

**UTokyo – Asian University for Women (AUW) Joint Winter Program at AUW
Movement of people in the 21st century – “Migration, Immigration, and Refugees”
Application Guidelines**

Updated on December 14

2023. 11. 30

NOTES:

- (1) Be sure to check the latest information on our website (shown below) as program details, FAQs, and information on application procedures may be updated without notice.
https://www.u-tokyo.ac.jp/adm/go-gateway/en/auw_utokyo_winter-2023_00001.html
- (2) This program prioritizes participants who attended the 2023 UTokyo-AUW Joint Summer Program.
- (3) This program is sponsored by the Fast Retailing Foundation.

1. Program Overview

This program, which is subsequent to the joint summer program held at UTokyo in August 2023, will be conducted at the Asian University for Women (AUW)(*) in February 2024.

Participants will explore the multidimensionality of global movement of people in the 21st century from the perspectives of migrants, immigrants, and refugees. AUW is in Bangladesh, which hosts stateless Rohingya refugees. UTokyo students will discuss with AUW students who participated in the summer program and exchange opinions as to how we tackle imperative global issues of immigration, migration, and refugees.

Throughout the program, AUW faculty members will lead lectures and discussions on gender, health, hygiene, education, language, culture, and others. In addition to lectures, the program will provide a variety of off-campus activities including field trips and interactions with AUW students.

The program invites students from diverse backgrounds and encourages them to actively engage in dialogues with their peers. The program also aims to provide participants with much inspiration for their future careers.

This program will be significant not only for students of UTokyo and AUW, as well as both universities, but also for the future of Asian society.

(*)Asian University for Women (AUW) is situated in Chittagong, Bangladesh. The university was established in 2008 to give first generation women, who are the first in their family to enroll at the university, educational opportunities and nurture their leadership. The university offers liberal arts curricula to women from Asian countries such as Bangladesh, India, Bhutan, Afghanistan, Myanmar, and Syria.

Website: <https://asian-university.org/>

2. Program Period

Friday, February 23 – Tuesday, March 5, 2024 (Including the departure and arrival dates in Japan.)

**Timeline from an internal application process to an end of the program
(Japan Standard Time)**

12:00 p.m., December 12 (Tue)	Deadline for approval of Go Global Statement
12:00 p.m., December 14 (Thu)	Deadline for internal application
Around December 20 (Wed)	Announcement of selection results
January 18 (Wed), 2024	Pre-program orientation session ①
Early February	Pre-program orientation session ②
February 23 (Fri)	Departure from Tokyo
February 24 (Sat)	Arrival in Chittagong
February 25 (Sun) – March 3 (Sun)	Program (Departure from Chittagong in the afternoon on March 3)
March 4 (Mon)	Departure from Dhakka
March 5 (Tue)	Arrival in Tokyo
March 12 (Tue)	Deadline for a post-program questionnaire and an activity report of GGG

※This Program will be held at AUW in Chittagong, Bangladesh.

3. Number of UTokyo students accepted

15 students: · Undergraduate students who have registered for GGG and have had their Go Global Statement approved
· Postgraduate students who joined 2023 UTokyo–AUW joint summer program

4. Program Fee

Most of the expenses of participating in the program will be covered by the Fast Retailing Foundation, and airfare and accommodation fees are not expected to be borne by participants. Details will be notified to selected students.

5. Credits

No academic credits will be awarded on completion of this program.

6. Pre-program orientation session

All participants must attend the following pre-program orientation sessions in January and February.

- ① January 18 (Thu), 2024 7:00 p.m. – 8:00 p.m. on Hongo Campus
- ② February 2024 (Around 1 hour/The date, time, and venue will be announced once they have been confirmed)

7. Documentary Film

A documentary film on this program will be produced and published. Please watch a documentary film on the Summer Program in August 2023 for your reference:

https://globe.u-tokyo.ac.jp/en/news/news_231010.html

8. Program Eligibility and Requirements

Applicants must meet all the following requirements. Note that priority will be given to participants in the UTokyo–AUW joint summer program in August 2023. However, students who did not participate in the summer program are also eligible to apply.

- (1) Applicants must have an upper-intermediate or advanced command of the English

language. (B2 or above in CEFR)

Click the following links to learn about CEFR:

Click the following links to learn about CEFR: [CEFR Global Scale](#)>[Official translations](#)>[English](#)

- (2) Applicants must be students who are enrolled as full-time undergraduate/postgraduate students of the University at the time of application and during the period of the program. (Those who are on temporary leave from the University or those who will lose student status due to such reasons as graduation, during the time of the program are not eligible to apply.)
- (3) 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 entire period of 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 of study abroad for other students. Make sure you do not need to cancel your application after submission.)
- (4) The handling of absences from the University's courses while participating in the program will be determined by a college or faculty/graduate school with which applicants are affiliated. Their college or faculty/graduate school may not necessarily give special consideration to students' participation in the program. Therefore, please consult with your college or faculty/graduate school before applying to the programs.
- (5) Students who already have a supervisor or equivalent at the University must notify the supervisor of their application to the program in advance and receive an approval. They should note the date they received an 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 9. How to Apply and Application Documents (2)).
- (6) Students who are applying for this program must consult with their college or faculty/graduate school and should be given proper explanations regarding curriculum matters in relation to participating in the program. They should note the affiliation, department, and the name of the person from whom they have been given the explanation, and the date they received the explanation in the designated section on UTAS application form. Students are responsible for fully understanding these curriculum-related matters before submitting their application (See details in 9. How to Apply and Application Documents (2)). Application without the confirmation here will not be accepted. Follow the instructions from your college or faculty/graduate school and receive the explanation well in advance of the deadline because the administration may not be able to respond to short-term notices. Also, note that each college or faculty/graduate school may impose additional requirements or regulations for participating in the program.

