

The Japanese version is the authoritative version, and this English translation is intended for reference purposes only. Should any discrepancies or doubts arise between the two versions, the Japanese version will prevail.

Guidelines for Nomination Procedures

AY2024: The University of Tokyo President's Award for Students

1. Documents and Forms

Please download the relevant forms from the following website:

https://www.u-tokyo.ac.jp/ja/students/events/h12_02.html

【Extracurricular or social activity section】

	Name of document	Procedure
(1)	Form 1: Nomination Form	Download from website and to be filled in by Nominator.
(2)	List (of supporting materials) and Supporting Materials	Free format (apply sequential number to each item submitted) (e.g. publications, video image, certificate of commendation, etc.)
Submit the documents as a zip file (compressed file) using the following link: https://univtokyo-my.sharepoint.com/:f:/g/personal/3087723684_utac_u-tokyo_ac_jp/ErKQj2SSdOZLuKJvDHMUHUKBGukDFYi2Jx5W7z_mSbKSWQ ※Add the name of the candidate or organization to the beginning of each file name. e.g.: 【Todai Taro】 Extracurricular or social activity section documents		

【Academic achievement section】

	Name of documents	Procedure
(1)	Form 1: Nomination Form	Download from website and to be filled in by Nominator.
(2)	Form 2: Nominee's Profile	Download from website and to be filled in by Nominee.
(3)	Form 3: Supplement to the Nomination	Download from website and to be filled in by Supervisors.
(4)	List (of supporting materials) and Supporting Materials	Free format (apply sequential number to each item submitted) (e.g. publications, video image, certificate of commendation, etc.)
Submit the documents as a zip file (compressed file) using the following link : https://univtokyo-my.sharepoint.com/:f:/g/personal/3087723684_utac_u-tokyo_ac_jp/Eu4EQwVwSm9CjQUYuOZBfK4BX6DVny--WS7L4Y_jIijNOW ※Add the name of the faculty to the beginning of each file name. Add the name of the candidate or the organization to the end of each file name. e.g.: 【Faculty of ○○○】 Academic achievement section documents 【Todai Taro】		

2. Notes for preparation

【General Notes】

- (1) Refer to the 'Nomination Criteria' before completing the application.
- (2) Prepare the application documents based on the above table, upload the all the files as one zip file (all forms to be saved as PDF files.).
- (3) When submitting electronic data for reference, create a numbered list to identify each file and prefix the file name with the number that corresponds to the list.
- (4) If you submit electronic data for a reference in a format other than PDF, submit them in a file format that is generally viewable in a Windows environment.
- (5) Unify all documents to A4 size.
- (6) In general, the affiliation and name (group name), and title for the nomination of the recipient will be made public without prior confirmation, so be careful not to make any typing errors etc. on the Nomination Form. If you do not wish to have part of the information made public, such as your name, make a note regarding such matter in the "Note" column of the Nomination Form.

- (7) If two or more persons are nominated, it will be treated as “group”, so write a group name (maximum of 24 letters including alphanumeric characters, blank spaces etc.) in the Nomination Form. (However, if the nominated “group” consists of no more than three individuals, the nomination may be accepted jointly under each individual's names.)
- (8) In the "Nomination criteria" column of the Nomination Form, select the criteria suitable for achievements/activities which was the main reason for the nomination. (Multiple selections may be made from the criteria "Extracurricular activity", "Social activity", "International exchange" and "Others".) However, candidates for Nomination Criteria 1 (Academic achievement section) shall be nominated only by the dean of the faculty or graduate school.
- (9) None of the submitted recommendations (including reference materials.) shall be returned.
- (10) Note the following "6. Schedule after the award decision" when making recommendations.

【Academic achievement section】

- (1) Recommendations are limited to those by the dean of the faculty/graduate school. Recommendation by faculty and students will not be accepted.
- (2) For "Humanities and social sciences", "Science and engineering", and "Interdisciplinary studies" in the "Nomination Criteria" column of the "Nomination Form, President's Award for Students AY2024 [Form 1]", select the appropriate item for the nomination.
- (3) In the "Supplement to the nomination for Academic Achievement Section [Form 3] ", fill in the supplementary information about the recommendation by the supervisor of the candidate or their associate teacher.

3. Application deadline (paper and digital documents)

1. Extracurricular or social activity section : **January 31, 2025 (Must arrive no later than 4 pm)**
2. Academic achievement section : **February 27, 2025 (Must arrive no later than 4 pm)**

Note: Documents submitted after these deadlines (varies depending on section) will not be accepted. The deadlines will not be extended even if the nomination documents have to be re-submitted due to some issues, therefore, please avoid submitting immediately before the deadline.

4. How to submit

Prepare a set of application documents based on "(1) Documents and Forms" and upload the PDF files using the upload link. Inform the office of the application by e-mail (the name of nomination and uploading date).

5. Announcement of the recipients

The announcement of the recipients will be posted on **March 6, 2025** (tentative), on the University website with the address given below. The announcement will include the affiliation, name (group name) and title for nomination (except when a request for information to be withheld was given in the Nomination Form)

The recipients (representatives in the case of group) and their nominators will be notified separately by e-mail about the ceremony and procedures leading up to it.

【Website announcing the recipients】 https://www.u-tokyo.ac.jp/ja/students/events/h12_03.html

6. Schedule after selection

The schedule following the announcement of recipients is as follows. As the schedule is over a very short period, please keep the schedule in mind when nominating.

9 : 00 am on March 13: Deadline for submitting ① brief description of recipients achievements (maximum 250 to 300 characters in Japanese or 150 to 180 words in English) and ② photograph of recipient or recipient group

9 : 00 am on March 14: Deadline for submitting ① presentation materials created using Microsoft Power Point and ② a list of the attendees to the award ceremony and reception

March 18: Rehearsal for the award ceremony (on Hongo campus)

March 19: Award ceremony and reception (on Hongo campus)

Submit the application to:

Student Support Group (学生支援課), Education and Student Support Department, The University of Tokyo

Address: 7-3-1 Hongo, Bunkyo-ku, Tokyo 113-8654

E-mail : gakuseiseikatsu.adm@gs.mail.u-tokyo.ac.jp