

GLP-GEFIL STUDENT HANDBOOK
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PREFACE

Congratulations! You have successfully passed our GLP-GEfIL selection process and belong now to the elite group of GEfIL Students at the University of Tokyo. You will already know that ‘GEfIL’ stands for **G**lobal **E**ducation **f**or **I**nnovation and **L**eadership. This means, the GEfIL Program is designed to equip you with a wide range of leadership skills required to act effectively as knowledgeable, creative, and responsible players and, indeed, innovative ‘change-makers’ on the global stage. Whether you aspire to work in the future as globally active entrepreneur, cutting-edge researcher, visionary educator, social innovator, farsighted diplomat, or investigative journalist (to list just a few options...), you will need competences above and beyond the expertise you acquire in your major – such as the ability to work in intercultural, interdisciplinary teams, to set agendas and manage complex projects, to establish and maintain professional networks, and to communicate successfully in global settings. The GEfIL Program will help you to gain those ‘global leadership competences’ and thereby, to prepare yourself for your chosen career. We hope that you will actively participate in, and enjoy the intellectual challenges and variety of collaborative and international learning opportunities the GEfIL Program offers you.

This Student Handbook contains essential information, which will guide you through your GEfIL Program studies. You will find details of the GEfIL Program components, various schedules and essential Program Regulations here. The Handbook also tells you how to make the best use of the ‘Learning Portfolio’ system, how to find the summer/spring/winter program that will suit your interests, and where to get help concerning administrative and/or academic issues. Please read this Student Handbook carefully and keep it handy until the end of your GEfIL studies.

We welcome you warmly and look forward to working with you in the GEfIL Program.

The GLP-GEfIL Team

1. GLP-GEFIL SOURCES OF INFORMATION AND SUPPORT

The **GLP Office** – i.e. the Office of the Center for the Development of Global Leadership Education – is located in Room 119 on the ground floor of the Administration Bureau Building No. 2 (Dai-2 Honbu-to) on the Hongo Campus. You might remember the GLP Office from your interview, but here is a map:

http://www.u-tokyo.ac.jp/campusmap/cam01_06_05_j.html



The GLP Office is open for enquiries from Monday to Friday from 9:30 – 17:00, but closed on National Holidays as well as during the University holidays (in August and over New Year). During opening times, our GLP Office staff is at hand to help you with any administrative questions you may have regarding the GEFIL program and its various components.

Address:

GLP Office
Center for the Development of Global Leadership Education
Administration Bureau Building No. 2, Room 119
The University of Tokyo
7-3-1 Hongo, Bunkyo-ku
Tokyo 113-8654 Japan
Tel: 03-5841-2925
E-mail: glp-gefil@ml.adm.u-tokyo.ac.jp

The GLP-GEFIL Homepage is continuously updated and contains important information about the GLP-GEFIL Program, the GEfIL Summer/Winter Programs, special events for GEfIL Students as well as reports of past events. Please make sure to consult our homepage regularly. URL: <http://www.glp.u-tokyo.ac.jp/> or <http://www.glp.u-tokyo.ac.jp/en/>

The **GLP-GEFIL Facebook** “UTokyo Glp-Gefil” is a GEfIL ‘group’ page that provides news on events related to the GEfIL Program. It also offers you the opportunity to post comments and photographs about your summer/winter studies abroad or share other relevant information with your GEfIL fellow students. Please take a look and feel free to participate with entries you consider important for the GEfIL program.

The **GEfIL Learning Portfolio System (LPS)** serves as the personal record of YOUR academic activities and achievements in the GEfIL Program. Its functions and benefits are explained in detail in Chapter 3 (from Page 8). In the first place, you will need to submit your requests for your summer/winter program abroad to the GEfIL LPS. Please make sure to familiarize yourself with the GEfIL Learning Portfolio System and to update your pages regularly.

2. GLP OFFICE AND GLP-GEFIL TEACHING STAFF

GLP Office Staff:

Mrs Yuko TAKASE joined the GLP team in January 2015. She is in charge of GLP external relations with our sponsor companies and internship providers. She also handles the GLP-GEfIL homepage and Facebook site, and organizes all GEfIL related events.

Ms Aki YAMAMOTO joined the GLP team in April 2015. She deals with various aspects of GLP-GEfIL Student affairs and is the first point of contact for your enquiries. She also handles issues related to GEfIL Students’ summer/winter programs such as applications, reports, and insurance matters.

For their Contact Details and Office Hours, please see page 4.

GLP-GEFIL Teaching Staff (“GLP Mentors”):

Prof Dr Nicola LISCUTIN joined the GLP Center in September 2013. She is the GLP-GEFIL Program Director and Professor of Japanese Studies. As Program Director, she deals with all aspects of the GEfIL curriculum, leads the GLP Mentor team teaching Phase 1 of the GEfIL Independent Research Project and coordinates the GEfIL Global Leader Lecture Series. She also takes care of the GLP-GEFIL-specific relationships with international universities and their summer/winter programs. If you have any questions regarding the GEfIL summer/winter programs, please get in touch with Professor Liscutin. Her Office Hours are on Wednesdays, 16:00-18:00 or by appointment (liscutin@mail.u-tokyo.ac.jp)

Prof Dr Yaron SILBERBERG joined the GLP team in September 2015. He is the GLP Project Associate Professor and an expert in Biotechnology, Nanotechnology, and Bioengineering. Together with Prof Liscutin, he teaches Phase 1 of the GEfIL Independent Research Project and helps to coordinate the GEfIL Global Leader Lecture Series. His Office Hours are on Tuesdays, 16:00-18:00 or by appointment (silberberg@mail.u-tokyo.ac.jp)

Dr Ali Seyed KHARRAZI joined the GLP team in December 2015. He is the GLP Project Lecturer and received his PhD in Sustainability Science from UTokyo. Together with Prof Liscutin and Prof Silberberg, he teaches Phase 1 of the GEfIL Independent Research Project and helps to coordinate the GEfIL Global Leader Lecture Series. His Office Hours are on Thursday, 10:00-12:00 or by appointment (ali.kharrazi@mail.u-tokyo.ac.jp)

GEFIL EXPERT MENTORS (実践研究・主幹メンター教員)

Please also look at the detailed introduction of our GEfIL Expert Mentors on our homepage in Japanese <http://www.glp.u-tokyo.ac.jp/gefil/id=19> and in English <http://www.glp.u-tokyo.ac.jp/en/gefil/id=19>

Prof Kiichi FUJIWARA is Professor of International Politics at the University of Tokyo, teaching courses on international relations and international conflict at the Faculty of Law, the Graduate School of Law and Politics, and the Graduate School of Public Policy, the University of Tokyo. Professor Fujiwara will lead the thematic area of ‘Peace Building’ in Phase 2 of the Independent Research Project.

Prof Takahiro FUJIMOTO is Professor of Economics at the Faculty and Graduate School of Economics, University of Tokyo. He is also the Executive Director of UTokyo's Manufacturing Management Research Center. Professor Fujimoto will lead the thematic area of 'Global Economy & Management' in Phase 2 of the GEfIL Independent Research Project. URL:

<http://www.e.utokyo.ac.jp/fservice/faculty/fujimoto/fujimoto.e/fujimoto01.e.html>

Prof Kensuke FUKUSHI is a civil-environmental engineer and Professor of Integrated Research System for Sustainability Science (IR3S) at the University of Tokyo Institutes for Advanced Study. He is one of the founding faculty members of IR3S and achieved remarkable progress in promoting sustainability science in various academic communities. Professor Fukushi will lead the thematic area of 'Sustainability' in Phase 2 of the GEfIL Independent Research Project.