- (7) << Insurance >> After passing the internal selection process and being accepted into this program, students are required to enroll in the Japan Educational Exchanges and Services (JEES) "Futai Kaigaku" at their own expense (this will not be paid for by the University). Enrolling in this insurance from the day they leave their home until the day they return home will be one of the requirements for applying to the program through this general application. Details of the insurance will be sent to students who are accepted into the programs later.
- (8) << Overseas Student Safety Management Assistance >> After passing the internal selection process and being accepted into this program, students are required to enroll in "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).
- (9) Participants must be interested in attending lectures in a university overseas, learning English language, and intercultural experiences.
- (10) Participants must familiarize themselves with the safety management procedures and guidance provided by UTokyo. UTokyo plans to partially or fully bears the costs incurred by participants in receiving recommended inoculations. Details will be notified to successful candidates.
(Reference) The Ministry of Health, Labor and Welfare Quarantine Station
<https://www.forth.go.jp/destinations/country/bangladesh.html> (in Japanese)

9. How to Apply and Application Documents

- (1) Make sure to complete the online application via UTAS before the deadline.

Application with significant irregularities (especially irregularities against the application guidelines and instructions on the UTAS online application screen (highlighted in blue)) 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). In that case, applicants must submit the modified "Returned" application documents by the deadline as indicated in "7. 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, please contact your college or faculty/graduate school (the procedure may take time, so it is recommended that you 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 the University 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 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 college or faculty/graduate school they are affiliated with at the time of application and during the program period, in order to receive explanations on the points to be noted concerning participating in the program and write down the affiliation, department, 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, December 22). Applications without the confirmation here will not be accepted.

(3) Please refer to 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 whom 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	All	<u>You must obtain/renew your passport if you do not have/have not renewed it.</u>
- Documents to certify language proficiency		<u>If you have documents to certify your language proficiency, please submit them 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. 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 whom 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 “20. Attachment” . 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/400228235.pdf>

[Application Documents]

Download application documents on the website of the Go Global Gateway program:

https://www.u-tokyo.ac.jp/adm/go-gateway/en/auw_utokyo_winter-2023_00001.html

10. Application Deadline

12:00 p.m., December 14 (Thu), 2023 (Japan Time)

11. Internal Selection Process

(1) In principle, students will be screened and selected based on their application documents.

- (2) The decision for acceptance/non-acceptance to the programs will be sent out by e-mail. Make sure to 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 you must check your spam mail folder.
- (3) If students are applying for or have already been accepted to other study abroad programs when applying for this program, please clearly note this in "Section II. Special Notes" when applying via UTAS.
- (4) Results of the internal selection will be sent out around December 20 (Wed), 2023. The results will be sent out to the students e-mail address directly as well as to the college or faculty/graduate school with which students are affiliated.

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

<< Participation procedures and travel arrangements >>

It is the students' responsibility to follow the instructions of the host institutions and the Go Global Gateway team (International Education Promotion Group of the University's Administration Bureau) on participation procedures and travel arrangements. You should also follow the instructions of the host universities when applying for a visa. Students are responsible for all expenses incurred during the process.

<< Internal procedures >>

- (1) Students who are selected as program participants must confirm with their college or faculty/graduate school to see if any study abroad procedures are necessary.
- (2) Students who are selected as program participants must contact their academic supervisor(s) and other faculty members before departure to avoid causing any trouble to others.
- (3) Students who are selected as program participants must attend pre-program orientation sessions.
- (4) Students must follow other rules and notes given by UTokyo.
- (5) Students must accept that videos (including the documentary) and photos taken during the program will be utilized as promotional materials of GGG as well as educational materials of UTokyo.
- (6) Students must engage in activities with an understanding of the safety management procedures and guidance provided by UTokyo.

<< 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.

13. Obligations for Participating in Programs

- (1) Participants must fully understand the purposes of the program and endeavor to complete the program.
- (2) Participants must be aware that they are representing UTokyo, and must comply with the laws, regulations, rules and manners of their host universities and countries.

14. Post-program Reports

- (1) Students must answer a post-program questionnaire by March 12 (Tue), 2024.
- (2) Students must submit an activity report on this program on category 2 “Classes/Courses” / category 3 “Experience Abroad” / category 4 “International Activities” of the Go Global Gateway (GGG) program by March 12 (Tue), 2024.
- (3) If there are any changes in personal information (addresses, phone numbers, email addresses) from the time of the application, contact the Go Global Gateway team of the University’s Administration Bureau (go-gateway.adm@gs.mail.u-tokyo.ac.jp) so that appropriate procedures can be undertaken. Such information will be necessary for communicating important information.
- (4) 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.

15. Inquiry

Note: When contacting via email, please make sure to state the subject, your name, affiliation, University year, and telephone number.

- (1) Inquiries about the program content, application procedures, and scholarship:
Go Global Gateway Team, International Education Promotion Group of the University’s Administration Bureau
(go-gateway.adm@gs.mail.u-tokyo.ac.jp)
- (2) Inquiries about “2. Basic Information” and “4. Emergency Contact Details of Next-of-Kin etc.” on the UTAS online application:
College or faculty/graduate school with which you are affiliated
- (3) Inquiries about academic affairs including credits:
College or faculty/graduate school with which you are affiliated
(To find out an appropriate contact, visit [this page](#). Only Japanese instructions are available.)

End