

## Short-Term Winter Programs Administered by the Center for Global Education: Academic Year 2023 General Application Guidelines

October 2023

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-winter.html>

### 1. Outline

These Guidelines give an overview of the application procedures for Short-term Winter Programs with the following partner universities. For individual program details such as Program Contents, Eligibility Criteria and Requirements, see their respective Program Sheets. The programs are primarily designed for groups of UTokyo students to participate in, so please be aware that classes will generally consist of UTokyo students only or with Japanese university students only.

No	Host University	Program Period	Number of Students Accepted (approx.)	Program Costs (TBC)* <sub>1</sub>	Scholarships (If students wish to receive scholarships and meet the designated criteria)
①	University of California San Diego* <sub>2</sub>	Feb 19 (Mon) – Mar 1 (Fri), 2024	40 undergraduate and graduate students	Approx. JPY 600,000 per person (Including accommodation)	JPY 80,000
②	The University of Adelaide* <sub>2</sub>	Feb 19 (Mon) – Mar 8 (Fri), 2024	40 undergraduate and graduate students	Approx. JPY 410,000 per person (Including accommodation and meals)	JPY 70,000
③	University of Otago* <sub>2</sub>	Feb 15 (Thu) – Mar 15 (Fri), 2024	15 undergraduate and graduate students	Approx. JPY 370,000 per person (Including accommodation and meals)	JPY 70,000
④	Zhejiang University	Mar 4 (Mon) – Mar 15 (Fri), 2024	30 undergraduate and graduate students	Approx. JPY 100,000 per person (Including accommodation)	JPY 60,000
⑤	Sciences PO	Feb 19 (Mon) – Mar 15 (Fri), 2024	30 undergraduate and graduate students	Approx. JPY 410,000 per person (NOT including accommodation)	JPY 100,000

※1: Airline tickets and other expenditures such as personal expenses, and so on are to be paid individually and not included. Program costs will be finalized after student admission and subject to change based on the number of participants and accommodation arrangements.

※2: These programs are primarily aimed at students who do not have much overseas experience, providing opportunities for English language learning, cultural immersion, and local lecture experiences. Therefore, it is not for those who speak advanced English.

## **2. Program Contents** (Refer to respective Program Sheets for further details. **Contents are subject to change**)

### ①University of California San Diego

UCSD is a state university located in La Jolla, San Diego, California, and one of the ten campuses within the California State University. To provide an academic overseas experience for students who may have concerns about their English or undertaking a long-term study abroad program. The program includes lectures by graduate school professors, graduate school admissions workshops, leadership skills development training, networking opportunities with U.S. students, and optional extracurricular activities.

### ②The University of Adelaide

The university, located in Adelaide, South Australia, is one of our USTEP partner universities. Founded in 1874, it is the third-oldest university in Australia. It is also one of the prestigious 'Group of 8' universities, which are considered the top universities in Australia.

The program focuses on the development of students' speaking, listening, reading, and writing skills. Students will stay with Australian homestay families, appreciate cultures in Australia and develop intercultural awareness. There is also an opportunity to participate in lectures at the University of Adelaide, providing students with a chance to experience Australian university campus life (lectures are limited).

### ③University of Otago

The university, located in the city of Dunedin on New Zealand's South Island, is one of our USTEP partner universities and it is New Zealand's oldest university. This program designed specifically for students who want to focus intensively on English language learning. It includes classes related to New Zealand's history and culture. Living with a homestay family is an opportunity for students to experience New Zealand culture and practice using their English in daily life. Students also have the option to attend regular lectures offered at the University of Otago (subject to availability and compatibility with their English classes; some lectures may not be accessible)

#### ④Zhejiang University

The university, located in Hangzhou, Zhejiang Province, is one of our USTEP partner universities. It is also in close proximity to Shanghai. This program offers intensive Chinese language courses, cultural lectures, cultural tours, and exchange activities with local students. Accommodation is planned to be in on-campus dormitories.

#### ⑤Sciences PO

Sciences Po is one of our USTEP partner universities and it is one of the leading universities in Europe. This is a program offered annually by Sciences Po for students from partner universities in Japan. It provides an opportunity to study about European Union and the process of European integration through disciplines such as law, political science, sociology, and economics. The language of instruction for lectures is English, with an additional 8-hour French language class offered outside of lectures (Participation is not mandatory).