URL: <http://fukushilab.org/language/en/profile/>

Prof Shigeto SONODA is Professor of Sociology and Asian Studies both at the Institute for Advanced Studies on Asia and the Interfaculty Initiative for Information Studies, where he is currently Head of Department. He is also the Deputy Director General of UTokyo's Division of International Affairs. Professor Sonoda will lead the thematic area of 'Diversity' in Phase 2 of the GEfIL Independent Research Project. URL: <http://shigetosonoda.net/>

Prof Chiho WATANABE is Professor of Human Ecology in the School of International Health and Graduate School of Medicine of the University of Tokyo. He is also a faculty member of IR3S/TIGS (the Integrated Research System for Sustainability Science) and EDITORIA (the Earth Observation Data Integration & Fusion Research Initiative) in UTokyo. Professor Watanabe will lead the thematic area of 'Global Health' in Phase 2 of the GEfIL Independent Research Project.

URL: <http://www.hn.m.u-tokyo.ac.jp/teachers/watanabec.html>

GEfIL TAs, Postgraduate Teaching Assistants, will join our GLP Mentors and Expert Mentors to assist students in their research projects both during Phase 1 and Phase 2.

3. GEFIL LEARNING PORTFOLIO SYSTEM (LPS)

From around mid-January 2016 our GEFIL Learning Portfolio System will go live. You will then receive a concise manual of the various LPS functions and how to use them as well as the data necessary to access your personal, password-protected pages, which consist of a 'Resume' and an 'Activity log.' The LPS is designed to accompany your GEFIL studies and to provide you with a personalized record of your experiences and achievements, comments on your progress and research from your GLP mentors and Expert Mentor, your written assignments which should be uploaded on your page, as well as your reports of your studies or internship abroad.

Your LPS record is a valuable tool, because you can use it to prepare, for example, your application for Graduate Studies at home or abroad, to apply for internships, ask for recommendation letters from your mentors, Expert Mentors, summer/winter program tutors or internship hosts, or simply to set and chart your research progress, communicate with your GEFIL mentors about specific issues, and evaluate your own GEFIL achievements. Of course, your personalized record of your GEFIL studies will only become a valuable tool, if you take the time and effort to input your goals and reports regularly.

The LPS Manual will be ready in January, but the following provides a brief outline of the main functions of LPS.

- 1) Your personal Portfolio consists of *Resume* page(s) and an *Activity log*. On the *Resume* pages you can input brief information about your studies *prior* to entering GEFIL including any study abroad experiences you might have gathered hitherto.
- 2) Your *Activity log* forms the heart of your personalized GEFIL record, and it is absolutely crucial that you familiarize yourself with each of its functions. It is on these pages that you must input
 - your request for the thematic area, in which you wish to pursue your Independent Research Project (in Phase 2) together with a short abstract of your ideas for a research project. You can register a first and second choice for your thematic field, if you wish. Over the course of Phase 2, you will also be asked to provide in the LPS regular updates on your research progress;

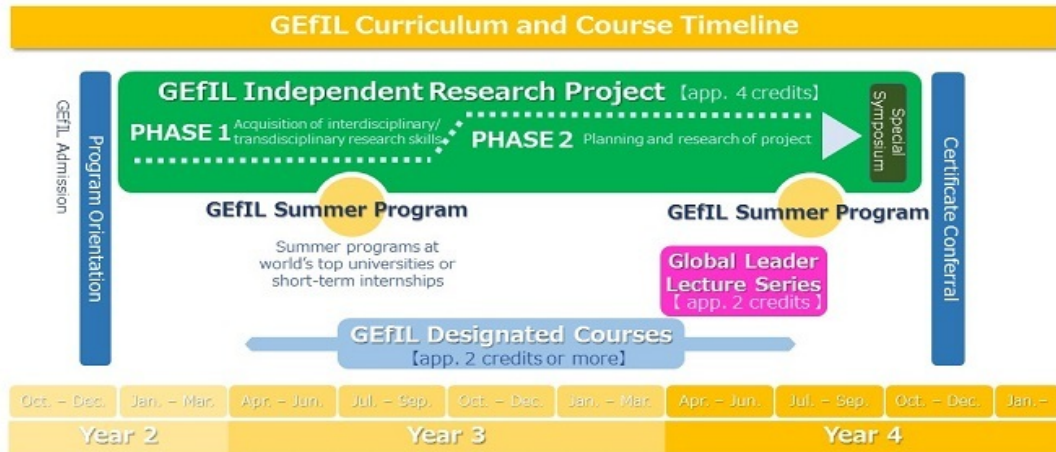
- your reports for both Phase 1 work and Phase 2, on which your GLP Mentors and/or Expert Mentor will then comment;
 - and crucially, you have to register by an early-February deadline, your requests for the summer/winter programs, in which you wish to participate within the current academic year. For the GEfIL summer/winter programs (in Year 3 and Year 4), you can list up to three requests each – for example, 1. Stanford, 2. LSE, 3. Geneva Graduate Institute (see further details in Chapter 10 on how to choose and apply for your ‘GEfIL Summer/Winter Programs’). In the textbox below the list of up to three requests, you need to provide a concise and convincing motivational statement for all of your choices. Your requests together with your motivational statement form the basis for the GEfIL process, by which you will be selected for a summer/winter program or internship, and awarded a scholarship. We will strive to answer your requests as far as possible, and provided you fulfil the conditions set by the host university (in terms, for example, of English Language Requirements, GPA, and/or required specific knowledge/skills).
- 3) LPS also offers a *Comment* function, which allows you to communicate individually with your teachers and TAs on topics and questions related to your GEfIL courses, research work, and reports.
 - 4) Moreover, LPS contains a *Discussion Forum* function, through which all GEfIL Students can discuss research ideas and projects among themselves as well as with their GLP Mentors, Expert Mentors, and TAs.
 - 5) Last but not least, the GLP Office as well as all Teaching Staff will use the LPS *Notice* function to send out important information to all students of a class or thematic area, including notices on class schedules, class cancellations, etc.
 - 6) Please note that your personalized record will be treated as strictly confidential, unless you decide to publish parts or all of your content. However, the GLP Office and all Teaching Staff have access to your pages, in order to comment on the requests and reports you upload.

