

Guidelines on the Eligibility, Requirements and Awarding of Scholarships

(Sciences Po Spring School - European Affairs Programme 2023)

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International Exchange Group

The University of Tokyo

1. Guidelines for the awarding of the program specific scholarship

This scholarship is awarded to the participants of this program who wish to receive the scholarship under the following (1)~(5) conditions.

- (1) These programs follow the eligibility and requirements of JASSO's 2022 Study-abroad Assistance (study abroad at partner universities) to award scholarships of the value of JPY 100,000 to participants in the programs who wish to receive scholarships (non-repayment type, the value varies depending on the destination). Please see "2. JASSO scholarship eligibility and requirements" below for details.
- (2) The JASSO scholarship will not be awarded to students of foreign nationality, however, a scholarship equal to the value of the JASSO scholarship will be awarded (non-repayment type) from the University of Tokyo if all other requirements described in "2. JASSO scholarship eligibility and requirements" other than 2.① are met and wish to receive scholarships.
- (3) If students receive a scholarship from other organization which does not allow receipt of more than one scholarship, or if a scholarship with a value of more than that of (1) to (2) is awarded by any other organization for the participation in this program, they will not be eligible to receive the above scholarships mentioned in (1) to (2).
- (4) This scholarship may be awarded to Japanese government-sponsored foreign students as it is provided for specific use such as part of travel expenses. However, it may not be awarded due to specific conditions provided in the rules of government-sponsored foreign student. For details, please consult the relevant section of the affiliation you belong to.
- (5) Students who wish to receive the program scholarship through the Division for Global Campus Initiatives are eligible to apply for the "Go Global Scholarships for the 2022 Short (less than 3 months) Study Abroad" to participate this program, however, they are not eligible to receive both scholarships. If students apply for the "Go Global Scholarships for the 2022 Short (less than 3 months) Study Abroad", make sure to notify the International Exchange Group of the UTokyo Administration Bureau of your application in the section "4. Questions on whether the applicant is receiving another scholarship from another organization for participating in this program" on Confirmation of Intention to Receive Scholarship. Withdraw the application for the "Go Global Scholarships for the 2022 Short (less than 3 months) Study Abroad" once receipt of a scholarship through the Division for Global Campus Initiatives has been confirmed.

2. JASSO scholarship eligibility and requirements

In accordance with the rules and regulations of JASSO (Japan Student Services Organization), to be eligible to receive the scholarships from JASSO students must be enrolled and registered in a regular course with the aim of obtaining a degree and graduating, and have been selected by the university at which they are enrolled to attend a study abroad program organized by the university to which this scholarship is applicable. They must also meet the following nine conditions.

- ① They must possess Japanese nationality or have been given right of permanent residence in Japan (including special permanent residents).
 - ※1 Foreign nationals who are not permanent residents such as "Dependent (as spouse)" and "Long-Term Resident" are not eligible.
 - ※2 Those who have multiple nationality and meet above ① are eligible.
 - ※3 International students who study in Japan are not eligible even if host universities accept them.

- ② Students who have been accepted by overseas host universities based on agreements and/or MOU's on student exchange.
- ③ Students who demonstrate excellent academic achievements at home university, as well as a good personality; in addition, students must have a minimum of 2.30 (out of 3.00) Grading Coefficient, which is calculated using JASSO's Grading Coefficient calculation method, based on a transcript from the previous academic year. If the applicant's transcript of the previous academic year is not available at the time of screening, in principle, Grading Coefficient will be calculated based on their transcripts of the previous semester.
- ※1 For students in the first year of undergraduate studies, academic achievements in the third year at high school should NOT be used.
- ※2 For students in the first year of Master's course should use the grades in the final academic year from their undergraduate/college degree course.
- ※3 For students in the first year of doctoral course should use the grades in the final academic year from Master's course.
- ※4 Those who were on temporary leave from the University in the previous academic year and do not have a grading coefficient from the previous academic year should use the grades in the second preceding academic year. Those who were on temporary leave from the University in the second semester in the previous academic year and do not have a grading coefficient from the second semester in the previous academic year should use the grades from the second semester in the preceding academic year.

