beyond your control, please immediately contact to the International Exchange Group.

9. Requirements for Post-Internal Selection up until Program Acceptance

[Procedures after internal selection]

The candidate students will be asked to register, submit necessary documents and make payments to Science Po. Details will be provided by Science Po to the candidate students.

[Participation procedures and travel arrangements]

It is the students' responsibility to follow the instructions of the host institution on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa and obtain the latest information from the host institution's country embassy/consulate and other credible sources. Students are responsible for all expenses incurred during the process. It is the student's responsibility if you are not permitted to participate in the programs due to insufficient documents, failure to check the deadline or other reasons.

[Internal procedures]

- (1) Students should confirm with the relevant sections of their faculty/college/graduate school whether any additional procedures are necessary for overseas travel or studying abroad. If there are such necessary procedures, students should make sure that they are completed. (Necessary procedures vary depending on the faculties/college and graduate schools.)
- (2) Students are advised to consult with their supervisors or equivalent before their programs begin so as not to cause any unnecessary trouble for concerned parties at the University while participating in the programs.
- (3) Make sure to attend a pre-arrival webinar which will be held for the candidate students.
- (4) If there are any changes in information (address, phone number, e-mail addresses) from the time of the application, contact your faculty/college/graduate school and the International Exchange Group of the UTokyo Administration Bureau (studyabroad.adm@gs.mail.u-tokyo.ac.jp) so that appropriate procedures can be undertaken.
- (5) If you must decline the offer under unavoidable circumstances, immediately contact the International Exchange Group 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.

- (6) When a scholarship recipient who is selected as a face-to-face program participant is found not to satisfy the previously mentioned eligibility criteria or found to be inappropriate as a recipient, they will be ordered to return the scholarship amount already received, in whole or in part. Also, if a scholarship recipient suspends their study abroad or takes a leave of absence, they may be ordered to return the already paid scholarship amount, in whole or in part.

[Information on Study Abroad, Risk Management]

For general information on study abroad and risk management, see the Go Global website (<https://www.u-tokyo.ac.jp/adm/go-global/ja/voyage-index.html>). In particular, read **the Risk Management Guidebook for Overseas Travel** carefully.

10. Obligations for Participating in Programs

- (1) Participants must fully comprehend the purposes of this program and strive to complete program courses while achieving a high level of academic performance.
- (2) Participants must be aware that they are representatives of UTokyo, and abide with all laws, rules, regulations and manners of the host institution and country.

11. Post-Program Reports

- (1) Students must submit a report (in a format prescribed by the International Exchange Group of UTokyo Administration Bureau) to the International Exchange Group of UTokyo Administration Bureau within two weeks of completing the program. The submitted report may be used for promotion of study abroad programs on and off campus. Please pay adequate attention to personal information so it can be published on brochures or websites. 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) Students who received scholarships must submit additional documents by the designated deadline.
- (3) Students who participate in this program and fulfill the requirements, may receive a certificate from Sciences Po. However, the transferring of credits will be determined by the faculty/college/graduate school with which the student is affiliated with during the program. Note that participation in this program does not guarantee the transferring of credits to UTokyo. (Please consult with the relevant section of the faculty/college/graduate school in order to be made fully aware of the procedures for credit transfer.)
- (4) After returning to Japan, participants may be asked to attend report presentation meetings, information sessions, or, in some cases, to cooperate with the University’s globalization efforts (e.g. promoting study abroad programs, advising students interested in studying abroad, answering questionnaires). If asked, students should cooperate in these efforts unless unavoidable circumstances prevent them from doing so.

12. Contact Information

When contacting via e-mail, please make sure to state the subject, your name, faculty/college or graduate school, year in the university, and telephone number.

- (1) Inquiries about application procedure:
International Exchange Group, 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 academic affairs, such as class and examination date, at UTokyo:
Relevant office of your faculty/college/graduate school with which you will be affiliated during the program
* List of offices of faculties:
<https://www.u-tokyo.ac.jp/adm/go-global/ja/contact-department.html>
- (4) Inquiries about program details:
Host institution of the programs (see the attachment)

13. Application Procedures and Documents

- (1) Make sure to complete the online application via UTAS before the deadline.
- (2) 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/college/graduate school to which you are affiliated. Please make sure that the correct information is in all the sections by the time of application.
- (3) 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 have a supervisor or equivalent at UTokyo are required to fill in the date they received approval in “18. Approval of your academic supervisor” on UTAS.
- (4) This call is for this program only, so applicants do not need to select second or third choices nor write notes in “8. Program of Choice” when applying through UTAS.
- (5) For this program, applicants are required to submit a copy of TOEFL iBT score or IELTS (Academic Module) score or TOEIC score which meets the requirements by Sciences Po.
- (6) With regards to “16. Contact Email Address” and “17. Confirmation” on UTAS, please make sure to follow the instruction and enter "Yes" to the following box upon confirmation.
- (7) 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 “19. Confirmation on the points to be noted concerning participating in the program” (e.g. ●●Team, Faculty of △△, TODAI Hanako, October 21). Applications without the confirmation here will not be accepted.
- (8) Please refer to the following table when uploading documents through “20. Attachment” of UTAS when applying.

Application Documents	Target	Notes
- Copy of academic transcripts from other than UTokyo for all semesters since enrollment in higher education (in English and including Grading criteria)	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 credits in “7. Grading Coefficient” based on the original documents.
- Copy of the pages from your passport showing your personal information	N/A	However, as this program may require submission immediately after internal selection, it is recommended to obtain/renew your passport if you don't have/renew it.
- Documents to certify language proficiency	All	
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.
Students who are enrolled on degree courses in English and do not have English proficiency scores	Only for those that this applies to	Refer to *3.
- A Written Oath	All	<u>Complete and sign</u> the specified form (download), then attach the scanned PDF to “20. Attachment” on UTAS. Parents/Guardians’ guarantee is required. Digital sign/seal is acceptable.
- Oath of understanding for traveling abroad during the COVID-19 pandemic	All	<u>Complete and sign</u> the specified form (download), then attach the scanned PDF to “20. Attachment” on UTAS. Parents/Guardians’ guarantee is required. Digital sign/seal is acceptable.
- Confirmation of Intention to Receive Scholarship	Only for those who wish to receive scholarship	Complete the specified form (download), then attach in PDF format to “20. Attachment”. Please check Attachment 1 when filling in.

***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.)**

- A copy of TOEFL iBT or IELTS (Academic Module) score (an unofficial copy of your TOEFL score, taken from online, is acceptable) which meet the following scores required by Sciences Po.
 - TOEFL iBT 87 and over
 - IELTS 6.0 and over

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

- If you do not have TOEFL iBT or IELTS (Academic Module) scores but have other scores, the following scores required by Sciences Po can be submitted.
 - TOEIC 740 and over

***3 Students who are enrolled on degree courses in English and do not have English proficiency scores**

- Students who are enrolled on degree courses in English at the University of Tokyo will be exempt from having to submit TOEFL iBT or IELTS (Academic Modules) score. However, these students must submit a copy of their certificate of enrollment in English instead. (Please submit the certificate by uploading it through the “Language proficiency certificate (Other than TOEFL iBT • IELTS)” in “20. Attachment” on UTAS.)
- Students who entered UTokyo by the general admissions or Special Screening for graduate of overseas high schools, and have transferred into the Senior Division of PEAK after their second year (shingaku-sentakku) must submit a copy of English proficiency scores required by Sciences Po.

[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/400195761.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-SciencePo_00001.html