4. GEFIL TIMETABLE January – September 2016

GEFIL Independent Research Project - PHASE 1 - SCHEDULE

12月 土 19		GEFIL Entrance Ceremony & Orientation		
Jan	金	1		
	土	2		
	日	3		
	日	4		
	月	5		
	火	6		
	水	7		
	木	8		
	金	9	1st Workshop 10:25-16:40	
	日	10	Self/Team Study	
	月	11		
	火	12		
	水	13		
	木	14		
	金	15	センター試験	
	土	16	センター試験	
	日	17		
	月	18		
	火	19		
	水	20		
	木	21		
	金	22		
	土	23	2nd Workshop & SP Info Session 10:25-16:40	
	日	24	Self/Team Study	
	月	25		
	火	26		
	水	27		
	木	28		
	金	29		
	土	30		
	日	31		
Feb	月	1		
	火	2		
	水	3		
	木	4		
	金	5		
	土	6	3rd Workshop & SP Info Session 9:30-16:30	
	日	7	Self/Team Study	
	月	8		
	火	9		
	水	10		
	木	11		
	金	12	DEADLINE to submit SUMMER PROGRAM requests	
	土	13		
	日	14		
	月	15		
	火	16		
	水	17		
	木	18		
	金	19		
	土	20		
	日	21		
	月	22		
	火	23		
	水	24		
	木	25	前期日程試験	
	金	26	前期日程試験	
	土	27	4th Workshop 10:25-16:40	
	日	28		
	月	29		
	Mar	火	1	Self/Team Study
		水	2	
木		3		
金		4		
土		5		
日		6		
月		7		
火		8		
水		9		
木		10		
金		11		
土		12		
日		13		
月		14		
火		15		
水		16		
木		17		
金		18		
土		19		
日		20		
月		21		
火		22		
水		23		
木		24		
金		25		
土		26		
日		27		
月		28		
火		29		
水		30		
木		31		
April	金	1		
	土	2		
	日	3		
	日	4		
	月	5		
	火	6		
	水	7		
	木	8		
	金	9	5th Workshop 10:25-16:40	
	日	10	Self/Team Study	
	月	11		
	火	12		
	水	13		
	木	14		
	金	15		
	土	16		
	日	17		
	月	18		
	火	19		
	水	20		
	木	21		
	金	22		
	土	23	6th Workshop 9:30-16:30	
	日	24	Self/Team Study	
	月	25		
	火	26		
	水	27		
	木	28		
	金	29		
	土	30		
	May	日	1	
月		2		
火		3		
水		4		
木		5		
金		6		
土		7	7th Workshop 13:00-16:00 (or 14:00-17:00)	
日		8	Self/Team Study	
月		9		
火		10		
水		11		
木		12		
金		13		
土		14	五月祭	
日		15		
月		16		
火		17		
水		18		
木		19		
金		20		
土		21	Last Ws: TEAM PRESENTATIONS w Phase 2 Supervisors 10:25-16:40	
日		22	定期試験予定日	
月		23		
火		24		
水		25		
木		26		
金		27		
土		28		
日		29		
月		30		
火		31		
June	水	1	定期試験予定日	
	木	2		
	金	3		
	土	4		
	日	5		
	月	6	- Summer Program Abroad (til September) - Self-Study - Meet with TA or GLP Tutors?	
	火	7		
	水	8		
	木	9		
	金	10		
	土	11		
	日	12		
	月	13		
	火	14		
	水	15		
	木	16		
	金	17		
	土	18		
	日	19		
	月	20		
	火	21		
	水	22		
	木	23		
	金	24		
	土	25		
	日	26		
	月	27		
	火	28		
	水	29		
	木	30		
	July	金	1	
土		2		
日		3		
日		4		
月		5		
火		6		
水		7		
木		8		
金		9		
土		10		
日		11		
月		12		
火		13		
水		14		
木		15		
金		16		
土		17		
日		18		
月		19		
火		20		
水		21		
木		22		
金		23		
土		24		
日		25		
月		26		
火		27		
水		28		
木		29		
金		30		
土		31		
August	月	1		
	火	2		
	水	3		
	木	4		
	金	5		
	土	6		
	日	7		
	月	8		
	火	9		
	水	10		
	木	11		
	金	12		
	土	13		
	日	14		
	月	15		
	火	16		
	水	17		
	木	18		
	金	19		
	土	20		
	日	21		
	月	22		
	火	23		
	水	24		
	木	25		
	金	26		
	土	27		
	日	28		
	月	29		
	火	30		
	水	31		
September	水	1		
	木	2		
	金	3		
	土	4		
	日	5		
	月	6		
	火	7		
	水	8		
	木	9		
	金	10		
	土	11		
	日	12		
	月	13		
	火	14		
	水	15		
	木	16		
	金	17		
	土	18		
	日	19		
	月	20		
	火	21		
	水	22		
	木	23		
	金	24		
	土	25		
	日	26		
	月	27		
	火	28		
	水	29		
	木	30		

5. GEFIL CURRICULUM TIMELINE



Please note that GEFIL offers Summer and Winter Programs. The chart above is designed for clarity and illustrative purposes only.

6. GEFIL CURRICULUM

The GEFIL Curriculum consists of 4 components

- 1) the GEFIL Independent Research Project Phase 1 and 2 (実践研究) are compulsory GEFIL courses and on completion you will earn 2 credits each;
- 2) the Global Leader Lecture Series (グローバル・リーダー講義) is a compulsory GEFIL course and on completion you will earn 2 credits;
- 3) the GEFIL Summer/Winter Programs (or an alternative, approved program of your choice), for which you will receive the equivalent of 2 credits each;
- 4) the GEFIL Designated Courses (GEFIL 共通授業科目) taught in English are courses offered by UTokyo faculties and you are expected to take courses to the amount of 2 credits (or more). It is recommended that you choose courses that are related to your Independent Research Project (Phase 2).

Upon successfully finishing the GEfIL Program, you will receive the GLP-GEfIL Certificate of Completion issued by the University of Tokyo.

The GEfIL curriculum components taught at UTokyo are described in some detail below. For a detailed explanation of the GEfIL Summer/Winter programs, please see Chapter 10 in this Handbook.

GEfIL Independent Research Project (実践研究)

This course offers students the opportunity to design and conduct fairly large-scale, interdisciplinary research projects on a 'real' global issue of their interest. Over the course of one and a half years, students will employ the knowledge and the analytical and technological skills they have acquired, to immerse themselves in their chosen research topic and define solutions to the issue they are tackling. Students will choose their research topic from within one of currently five large thematic fields of global importance. These five fields are:

1) Diversity; 2) Global Economy & Management; 3) Global Health; 4) Peace Building; and 5) Sustainability.

Regular seminars and workshops are held over the period of the course, in order to provide students with the necessary transdisciplinary research and presentation skills (Phase 1) and with guidance in organizing their independent study projects (Phase 2). Moreover, the regular seminars and workshops give students the opportunity to discuss their progress with their peers and mentors. At the end of the course, students will present their results at a dedicated symposium.

An outstanding feature of this GEfIL Independent Research Project is its cross- and multi-disciplinary nature, which allows students to tap into the entire international, intellectual network of UTokyo as a leading research university. Students are thus given the opportunity to participate in seminars with leading international researchers, entrepreneurs, and representatives of global institutions and use the insights gained in these seminars for their own research.

Learning Outcomes

Students will learn to

- set an agenda for tackling issues of global significance,
- find solutions for 'real' problems,
- define areas of self-study,
- design a research (and action) plan,
- efficiently organize their research time,
- critically analyze sources and research material,
- conduct feasibility and applicability assessments,
- communicate and work effectively in interdisciplinary and international teams,
- debate on research issues with peers and critics,
- present their findings convincingly in English in front of a large audience.

Schedule and Aims of Phase 1 and Phase 2

The GEfIL Independent Research Project course consists of two parts: Phase 1 runs from January to September, with workshops/classes held from January to late May. Phase 2 runs for one year from September to approximately September (*) of the following year, with classes held during term-time.

(*) Adjustments will be made for PEAK students entering GEfIL in their 3rd year.

Importantly, this structure of two phases allows students to temporarily interrupt their GEfIL studies, if they plan to study abroad in their 3rd year for one year and to return to Phase 2 of the Independent Research Project upon their return. For shorter periods of study abroad, please Chapter 11 'Information for Students participating in USTEP (University-wide Student Exchange Program).'