-----Grading Coefficient Conversion Table (Automatically calculated on UTAS)-----

	GRADE				
4-level rating	—	Excellent	Good	Average	Fail
4-level rating	—	A	B	C	F
4-level rating	—	100-80	79-70	69-60	59 or less
5-level rating	100-90	89-80	79-70	69-60	59 or less
5-level rating	S	A	B	C	F
5-level rating	A	B	C	D	F
GARDE POINT (GP)	3	3	2	1	0

Grading Coefficient Formula:

$$\frac{([No. \text{ of GP3 Credits}] \times 3) + ([No. \text{ of GP2 Credits}] \times 2) + ([No. \text{ of GP1 Credits}] \times 1) + ([No. \text{ of GPO Credits}] \times 0)}{\text{Total Number of Registered Credits}}$$

*No. =Number

*GP=Grade Point

<Note> If you have taken courses that are not part of the credit system, replace the number of credits in the Grading Coefficient Formula with the number of courses taken.

- ④ Students who will have difficulties participating in the study abroad program if they were to finance themselves due to financial reasons.
- Students who conform to standard of household budgets for Scholarship from 2022 JASSO Student Exchange Support Program Category 2 are prioritized for eligibility, but those who are admitted by the university to have difficulties participating in the study abroad program on their own can be eligible.

Reference (In Japanese only):

“Standard of household budgets” in JASSO Student Exchange Support Program Category 2 for 2022.

(for undergraduate students)

https://www.jasso.go.jp/shogakukin/about/taiyo/taiyo_2shu/kakei/zaigaku/daigaku.html

(for graduate students)

https://www.jasso.go.jp/shogakukin/about/taiyo/taiyo_2shu/kakei/zaigaku/in.html

- ⑤ Students who are certain to obtain the visa required for participating in the program in the country or region of the host institution.
- ⑥ Students who will return to their home university to continue their study or will acquire a degree from that university after completing the study abroad programs.
- ⑦ Students whose total amount of scholarships to attend this study abroad program from sources other than JASSO (except for scholarships particularly for travel expenses, scholarship loan that requires refund and student loan) and do not exceed the monthly amounts of this scholarship (convert total amount to monthly amount if you are receiving scholarships from more than two organizations) will be eligible for the scholarship.

Note 1: If you are receiving scholarships from other organizations, please make sure that you are permitted to receive scholarships in addition to that from that source.

Note 2: If you are receiving JASSO's 'Benefit scholarship', you are not permitted to receive this scholarship. If you want to pause receiving 'Benefit scholarship' during participating in the study abroad program, please go through the procedure (submit a 'Request for transfer') at your faculty/college or graduate school.

- ⑧ Students who will provide sufficient information in report documents specified by JASSO and the University of Tokyo and submit them by the designated dates, and will cooperate when requested to respond to follow-ups, attend meetings and respond to career surveys, etc. after completing the study abroad programs.
- ⑨ Students who will agree to the University of Tokyo providing the scholarship organization with their personal information that was provided at the time of application for the internal selection process (name, contact details, affiliation, etc.) should they make the request.

3. Application guidelines for the program specific scholarship

In order to apply for the scholarships, students are required to select **items following the instructions** in the “Confirmation of Intention to Receive Scholarship” section at the time of application on UTAS. **Also, those who wish to receive scholarships are required to submit (uploaded as an attachment) the specified form “Confirmation of intention to receive scholarship”.** Please note the following when you fill in the form.

- (1) It is the applicant's own responsibility to check the calculation of the grading coefficient and any other items discussed in this Appendix. Please be aware that special treatment will not be given to cases where scholarships were not awarded due to their not checking every item carefully, even if the application periods of other scholarships have passed. A common mistake made when calculating the grading coefficient is that the number of courses registered and completed is taken instead of the number of credits. Please make sure that the number of credits is used.
- (2) “Last year's grading coefficient” refers to the grading coefficient for the 2021 academic year. For students in the first year of graduate studies, who were enrolled at other universities in AY2021 should use the grades from that university. As first year undergraduate students do not have grades for AY2021, grading coefficient for the Summer Semester (S1-term and S2-term) of AY2022 should be used. Also, first year undergraduate students who enrolled at UTokyo in September 2022 do not have the grades, and as such whether or not a grading coefficient higher than 2.30 is achieved will be determined based on the information provided in the application forms.