

Guidelines on the Eligibility, Requirements and Awarding of Scholarships

(AY2024 Short-Term Winter Programs Administered by Center for Global Education)

October 2024

International Education Promotion Group,
The University of Tokyo

1. Guidelines for the awarding of the face-to-face program specific scholarships

This scholarship is awarded to the participants of this program who wish to receive the scholarship under the following conditions (1) – (4). The types of scholarships are either scholarships from Japan Student Services Organization (JASSO), scholarships funded by donations from foundations or individuals, or scholarships from the University of Tokyo.

- (1) These programs follow the eligibility and requirements of JASSO's 2024 Study-abroad Assistance (study abroad at partner universities) to award scholarships (non-repayment type, the value varies depending on the destination as indicated on the table at the end of this document) to participants in the programs who wish to receive scholarships. 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 could 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. JASSO scholarship eligibility and requirements" ① are met and wish to receive the scholarship.
- (3) If students receive a scholarship from other organizations which does not allow receipt of more than one scholarship, or if a scholarship with a value of more than that of ①-③ is awarded by any other organization for the participation in this program, they will not be eligible to receive the above scholarships mentioned in ①-③.
- (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.

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 ten 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 the 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, the Grading Coefficient will be calculated based on their transcripts of the previous semester.
 - ※1 For students in the first year of undergraduate studies should use the academic achievements in the last year at high school.

- ※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)-----

* The calculation is based on the up-to date grade published at the time when the International Education Promotion Group receive and confirm students' applications after they have submitted their applications via UTAS. Please note that the grading coefficient might be different from the one that students confirm at the point of submitting their application.

Convert to grading point by the following table and apply them to the formula (round off to two decimal places).

Grading Coefficient Conversion Table

	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
5-level rating	5	4	3	2	1
GRADE POINT (GP)	3	3	2	1	0

Grading Coefficient Formula:

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

*No. =Number

*GP=Grade Point

<Note> If you have taken courses that are not part of the credit system, or you are calculating with grades from your last year of high school, replace "Credits" in the Grading Coefficient Formula with "Courses/Subjects".

- ④ Students who will have difficulty 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 2024 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: "Standard of household budgets" in JASSO Student Exchange Support Program Category 2 for 2024.
(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 the '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.

Note 3: The scholarship may not be combined with the University of Tokyo's WINGS (including WISE) RA/Scholarship for Graduate Study Abroad. If you wish to stop receiving the scholarship during the period of study abroad, please follow the suspension procedure.

Note 4: Please note that there may be cases in which the scholarship is not approved in conjunction with this scholarship, depending on the financial resources and nature of the scholarship received from other organizations, etc. Please apply for the scholarship after understanding that this scholarship may not be approved in conjunction with this scholarship.

- 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.
- ⑩ Students who understand they might be studying abroad in countries or regions with Level 2, Avoid Non-essential Travel or Level 3, Avoid All Travel alert issued as Ministry of Foreign Affairs of Japan's Travel Advice and Warning on Infectious Diseases. <https://www.anzen.mofa.go.jp/> (Japanese only)
* If an area which students will be studying in is listed on the Overseas Security Website of Ministry of Foreign Affairs of Japan with a warning of "Level 2" or worse at the time of registering as a recipient of this scholarship, you are not permitted to register as a recipient of this scholarship. Additionally, if an area which students will be studying in is listed on the Overseas Security Website of Ministry of Foreign Affairs of Japan with a warning of "Level 2" or worse during the program period, the payment of this scholarship will be postponed in principle.

3. Application guidelines for the program scholarship

In order to apply for the scholarships, students are required to complete the following Scholarship Application Survey form.

【Form Link】 <https://forms.office.com/r/cJRwQrMp5p>

※Please login with your UTokyo account (*10digits number*@utac.u-tokyo.ac.jp).

【Notes】

- (1) If you do not respond to the form by the deadline, you will be considered as a non-scholarship applicant.
- (2) It is the applicants' 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 applicants 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 (However, when calculating from the grades of the last year of high school, the number of courses should be used.)

- (3) “Last year’s grading coefficient” refers to the grading coefficient for the 2023 academic year in principle.

* For first year undergraduate students/first year graduate students who were enrolled at other universities in AY2023/students taken a leave of absence in AY2023, grading coefficient for the former Semester (S1-term and S2-term) of AY2024 should be used.

* First year undergraduate students who enrolled at UTokyo in September 2024 should calculate the grading coefficient from the senior year (last year) of high school, and submit a transcript of the year as "external transcript" (a 5-point scale report card, etc.).

(Continued onto the table in next page)

Monthly scholarship depending on destination region

Division	Name of region/city	Division	Name of region/city
指定 JPY 100,000 per month	Abidjan, Abu Dhabi, Kuwait, San Francisco, Singapore, Jeddah, Geneva, New York, Paris, Moscow, Riyadh, Los Angeles, London, Washington D.C.	乙 JPY 70,000 per month	Areas OTHER THAN "指定", "甲" and "丙" 【Major cities】 Wellington, Kuala Lumpur, St. Petersburg, Sydney, Jakarta, Seoul, Sofia, Tashkent, Bangkok, Prague, Budapest, Manila, Melbourne, Yangon
甲 JPY 80,000 per month	Following areas (EXCEPT "指定" cities) <ul style="list-style-type: none"> • North America • The Near and Middle East • Europe (EXCEPT Azerbaijan, Albania, Armenia, Ukraine, Uzbekistan, Estonia, Kazakhstan, Kyrgyzstan, Georgia, Croatia, Kosovo, Slovakia, Slovenia, Serbia, Tajikistan, Czech Republic, Turkmenistan, Hungary, Bulgaria, Belarus, Poland, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Moldova, Montenegro, Latvia, Lithuania, Romania, and Russia) 【Major cities】 Amsterdam, Anchorage, Vienna, Vancouver, Jerusalem, Copenhagen, Seattle, Chicago, Zurich, Toronto, New Orleans, Hamburg, Frankfurt, Brussels, Honolulu, Boston, Madrid, Montreal, Rome	丙 JPY 60,000 per month	Following areas (EXCEPT "指定" cities) <ul style="list-style-type: none"> • Latin America • Africa (EXCEPT Abidjan) • Asia (EXCEPT Cambodia, Laos, Vietnam, Singapore, Thailand, Myanmar, Malaysia, Indonesia, Republic of Korea, Timor-Leste, Philippines, Borneo, Hong Kong) 【Major cities】 Cairo, Cape Town, Sao Paulo, Shanghai, Taipei, Nairobi, Buenos Aires, Beijing, Mexico City, Rio de Janeiro, Lima