Phase 1 aims to provide students with *interdisciplinary/transdisciplinary* research skills, communication and presentation skills in English as well as team-building and teamwork competencies. Phase 1 is designed as a thematically connected, preparatory course for Phase 2. However, in terms of its assessment, structure and teaching methods, Phase 1 is a discrete (self-contained) unit. The workshops of Phase 1 will be conducted in a combination of short lectures and exercises for all students, and teamwork in smaller groups.

In **Phase 2**, students embark on their own Independent Research Projects within one of five large thematic fields under the guidance of an ‘Expert Mentor’ (主幹メンター教員) and with the assistance of postgraduate Teaching Assistants. It is expected that there will be some collaboration between thematic fields such as, for instance, Diversity and Global Economy & Management. At the end of Phase 2, students will present their results at a dedicated symposium. Please see the short outlines of each of the five thematic fields on the following pages.

There will be opportunity during Phase 1 to consult with the Expert Mentors about which thematic field would match best your interests and what kind of research you would like to pursue. Please make use of this precious chance, especially if you are still unsure, which thematic field you should choose.

In late May (after the last class of Phase 1), you should submit your request to join a particular thematic field onto the Learning Portfolio System, together with a short abstract of your ideas for your research project (see also Chapter 3). You can register a first and second choice for your thematic field, if you wish. We aim to have a maximum of 20 students in one field, in order to provide students with the best supervision. In case that one or the other thematic field becomes oversubscribed, you may wish to or, indeed, might have to opt for your second choice. During the first month of Phase 2 classes, you and your Expert Mentors can discuss and agree to you moving to another thematic field.

Phase 1 of GEfIL Independent Research Project

The main aim of Phase 1 is to provide students with *interdisciplinary/transdisciplinary* research skills, communication and presentation skills in English as well as team-working competencies. Students will need a good grasp of these skills, when embarking on their own research projects in Phase 2.

To this end, Phase 1 employs a project-based, single focus, “scaffolded” learning approach: Based on the ‘global issue’ interests that students mentioned in their GEfIL application forms, a large-scale scenario (case study) has been prepared, which will form the framework for students’ research projects.

Since the complexity of global issues usually demands collaboration between experts of diverse knowledge- and value-backgrounds, the research projects of

Phase 1 will be carried out in interdisciplinary teams of students with similar interests but from different disciplines. Both as a team and individually, students will experience what it means to conduct 'real' research from the planning stages to the presentation of their findings. Each team will research, and propose solutions for, certain aspects of the set scenario, debate their ideas with other teams, explore meaningful collaborations, and consider the interests (and comments) of various experts and 'stakeholders.' Through this process, students will gain knowledge and experience in agenda setting, design and implementation of action and research plans, effective interdisciplinary teamwork, discussion and presentation skills.

The course is organized along two entwined strands:

1. a series of basic questions found frequently in transdisciplinary research projects and
2. a *sequence* of research skills students will acquire through structured tasks.

For a detailed schedule and syllabus of Phase 1, please see the relevant document in the Appendix.

Assessment:

Phase 1 is assessed by a combination of

- 40% Final Individual Report of minimum 2000 words to be submitted in early September. The report should take the form of a critical reflection on the research project, the student's own achievements and contribution to the team's efforts.
- 40% Final Team Presentation in late May
- 10% Peer assessment of teamwork in late February or early April
- 10% Peer and self-assessment of teamwork in early May

Phase 2 of the GEFIL Independent Research Project

The schedule, syllabus and approaches of each thematic area in Phase 2 differ slightly and will be provided before, or at the beginning of, Phase 2 classes. Please take a look at the outlines provided by each of the GEFIL Expert Mentors below.

Diversity – Professor Shigeto SONODA

Outline:

The aim of this project is to cultivate “global leaders” who can take necessary and appropriate actions in (multinational) companies, governmental sectors, or NGOs to respect (and sometimes utilize) cultural diversities. Economic globalization seems to be creating “cultural convergence” across nations, but this is not the case. Variety of cultures embodied in organizations or social groups (class, ethnic group, religious group, gender, local communities, etc.), nations or governing bodies have been maintaining their “cultural birthmarks” and differences and relations among them have been changing dynamically. In such complex situations, we need to create new values, which encourage our cooperation across the boundaries. In this project, participants are expected to conduct their own independent researches, based on their own intellectual as well as practical interests on concrete issues of cultural diversity. Group discussion and activities are strongly encouraged. Patience and concentration to design action plan and persuasiveness and passion to realize it will be nurtured in this project.

Global Economy & Management – Professor Takahiro FUJIMOTO

Outline:

We aim to develop human resources, who can stand their ground on any big international stage and demonstrate without fail their competency. The majority of challenges big organizations face today, whether they are related to the large changes in the point of growth of the world economy or, on the other side, the increase in instability, can only be resolved by adopting a global perspective and understanding the global dynamics. Likewise, the accumulation and utilization of innovations and core competencies that support corporate management can no longer be considered without taking global dynamics into

account. The challenge will be to explore the nature of the global economy in the future, by looking at how global corporations in Japan have tackled these issues and examine in detail the struggles they have met. To this end, not just corporate strategies but understanding of aspects ranging as wide as from corporate strategies, organizational structures, leadership to the life of a corporate person will surely be required. In this course, we will pursue intensive teamwork and compile our research results, while taking into account students' intellectual interests and future career choices. This thematic group aims to provide students with the vision and attitude to grow into strong (management) leaders endowed with a global vision.

Global Health – Professor Chiho WATANABE

Outline:

Issues covered by the term “global health” vary widely in their nature. A lot of issues are region-specific, but at the same time, other issues are global and shared by whole humans. Issues seemingly similar to each other actually exert much different impacts depending on the regions where they take place. Many issues in global health are found outside the hospital/clinic and not even within the hand of the health office; they are connected with many “non-medical” areas like demography, environment, sociology, nutrition (and agriculture), development, and sustainability, and thus, diverse in nature. If you consider, for instance, air pollution due to traffic jam, infectious diseases, or problems of water quality, you will notice that so many factors can be associated with such “health” issues. In this sense, global health is a good platform to nurture and encounter new ideas and viewpoints. In this *theme group*, students are expected to identify issue(s) of global health and scientific fields associated with that particular issue(s). Then, students will do a series of group discussion, sometimes with mentors or tutors, to develop ideas how to tackle the issue(s) taking many associated areas in perspective, which can potentially lead to ideas for practical solutions.

Peace Building – Professor Kiichi FUJIWARA

Outline:

How can lasting peace be built in a world torn asunder by the use of military force? The object for this thematic group on Peace Building is the use of military force that is spreading in forms of, for instance, international conflicts and civil war throughout the contemporary world. The aim of this course is to elucidate the reasons why such conflicts break out, and to consider the conditions for conflict resolution, the building of post-conflict political and legal orders, measures to prevent a re-emergence of conflict, and aspects of preventive diplomacy in regions where conflicts have not yet broken out. Through practical research students will gain a deeper understanding of fundamental issues such as 1) the current situation of international conflicts and civil war, the relationships between 2) religion and conflict, 3) ethnicities and conflict, 4) poverty and conflict, 5) terror and terror organizations, aspects of 6) intervention and occupation, and 7) aid for refugees. Students should select a specific case of conflict to research measures necessary for peace building. The purpose of students' research is not just to find out the facts of a specific conflict or to survey existing research on a specific region, but to combine such research and understanding of a specific conflict and develop an original, novel perspective.

