

Global Liberal Arts (Global Entrepreneurship Exercise)
Tokyo Forum Japan-Korea Student Exchange Program
for Global Entrepreneurship (2024 A Semester)
General Application Guidelines

July 2024

- * This program will be implemented as a “Global Liberal Arts Courses” offered by the Center for Global Education. Recruitment and selection for this program will take place during the 2024 S semester, and its implementation will span the S Semester and A Semesters of 2024. Participating students are required to register for the designated course in 2024 A Semester.
- * 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-TFSS.html>

1. Outline

The purpose of these application guidelines is to invite students to participate in the program indicated in the title.

- 1) This program aims to provide an opportunity for Japanese and Korean students representing their generation to ask themselves what they can do as problem-solvers for the world's major social issues ("Declaration of Leadership as a Party to Solving Social Issues") through friendly competition based on thorough exchanges of opinions and discussions.
- 2) Through reciprocal visits to Seoul and Tokyo by students from the University of Tokyo (UTokyo) and South Korea, the program will provide offer lectures and feedback from judges and mentors with the support of Tokyo Forum community companies in order to further deepen understanding between the two countries and enhance the students' understanding of the essence of the social issues in question.
- 3) In addition to the on-site program during the visit to both countries, there will be an orientation/lecture for advance preparation and an online program mainly for participating students.

The following topic is selected for AY 2024 program.

“What can we do to solve the problem of declining birthrate?”

About Tokyo Forum:

Tokyo Forum is an annual international conference, which is co-hosted by the University of Tokyo and Chey Institute for Advanced Studies. This forum shall provide a meeting place of people, including, but not limited to, those in academia, government, business, NPOs, from all over the world. The two institutions will cooperate to encourage the participants to freely shape and sharpen information and opinions on the solutions to the problems faced by the current world and on the shape of the world

and human society in the future.

Official website: <https://www.tokyoforum.tc.u-tokyo.ac.jp/en/index.html>

2. Registration, Credits, etc.

This program is part of the Global Liberal Arts Courses for the 2024 A Semester. Students who are selected to participate in this program must register for the following course during the registration period of the 2024 A Semester. The registration period differs from students' affiliated College, Faculty, or Graduate school.

- Course title: Global Liberal Arts (Global Entrepreneurship Exercise)
- Course code: 7V0101066-P/F (This is a course that is graded on a Pass/Fail basis.)

Students who are selected to participate in this program by internal selection and successfully completed the program contents will receive credits (2 credits). Grading distribution is as follows

- Attendance + Class Contribution (30%)
- Group Presentation and Team Efforts (40%)
- Individual Report (30%)

Other details will be provided in the syllabus to be released around the end of August.

3. Overall Schedule

This program includes the following:

- Kick-off orientation and lecture: The event will last for 2-3 hours and will take place between 1:00 pm and 5:00 pm on Friday, August 2.
- Visit to Seoul during August 27 – 30.
- Lecture and student-led online preparatory meetings in September to November
- Participation in the Tokyo Forum which will be held on November 21-24

(For more details, please refer to the attached sheet.)

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 College, Faculty, or Graduate school of UTokyo at the time of application, and will continue to be enrolled in a regular course of the College, Faculty, or Graduate school throughout 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 apply).
- (2) Students who are expected to be eligible for Global Liberal Arts Courses in 2024 A Semester.
* Details of regular course students who are eligible for the Global Liberal Arts Courses:
Undergraduate students in Senior Division, graduate students, and those in the fourth semester of the Junior Division
- (3) Students must apply for this program with the understanding that if they are not eligible for

Global Liberal Arts Courses in the 2024 A Semester, they will not be able to register for or receive credit for the course.

- (4) Undergraduate students who enrolled in or after April of 2018 must submit the 'Go Global Statement' for the [Go Global Gateway](#) and get approval prior to their application.

(If you have submitted a statement, it is acceptable even if it has not been approved yet at the time of application.)

*Submit your statement here: <https://www.u-tokyo.ac.jp/adm/go-gateway/en/index.html>

- (5) Before applying, applicants must make sure that the program do not interfere with their other 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 participate in this program from the University is limited, cancelation after the internal selection means a loss of the chance to participate for other students. Make certain that you do not need to cancel your application after submission.)