### 3. Schedule

Date / Period	Planned announcements, deadlines, students' actions, etc.
Mid October	Announcement of Application Guidelines
November 13 (Mon) Noon	Deadline for submission and approval of Go Global Statement 【See details in 4. Eligibility Criteria and Requirements】 ※ Only undergraduate students who enrolled in or after April of 2018
November 14 (Tue) Noon	Deadline for submission of internal application documents  <b>* In order to receive explanations on the points to be noted concerning the program from the relevant section of the College, Faculty, or Graduate School with which you will be affiliated during the program term, make sure to receive the explanation well in advance of the deadline since requests in a short notice may not be addressed. <u>Confirm the name of the responsible person as "Full Name."</u></b>
Around late-November	Internal selection • Announcement of section results
After finalizing participants – before program starts	Attend preliminary information sessions (orientation meetings), prepare necessary documents, payment of program fees, etc.
February – March 2024	Participate in Program
Within two weeks after program	Submit written reports, etc.

### 4. Applicant Eligibility Criteria and Requirements

All of the following criteria and requirements must be met:

### << Internal eligibility criteria and requirements >>

(1) An applicant must be enrolled in a regular course of a faculty/graduate school of UTokyo at the time of application, and will continue to be enrolled in a regular course of the faculty/graduate school throughout their study-abroad period (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). 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\_

(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. Applicants may apply to the programs only after they have confirmed that it is possible for them to participate throughout the period. (As the number of students that can go abroad on the programs from the University is limited, cancelation after the internal selection means a loss of the chance to study abroad for other students. 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. The College, Faculties or 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 the College of Arts and Sciences for more details.

(4) 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 12. How to Apply and Application Documents (2)).

(5) Students who are applying for this program 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 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 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.

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

**<< Insurance >>** After passing the internal selection process and being accepted into the program, students are required to take out the 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 from the day they leave their home until the day they return their home in Japan will be one of the requirements for applying to a face-to-face program through this general application. Details of the insurance will be sent to students who are accepted into the programs after internal screening results.

**<< Overseas Student Safety Management Assistance >>** After passing the internal selection process and being accepted into the face-to-face program, students are required to take out "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).

**<< Regarding the Covid-19 >>**

Applicants are required to understand that if the host university or the country/region where you are traveling, the airline company, or Japan's border measures have regulations concerning COVID-19 vaccination, PCR testing, proof of negative results, and quarantine in the event of a positive COVID-19 diagnosis, they must adhere to those rules. Additionally, applicants should be aware that any associated costs will be their responsibility.

**<<Accommodation>>**

Accommodation may be changes due to the host's circumstances (such as a switch from homestay to student dormitories, etc.). Additionally, in some cases, the accommodation may be the same as other UTokyo students or Jpanease/non-Japanese students from other universities. As a general rule, the allocation of accommodations will be determined by the host, and the living environment will vary. Unless specially mentioned, there will be no difference in fees based on the differences in the living environment. Please understand that there are various different living environments available and apply to the program. Requests for specific living environments cannot be accepted.

For example, in the case of homestays, factors such as the host family's nationality, family composition, the amount of time the family spends with the student, meal arrangements, and the number and nationality of fellow staying students can vary greatly, the living environments are not all the same.

#### <<Other>>

If you do not have a passport, please apply for one as soon as your participation in the program is confirmed.

Follow all other cautions provided by UTokyo.

<<Eligibility Criteria for Receiving Scholarship>> (See information sheet “Attachment 1” for details.)

As this scholarship is provided by funds and donations by individuals as well as corporate bodies, recipients are expected to attend networking events with donors, submit reports and answer questionnaires.

#### 5. Credits, etc.

It is not possible to earn credits from the partner universities.

#### 6. Flights

The International Education Promotion Group will inform participating students in programs that offer airport services (University of California San Diego, The University of Adelaide, University of Otago and Zhejiang University) of the requirements of flights in the preliminary information session (orientation meeting) or by e-mail. Participating students must purchase a flight which meet the requirements. The International Education Promotion Group will not answer individual e-mails/phones regarding the requirements. The result of the internal selection may be suspended if students purchase flight tickets before they are informed of the requirements of flights or a flight which does not meet the requirement. The University of Tokyo is not liable for any economic loss caused by that.

#### 7. Program Costs / Scholarships

##### 【Program costs】

Please see each program’s information sheet for details.

##### 【Scholarships for programs through the Center for Global Education: refer to Attachment 1】

- If students accepted into one of the programs **meet the designated criteria and wish to receive scholarships, they are eligible to receive non-refundable scholarships.**
- See each program’s information sheet and “Attachment 1” for details.
- Those who wish to receive the scholarships are required to submit the Scholarship Application Survey separately from the UTAS application from the following link. Those who do not submit it by the deadline will be considered as not wishing to apply for the scholarship.