Sustainability – Professor Kensuke FUKUSHI

Outline:

The smallest unit of society is the individual. Sustainability of the individual heavily depends on the sustainability of the family, of society, a region and indeed, the earth. Protection of an individual's life and protection of a region's society cannot be achieved without ensuring the sustainability of the whole earth. Sustainability should be achieved by a variety of scales and ideally, development plans, industrial activities, etc. would be executed on the basis of the concept of sustainability. In this 'Sustainability' theme group, we will examine from the viewpoint of sustainability various regions of the world and the difficulties they face regarding issues such as the environment, health, resources, development, human resources, industry, livelihood, culture, education, etc. and together we will consider possible solutions.

Assessment:

Phase 2 will be assessed by a combination of*

60% for Final Presentation (contents and performance)

40% for Participation (attendance and active contribution)

* Please note that there might be slight variations in the assessment scheme depending on the thematic area of the Independent Research Project.

GLOBAL LEADER LECTURE SERIES (グローバル・リーダー講義)

Outline

This is a 4th-year compulsory course of the GEfIL (GLP II) program and consists of 7 interactive sessions, of which a minimum of 6 will be lectures by guest speakers, plus preparatory sessions scheduled in S1 term. The Global Leader Lecture Series is closely related to the 'Independent Research Project' in that both courses have in common the same thematic areas (Sustainability, Global Health, Peace Building, Diversity, Global Economy & Management, Global Governance). For each of the thematic fields, we will invite well-known, globally engaged guest speakers – representatives of international organizations, global corporations as well as leading scholars – who will present their ideas and work. The aim of the course is to provide students with close insights into how 'global leaders' seek to solve problems of a complex, international nature and thereby, to gain a deep understanding of a wide range of problem-solving strategies and processes.

Students will have a say in the selection of some guest speakers and will be actively involved in the running of each session: for each lecture 1-2 teams of students will act as organizers, conveners, and discussants to the guest speaker's presentation and as coordinators of the interactive online platform for that lecture, through which their fellow GEfIL Students can raise issues for further debate. In other words, the course is designed to allow students a maximum of active participation and to facilitate the engagement between guest speakers and students beyond the hours of the lecture.

A list of potential guest speakers will be distributed during S1 term in the 3rd year (i.e. a year *before* the Global Leader Lecture Series) and agreed upon by GLP Mentors, Expert Mentors and GEfIL Students. The interactive online

platform dedicated to the Global Leader Lecture Series will go live in the winter before the start of the lecture series.

Learning Outcomes:

Students will gain

- knowledge related to international and/or interdisciplinary complex issues;
- an understanding of how measures and strategies to solve global issues are developed and implemented in practice;
- a thorough understanding of the multi-faceted and practical perspectives required when dealing with global issues;
- the competence and skills necessary to communicate and work effectively in internationally and interdisciplinary teams;
- skills in organizing international and/or interdisciplinary events for diverse audiences.

Assessment:

The GEfIL Global Leader Lecture Series will be assessed through a combination of

- 60% Individual Reports (6 reports = 1 short report of 300 words for each of the 6 lectures)
- 40% Teamwork (combination of teacher and peer assessment)

GEFIL SUMMER/WINTER/SPRING PROGRAMS

It is a fundamental aim of the GEfIL Program to enable all of its students to experience, at the very minimum, a short period of studying (or internship) abroad, usually over the summer or during the winter/spring break. The GEfIL curriculum, therefore, includes as important components summer/winter/spring programs. In principle, all GEfIL Students are expected to participate in two summer, winter or spring programs in total, that is, one each in their 3rd (or in the winter/spring break before their 3rd year) and 4th year; or, in the case of PEAK students, two summer/winter/spring programs in total during their 2nd~4th years (depending on their year of entry into UTokyo and into GEfIL). To this end,

students will receive a substantial, partial scholarship towards the costs of their chosen program. These scholarships are provided through generous donations from our GLP sponsor companies (see list in Chapter 14).

Please see Chapter 10 for a detailed explanation of how to find the summer/winter/spring program that is best for you and the various options, from which you can choose.

Please also familiarize yourself with the “Guidelines for GEfIL Summer/Winter/Spring Programs” in the *Appendix* of this Handbook that explain the steps and procedures necessary to embark on your chosen study abroad program.

GEfIL DESIGNATED COURSES (共通授業科目)

This category refers to courses, which are taught in English and offered as ‘open-to-all-students’ courses by UTokyo Faculties. GEfIL Students are expected to take course(s) worth 2 credits and to select course(s) that are complementary and meaningful for their Independent Research Project in Phase 2. The GEfIL Expert Mentors will, therefore, advise students on the available range and selection of Designated Courses. We aim to publish a list of possible courses before the start of each semester beginning with the Autumn Semester 2016.

7. COURSE REGISTRATION PROCEDURES

The GLP Office will take care of registering all participating students on the respective GEfIL courses through UT-Mate. Registration commences basically by the first day of the registration period of each faculty. The registration schedule for each course is as follows:

GEfIL Independent Research Project Phase 1	April 2016
GEfIL Independent Research Project Phase 2	September 2016
GEfIL Global Leader Lecture Series	April 2017

Important: If you are going to participate in USTEP or any other study-abroad exchange program for a semester or a year, you must inform the GLP Office as soon as possible, since you might otherwise be considered ‘absent’ from

classes in Phase 2 or the Global Leader Lecture Series and lose credits for those courses.

Please note that we can register students for **Phase 1** of the Independent Research Project only at the beginning of the new academic year (usually your 3rd year, except for PEAK students) and thus, effectively, after the classes of Phase 1 have already commenced. This will NOT affect your assessment or you receiving your credits for Phase 1 in any way!

In order to be registered for **Phase 2** of the GEfIL Independent Research Project, you should first consult with the Expert Mentor of your chosen ‘thematic field’ and receive his approval (see also Chapter 4, p. 14). By late May, you will also have to submit your choice (or two choices) for a specific ‘thematic field’ into your basic record in the GEfIL Learning Portfolio System, together with a short abstract of your intended research. Within the first month of Phase 2, you can – with the agreement of the Expert Mentors involved – still change to another thematic field. If you do move to another thematic field, you need to change your entry on your Learning Portfolio page accordingly.

8. ATTENDANCE REQUIREMENTS

GEfIL workshops and classes are conducted mostly on weekends, in order to allow all GEfIL Students to fully participate. It is important to keep in mind that your achievements and gains in the GEfIL Program are directly related to how much you contribute and how actively you participate. In principle, you are expected to attend all class sessions, unless you are prevented from coming to class due to clashes with courses or fieldwork in your Major, UTokyo study abroad courses/programs, illness, important family affairs, or other such unavoidable circumstances beyond your control.

However, if you miss half or more classes of a course, you would lose the credits for that course and thus, the necessary credits for Completion, you would not be able to progress from Phase 1 to Phase 2, and you might become ineligible for a GEfIL Scholarship awarded for a Summer/Winter/Spring Program. Students on USTEP (University-wide Student Exchange Programs) of UTokyo may be exempt from this rule, but you need to confirm this with the GLP Office, the GLP-GEfIL Program Director and your GEfIL Expert Mentor (see also Chapter 11).

You must inform the GLP Office and your GEfIL Mentors or Expert Mentors *well beforehand* or as soon as you can, in case you have to miss one or more classes. Please also remember that GEfIL courses involve a good deal of teamwork and that the functioning of your team may be affected, if you are absent. You should therefore also inform your team members immediately, if you miss a class or meeting.