- (6) The handling of absences from the University's other 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.

- (7) 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 14. How to Apply and Application Documents (2)).

- (8) 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 14. 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.

<< 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). Make sure to take out this insurance from the day you are scheduled to leave home until the day you return to your home in Japan. Students shall take full responsibility of purchasing appropriate insurance coverage for the duration. 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 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).

5. Program Costs and Credits

Please refer to the attached sheet.

6. Application Deadline

Noon, Friday, July 19*

* Inquiries to the International Education Promotion Group regarding the programs can be made until noon on Wednesday, July 17.

* 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" and write in the application form.

7. Internal Selection Process

- (1) In principle, internal selection will be by screening of application documents. In view of the diversity of participants, the information on UTAS may be used to select applicants based on gender, academic year, and major, in coordination with the Korean side.
- (2) The number of students selected for this program shall be approximately 10.
- (3) 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.

- (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 Summer Programs is irrelevant to future internal selection for other 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-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 and travel arrangements >>

- (1) 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. If a visa is required, students are responsible for obtaining it themselves and all expenses incurred during the process.
- (2) In order to participate in the visit to Seoul, which will take place from August 27 to 30, participants must possess a passport that is valid until at least December 1, 2025. If selected, applicants are required to immediately complete the necessary procedures for purchasing airline tickets for the visit. Therefore, please check the expiration date of your passport and renew it if necessary. If you do not have a passport at the time of application, you are requested to apply for one as soon as possible after notification of the selection result. This will ensure that you have a valid passport well in advance of the visit to Seoul.

<< Internal procedures >>

- (1) Students who are selected as 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 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) In principle, declining the offer is not accepted. If you must decline the offer under unavoidable circumstances, immediately contact the International Academic Affairs Team, International Educational Promotion Group of the UTokyo Administration Bureau (global.edu.adm@gs.mail.u-tokyo.ac.jp) even before you receive the result of internal selection.
- (4) 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.

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) 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.

10. 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 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.
- (3) 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

* When contacting via email, please make sure to state the subject, program name, your name, Faculty or Graduate School, University year, and telephone number.

- (1) Inquiries about application procedure, content of each program, and overall programs:
International Academic Affairs Team, International Educational Promotion Group of the UTokyo Administration Bureau (global.edu.adm@gs.mail.u-tokyo.ac.jp)
- (2) Inquiries about [Go Global Gateway](#):
International Activities Support Team (Go Global Gateway) 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 irregularities (especially irregularities against the application guidelines and instructions in blue on the UTAS online application screen) will not be accepted or applications submitted without any irregularities will be given priority in the selection process 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. Resubmission may be considered for selection (submission of modified “Returned” application documents after the indicated 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”. If you have a supervisor, fill in the approval date in “17. Contact with the 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 full 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, October 21). Applications without the confirmation here will not be accepted.
Write a full name of the person._

(3) 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 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	In order to participate in the visit to Seoul, which will take place from August 27 to 30, participants must possess a passport that is valid until at least December 1, 2025. If selected, applicants are required to immediately complete the necessary procedures for purchasing airline tickets for the visit. Therefore, please check the expiration date of your passport and renew it if necessary. If you do not have a passport at the time of application, you are requested to apply for one as soon as possible after notification of the selection result. This will ensure that you have a valid passport well in advance of the visit to Seoul. (If you do not possess a passport at the time of application, you must provide the Tokyo Forum Secretariat with your passport name, date of birth, and gender that will appear on your passport as soon as possible after notification of the selection results.)
- Written Oath	All	<u>Complete and sign</u> the specified form (download), then attach the scanned PDF. Digital sign/seal is acceptable.

[Online Application]

Apply from the “Study Abroad” tab on the Academic Affairs System website (UTAS, ITC-LMS).

- Academic Affairs System (UTAS, ITC-LMS): <https://utas.adm.u-tokyo.ac.jp/campusweb/>
- Applying for Study Abroad Programs: <https://www.u-tokyo.ac.jp/content/400238868.pdf>
via UTAS

[Application Documents]

Location of the application guidelines and the application documents:

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

End