Form: <https://forms.office.com/r/fpekWpFwtJ>

\*Log in with your UTokyo account (10 digit numbers@utac.u-tokyo.ac.jp)

## 8. Application Deadline

Noon, Tuesday, 14 November\*

\* In order to receive explanations on the points to be noted concerning the program from the relevant section of the College, Faculty, or Graduate School with which you will be affiliated during the program term, make sure to receive the explanation well in advance of the deadline since requests in a short notice may not be addressed. Confirm the name of the responsible person as "Full Name."

\*Note: Deadline for the submission and approval of Go Global Statements [4. Eligibility Criteria and Requirements (1)] is noon, Monday, 13 November. Please allow enough time as Go Global Statements with irregularities will be returned for modification to be submitted by the deadline.

## 9. 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 Center for Global Education and are applying once again to these programs will be given a low priority for internal selection. However, participation in this Winter Programs is irrelevant to future internal selection for the programs offered by the Center for Global Education such as University-wide Student Exchange Program (USTEP).
- (5) Results of the internal selection will be sent out around late-November. 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.

## 10. Having Passed Internal Selection Process ~ Requirements for Post-Internal Selection until Program Acceptance

<< Participation procedures and travel arrangements >>

- (1) Even if students have passed the selection process, they may not receive scholarships if their participation in the relevant programs is not approved, or if they became unable to



participate because of failure to make the required arrangements.

- (2) It is the students' responsibility to follow the instructions of the host institutions and the International Education Promotion Group of the UTokyo Administration Bureau on participation procedures and travel arrangements. You should also follow the instructions of the host university when applying for a visa. 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) Students who are selected as face-to-face program participants, must confirm with the relevant office of your College, Faculty, or Graduate School to see if any study abroad procedures are necessary (such procedures differ by College, Faculty, or Graduate School).
- (2) Students who are selected as face-to-face program participants, must contact their academic supervisors and other faculty members before departing to avoid unnecessary trouble that could be caused by participating in the program.
- (3) 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).
- (4) In principle, declining the offer is not accepted. If you must decline the offer under unavoidable circumstances, immediately contact the International Educational Promotion Group of the UTokyo Administration Bureau ([studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto:studyabroad.adm@gs.mail.u-tokyo.ac.jp)) even before you receive the result of internal selection.
- (5) 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.
- (6) Students must follow other warnings and notes from the University of Tokyo.

#### << Information on Study Abroad, Risk Management >>

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

### 11. 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 the University, and thus must



comply with the laws, regulations, rules and manners of their host universities and countries.

## 12. Post-Program Reports

- (1) Students must submit a report (in a format prescribed by the International Educational Promotion 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 Educational Promotion Group of the university administration bureau as soon as they received them.
- (3) If you were receiving a scholarship, submit the designated reporting documents in addition to the above.
- (4) Some programs require the submission of reports other than the above mentioned. Students must submit them by the designated deadline.
- (5) 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 Educational Promotion 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.
- (6) 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.

## 13. 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, scholarships, content of each program, and overall programs:  
International Educational Promotion Group of the UTokyo Administration Bureau  
([studyabroad.adm@gs.mail.u-tokyo.ac.jp](mailto:studyabroad.adm@gs.mail.u-tokyo.ac.jp))
- (2) Inquiries about [Go Global Gateway](#):  
The Go Global Gateway Team, International Education Promotion 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 “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.

#### 14. 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. (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 relevant office of the College, Faculty, or Graduate School of your affiliation at the point of your application (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 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 “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.

- ✧ 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 full 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. Write a full name of the person.

- (3) For this program, applicants can apply 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 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) Please refer the following table for “20. Attachment” when applying.

Application Documents	Target	Notes
- Copy of academic transcripts from institutions other than UTokyo for all semesters since enrollment in higher education (including Grading criteria)	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	Those who have a passport	<u>However, as some program may require submission immediately after internal selection, it is recommended to obtain/renew your passport if you don’t have/renew it.</u>
- Documents to certify language proficiency	Only for those that this applies to	Those who are going to apply for <b>Sciences PO</b> . Please refer to the respective Program Sheets for required language proficiency. <u>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.</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. If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
TOEIC (If you do not have TOEFL iBT or IELTS scores)	Those who have scores	If you enter your scores in “9. Language Proficiency” on UTAS, you must submit the relevant certificate. If you have scanned multiple pages of your certificate, you must convert them into a single PDF file before submitting.
Students who are enrolled on degree courses in English and do not have English proficiency scores	Only for those that this applies to	<b>Refer to *1.</b>
- Written Oath	All	<b><u>Complete and sign</u></b> the specified form (download), then attach the scanned PDF to “20. Attachment”. Digital sign/seal is acceptable.

**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.)**

**\*1 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-sentaku) 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/400199033.pdf>

**[Application Documents]**

Location of the application guidelines and the application documents:

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

End