9. CREDITS AND TRANSFER OF CREDITS

As mentioned in Chapter 5, you will receive 2 credits for each GEfIL Curriculum element you complete successfully, i.e.

GEfIL Independent Research Project Phase 1	2 credits
GEfIL Independent Research Project Phase 2	2 credits
GEfIL Global Leader Lecture Series	2 credits
GEfIL Designated Courses	2 credits
Summer/Winter/Spring Program 1	2 credits*
Summer/Winter/Spring Program 2	2 credits*

* The host institution will issue credits or certificates after you successfully completed your summer/winter/spring program. These credits will be counted as the equivalent of 2 credits (each) towards your GLP-GEfIL program.

The GEfIL Program is a kind of ‘minor’, which you take alongside your major. Therefore, you will receive a dedicated GLP-GEfIL Certificate of Completion issued by UTokyo, upon successful completion of the GEfIL Program.

In principle, the credits you receive for the compulsory components of the GEfIL Program, i.e. Independent Research Project Phase 1 and 2 as well as the Global Leader Lecture Series, may be counted towards your degree in your Major. However, whether your GEfIL course credits will actually be counted towards your degree or not, is entirely at the discretion of the Faculty or School with which you are affiliated for your Major. We have asked your Faculty or School to consider counting your GEfIL course credits towards your degree, and we shall inform you of their decision as soon as it becomes available. You might also like

to consult your relevant Faculty or School Office about the issue of credits transfer.

10. GEFIL SUMMER/WINTER/SPRING PROGRAMS

As mentioned earlier, it is a fundamental aim of the GEFIL Program to enable all of its students to experience, at the very least, a short period of studying (or internship) abroad, usually over the summer or during the winter/spring break. The GEFIL Summer/Winter/Spring Programs offer you a great opportunity to study at a top-class international university and experience their different teaching methods, to pursue research in a field or at a level perhaps not offered to undergraduates at UTokyo, to meet like-minded, ambitious students from all over the world as well as scholars of international standing.

In principle, all GEFIL Students are expected to participate in two summer, winter or spring programs in total, that is, one each in your 3rd (or in the winter/spring break before their 3rd year) and 4th year; or, in the case of PEAK students, two summer/winter/spring programs in total during your 2nd~4th years (depending on their year of entry into UTokyo and into GEFIL). To this end, students will receive a substantial, partial scholarship towards the costs of their chosen program. These scholarships are provided through generous donations from our GLP sponsor companies (see list in Appendix).

How to find YOUR Summer/Winter Program:

There are several categories of summer/winter/spring programs, from which you can choose – or create – the short-term study abroad program that best fits your interests and needs.

1) GEFIL (proper) Summer/Winter/Spring Programs

We have listed, after careful checks, around 40 programs offered by top-class universities and educational institutions in Asia, the U.S., various European countries, and South Africa. Please note that ALL of the listed programs are taught in English, though some may have an additional language course component (e.g. Chinese, French, or German). Many of these programs have been selected, because their courses are related to the thematic fields of the GEFIL Independent Research Project.

Several of these programs are exclusively for GEfIL Students, which means that you won't find them on any other UTokyo list of study abroad programs, and some of the host universities offer discounts on their tuition fees for UTokyo GEfIL Students.

Most of these programs take place in the summer in accordance with the academic calendar of the host countries and last between 2 weeks, the shortest, and 10 weeks, as the longest. However, we also offer a few winter/spring programs and aim to add more of those to our list.

You can find the current List of the GEfIL Summer/Winter/Spring Programs in the Appendix of this Handbook. Please check this list carefully and go to the relevant webpages of the host universities for detailed information. We will also hold a number of information sessions about the GEfIL Summer/Winter/Spring Programs early in the year (January & February).

2) *Summer/Winter/Spring Programs offered through 'UTokyo Go Global'*

You can also opt for a short-term study abroad program offered by 'Go Global' connected to UTokyo's International Division. The 'Go Global Programs Basic Information List' and various application guidelines can be downloaded from this website

<http://www.u-tokyo.ac.jp/en/current-students/sp2016e.html>

Please make sure to carefully read all the relevant documents mentioned on the website. You will need to follow both the GEfIL application guidelines (in the Appendix of this Handbook) and the 'Go Global' application procedures and schedule (deadlines), if you choose a program from that list.

Instead of the scholarships given on the 'Go Global' list, you will receive a GEfIL scholarship calculated according to GLP-GEfIL criteria, if and when your choice is approved by us and you will be accepted by 'Go Global' and the host university. The GEfIL scholarship is likely to be higher, sometimes substantially higher, than the 'Go Global' scholarships. However, before you apply for any of the 'Go Global' summer programs, you must receive the approval of the GLP-GEfIL Program Director, Prof Liscutin and/or your Expert Mentor and should therefore arrange as soon as possible for a consultation with us. Please note that you cannot apply for English Language programs.

- 3) *Volunteer and Other Programs offered through UTokyo Go Global*: rather than study at a foreign university, you might like to undertake some volunteer work that is relevant for your Independent Research Project. UTokyo Go Global provides some information on its website (only in Japanese) and at its information sessions in the winter. Please see the Go Global webpage for basic information: <http://www.utokyo.ac.jp/ja/administration/go-global/internship/index.html>

Again, before you apply for a volunteer program, you must receive the approval of the GLP-GEFIL Program Director and your Expert Mentor and should therefore arrange as soon as possible for a consultation with us.

- 4) *Joint Summer Programs* of UTokyo and international universities (see also GEFIL List): UTokyo also organizes several joint summer programs with foreign universities, especially in Asia, such as Hong Kong University, Beijing University, National Taiwan University & Illinois University, or Seoul National University. Most of these summer programs take place in August for around 2-3 weeks. In some cases, these programs change places, i.e. one part will be held at the Asian university, another at UTokyo. At the time of printing of this Handbook, the new list for these programs and their application guidelines were not yet available. We will upload information about these Joint Programs on our GLP homepage and Facebook page, as soon as we receive it, and forward it to you.
- 5) *Other Summer/Winter Programs at International Universities*: you may wish to search by yourself for summer/winter programs at destinations and universities not listed in any of the aforementioned categories. Again, before you apply for any summer program not listed, you must receive the approval of the GLP-GEFIL Program Director and your Expert Mentor and should therefore arrange as soon as possible for a consultation with us. If your choice is approved by us and you will be accepted by the host university, you will receive a GEFIL scholarship calculated according to GLP-GEFIL criteria. Please note that you cannot apply for any English Language programs.
- 6) *GEFIL Fieldwork*: Your Expert Mentor may organize a fieldwork trip abroad or in Japan for the students of his thematic field or suggest that you participate in a UTokyo summer program abroad organized by him.

The aforementioned rules for GEFIL scholarships apply also to this category of fieldwork or study abroad programs.

- 7) *Create Your Own Program*: You might have already very clear ideas about the research and fieldwork you would like to conduct during your study abroad summer or winter. In this case, you need to submit a research proposal and a precise budget plan for the estimated costs of your fieldwork to the GLP Office. Your application will then, be considered by the GLP Steering Committee and, if it is approved, you will receive a GEFIL scholarship calculated according to GLP-GEFIL criteria.
- 8) *UTokyo Summer Programs*: Whilst we encourage you to make the most of the opportunities GEFIL offers you for studying abroad and, indeed, require you to participate in at least one summer/winter/spring program abroad, we will also consider international summer programs organized by the University of Tokyo and held on campus or other areas of Japan such as, for example, the Todai Innovation Summer Program (TISP), for counting towards your GEFIL credits and for a scholarship award.
- 9) *Internships*: In the near future, we hope to be able to offer you also internship programs abroad of varying lengths. If you are interested in this option, please consult with the GLP Office or the GLP-GEFIL Program Director, Prof Liscutin.

Things you should or may want to consider before choosing a summer/winter/spring program:

- *English Language Requirements*: Do you have the TOEFL or IELTS scores required by the host university? If your scores are slightly below the required scores, re-sit the TOEFL or IELTS test as quickly as possible. Please note that many universities in the UK accept IELTS scores ONLY, due to UK visa regulations. If your scores are significantly lower than the required TOEFL/IELTS scores, consult first with the GLP-GEFIL Program Director, Prof Liscutin and secondly, consider choosing a different program, where the English Language Requirements match your existing scores.
- *Course Contents*: Carefully check whether the subjects and courses offered in a particular summer/winter program are relevant to your personal Independent Research Project, your major, or your other academic interests.

It can be much more meaningful to choose a summer/winter program that offers you the contents you want, than to choose a program just for its location or its timing. Also, ask yourself whether a summer/winter program offers you specific learning and practical experiences, which you may not be able to obtain at undergraduate level at UTokyo or in Japan. The GEfIL Summer/Winter/ Spring Program and its scholarships offer you a precious opportunity, so choose wisely!

- *Program Environment:* Generally speaking, there are two types of summer/winter/spring programs. One type of programs limits the number of participants, organizes also a social program to complement the academic program and, often, accommodates all participants on campus or in the same dormitory. There are several such programs on the GEfIL Summer/Winter/Spring Program list (e.g. Stanford, Pembroke-King's Program, HEC Paris, etc.). In these programs, participants quickly form a community and can make friends easily. Does that sound more like you? The other type of summer programs tends to have a large number of participants, who are scattered over several accommodation locations, and offers a wide range of courses (e.g. LSE, Harvard, Yale, and some other US universities). In these programs, it can be more difficult to make friends or meet professors of the host university. If you would like further advice on what might suit you best, please contact Prof Liscutin.
- *Costs:* Of course, you will also need to take into account the costs of a summer/winter program and the amount of scholarship you could receive for that program. Please be aware that GEfIL Scholarships, while very generous, will cover only a part of the costs.

In general, US and UK summer programs are the most expensive – with a few notable exceptions such as the Pembroke-King's Programme, which is still excellent value for money – and yet, many students prefer to study at US and UK universities, because of their reputation. On the other hand, several programs of equal quality at European and Asian universities are more affordable in terms of tuition fees, living expenses and travel costs. So you might want to look more closely at the academic contents those universities offer in their summer/winter programs and consider them as valuable alternatives to more expensive programs.

Selection procedures & schedule for GEfIL Summer/Winter Programs

The document 'Course Guidelines for GEfIL Summer/Winter/Spring Programs' in the Appendix of this Handbook provides all the essential information you will need for the entire process from requesting your choice(s) of the GEfIL summer/winter/spring programs (see categories above), to applying for your chosen program at the host university, getting the compulsory Travel Insurance and Emergency Coverage to post-program requirements etc. However, some important issues are worth repeating here:

- *Information Sessions and Individual Consultations:* As some host universities of the most sought-after programs have very early application and payment deadlines (e.g. mid-February to the beginning of March), you should start as soon as possible after the GEfIL Entrance Ceremony & Orientation to investigate summer/winter/spring programs that interest you. Ideally, you should check the various options that interest you over the New Year break and bring to your Phase 1 classes in January your first ideas of where you would like to go. You should also prepare a list of questions you would like to ask the GLP-GEfIL Program Director, Prof Liscutin and/or the Expert Mentor of the thematic field you would like to join.

Especially if you want to join the Spring Program of Humboldt University in Berlin in March, you must make up your mind over New Year, since the application deadline for this program is in late January. Please make sure that you know, and are prepared for, the application deadlines of your program of interest. The application deadlines for each program (as far as available) are given in the GEfIL Summer/Winter/Spring Program List in the Appendix and also, on the UTokyo Go Global Summer Program List.

Towards the end of January, we will hold a general Information Session about the GEfIL Summer/Winter/Spring Program as well as some of the other options available to you. At this Information Session, students who participated in (Pre-) GEfIL summer programs in the previous year, will talk about their experiences and achievements and are ready to give you advice. Likewise, some of the Expert Mentors will join us for this Information Session, so that you can consult them about those summer/winter/spring programs that would best match your research interests for the thematic field in Phase 2.

In early February, we offer another opportunity to consult individually or in groups with the GLP-GEfIL Program Director, Prof Liscutin and some of our Expert Mentors about possible choices for your summer/winter study abroad program. You can also ask Prof Liscutin for an appointment and personal consultation.

- *GEfIL Application Schedule*: By the deadline in early February, you MUST submit your request(s) for summer (and spring) programs of your interest onto your page of the GEfIL Learning Portfolio System (see also Chapter 3). You can register up to three requests, for example,
1. Stanford, 2. LSE, 3. Other (IARU GSP Berkeley), or
1. Other (Utrecht), 2. Pembroke-King's Programme, 3. Geneva Graduate Institute.

"Other" refers to summer/winter/spring programs offered by other sources than GEfIL, for instance, UTokyo Go Global (and therein also IARU GSP). When you click on "Other" a textbox opens, in which you can either enter the title of the program and the courses of your choice, or one of the other categories of study abroad opportunities mentioned earlier (e.g. GEfIL Fieldwork, Volunteer Program, Internship, etc.). In the textbox below the list of up to three requests, you need to provide a concise and convincing motivational statement for all of your choices. Your requests together with your motivational statement form the basis for the GEfIL process, by which you will be selected for a summer/winter program or internship, and awarded a scholarship.

Approximately one week after you have submitted your request(s), the GLP Office will inform you, which one of your requested summer/spring programs has been approved. For certain summer programs (e.g. Stanford, Pembroke-King's, etc.), we will then immediately forward the list of GEfIL Students' names selected for that program to the host university.

- *Application Schedule of Host Institutions*: you MUST make sure that you apply to the host institution latest by the specified deadline. Therefore, we strongly recommend that you prepare all the required application documents for the host institution as soon as, or even before your choice of program has been approved.

- *Application Requirements of Host Institutions:* Make sure that you possess a TOEFL or IELTS certificate that complies with the English Language Requirements of the host university and is still valid. Your TOEFL/IELTS score should not be older than 2 years when you apply and/or enter the summer/spring program. If you need a new TOEFL or IELTS score, in order to apply to the host institution, make sure that you can take the required English Language test as swiftly as possible. Please be aware that there is very little, if any flexibility in the English Language Requirements of host universities in the US and UK. This is to say that if your TOEFL or IELTS scores are below the English Language Requirements of those host universities and you cannot re-sit the TOEFL/IELTS tests in time to obtain the required scores, there may be no other way than to search for a different summer program with a lower English Language Requirement.

Some programs also demand motivational statements of a specified length and/or a recommendation letter (letter of reference) from your Supervisor in your Major, the GLP-GEfIL Program Director, or the Expert Mentor of your thematic field. Please allow the person writing the recommendation letter for you, sufficient time to prepare. In other words, do not leave your request for a recommendation letter until the last minutes before the application deadline.

Programs that require a motivational statement as part of your application usually set a strict limit on the number of participants they will accept and consequently, have a highly competitive selection process. You should therefore invest sufficient time and efforts into preparing a winning motivational statement. If you need help or advice in how to formulate a strong motivational statement, please approach your GLP-GEfIL Mentors (Prof Silberberg, Prof Kharrazi) or the GLP-GEfIL Program Director (Prof Liscutin).

In some cases, you may not be able to register for specific courses in the summer/spring program of the host university until you have applied and received a visiting student visa (e.g. Stanford and several of the other US universities). It is your responsibility to prepare all required application documents, including visa applications, and fulfil payment requirements in a timely manner.

- *'Go Global' Application Schedule:* If you choose a summer program from the UTokyo Go Global List (or from the GEFIL List but administered by Go Global), pay close attention to the specified deadlines, especially for IARU Global Summer Programs (IARU GPS), and make sure you complete/submit the necessary application documents in good time. You need to comply with all of the Go Global application rules and selection procedures, which may require interviews or motivational statements. The fact that you are a GEFIL Student does not exempt you from these application and selection procedures!
- *Visa Requirements:* Please ensure that you understand and comply with the visa requirements for a particular summer/winter/spring program. For this purpose, carefully read the relevant information given on the webpages of the host institution. It is your responsibility to apply in good time, if you are required to obtain a visa for a specific country and/or host university.
- *Troubleshooting:* In (the unlikely) case that the host university rejects your application, please contact the GLP Office and Prof Liscutin immediately! We will do everything we can in assisting you to find a place on an alternative summer/winter program of your interest.

Travel Insurance and Emergency Coverage

The University of Tokyo requires all of its students who will study abroad for any length of time, to obtain specific travel insurance. When your choice of summer/winter/spring program has been approved by GEFIL and the host institution has confirmed your place on its summer program, you will be obliged to join the Personal Accident Insurance for Students Pursuing Study Abroad provided by Japan Educational Exchanges and Services (JEES). Joining this insurance scheme is prerequisite to your participation in the summer/winter/spring program abroad. You will have to pay for the cost of the insurance.

Likewise, the University of Tokyo (UTokyo) now requires all students travelling overseas for study purposes who are (a) taking part in programs organized, applied through or recommended to the host university by UTokyo, or (b) receiving financial aid (scholarships, etc.) through UTokyo, to sign up for the OSSMA (Overseas Student Safety Management Assistance) Service (operated by

EAJ – Emergency Assistance Japan Co. Ltd). Please apply for OSSMA at least one month before you travel (earlier if travelling around the end of year/new year holiday period)*1.

*1 Applications made with less than one month to the date of travel will be accepted as much as possible. Please make sure to type in the circumstances in the additional comments section of the application form.

Please find details, applications and payment deadlines for both the mandatory travel insurance and OSSMA in the “Course Guidelines for GEfIL Summer/Winter/Spring Programs” provided in the Appendix of this Handbook.

Financial Information (Scholarships)

The “Course Guidelines for GEfIL Summer/Winter/Spring Programs” (see Appendix of this Handbook) provide detailed explanations as to how foreign tuition-fee rates are converted into Yen, how the generous GEfIL scholarships are calculated, and when they will be paid out to you. Please read those guidelines closely! If you have any queries, please contact the GLP Office or the GLP-GEfIL Program Director, Prof Liscutin.

As mentioned earlier, you should carefully consider all of the costs a specific study abroad program may incur, including costs for travel, accommodation, meals, visa, *before* you apply to the host institution. This is because, at minimum, you will lose the money you paid in application fees, possibly more, if you need to withdraw from a summer program for whichever reason. Thus, do not forget to carefully consult the relevant webpages on Cancellation and Cancellation Fees provided by the host university of your choice.

It is our declared goal to enable all GEfIL Students to experience at least a short period of studying (or internship) abroad. If you are concerned about the financial burden of a particular summer/winter program or of the GEfIL summer /winter/spring programs in general, please do not hesitate to speak with the GLP Office Staff, the GLP-GEfIL Program Director, or one of the GLP Mentors, as we might possibly be able to assist you.

Additional scholarships may also be available through your Faculty/School or other funding bodies. For instance, students wishing to study on a program at a US university can apply for a “Friends of Todai” scholarship, as well. For details, please see our Guidelines in the Appendix.

Documents to be submitted at the end of your program

Alongside the required documents listed in our Course Guidelines for GEFIL Summer/Winter/Spring Programs, which you have to submit to the GLP Office upon return from your study abroad program, you also need to enter a short, concise report of your studies abroad into your 'Activity Log' on the Learning Portfolio System. Your report should cover the following topics:

- Basic information about your study abroad program; background of other participants (e.g. class size, nationalities, home universities, gender distribution, etc.); choice and schedule of classes.
- Information on the courses you took, i.e. overview of course contents and structure, (special) features of teaching methods as well as on opportunities for exchange with foreign researchers & students, and for establishing your own network of contacts for your future career.
- Study Achievements – this should be the central item of your report: Did you achieve your learning/research objectives? What did you achieve? Any other relevant experiences in terms of academic skills or knowledge?
- Social aspects of your study abroad program – you can keep this part short.
- You can also upload short insights, impressions and photographs on our GLP Facebook page to share them with your fellow GEFIL Students and for the benefit of junior GLP I and GEFIL Students.

Presentation & Information Events

All GEFIL Students are expected to participate actively in the Presentation Events organized for the GLP Sponsoring Companies, whose donations have financed your scholarship. We usually hold one Presentation Event in the autumn (October or November) and another in spring (May), where we will ask GEFIL Students to give presentations in English (autumn event) or Japanese (spring event) about their study achievements and experiences. These Presentation Events are also an excellent opportunity to meet and talk with representatives of the large Japanese corporations, who generously support our GEFIL Program. There may be further 'formal' presentation events within and without the University of Tokyo, in which we would like you to participate.

In winter (January, February), we organize Information Sessions for GEFIL Students about the summer/winter/spring programs. We will ask some Pre-GEFIL

Students as well as current GEfIL Students to present your experiences and insights on your study abroad programs to your fellow students and juniors.

In spring and early summer (April to June/July), we will hold Information Sessions about the GEfIL Program for interested sophomores and junior students. Since the summer/winter/spring programs with GEfIL scholarships are seen as one attractive (or intriguing) feature of our Program, we would be grateful, if you could offer your support and experience as GEfIL Students in informing your junior peers. For each of the aforementioned Information Sessions (and possibly also the Presentation Events) we will ask different GEfIL Students to present, in order to ensure that the presentation- and time-commitment of any one student can be kept to a minimum.

11. INFORMATION FOR STUDENTS PARTICIPATING IN USTEP

We endeavour to meet the educational needs of GEfIL Students, who wish to participate in USTEP (University-wide Student Exchange Program) or other UTokyo exchange programs, as far as possible. This can be achieved easily, if you go on a 1-year USTEP or other UTokyo exchange program and consequently, extend your undergraduate studies by a year. In this case, you can re-enter the GEfIL Program in the autumn or summer semester a year later, i.e. after you return.

It may be a bit more complicated and involve more efforts on both sides, though, if your USTEP or exchange program starts in August/September, January, or April (that is, at the beginning or during the course of Phase 2 of your Independent Research Project), lasts for only a few months (e.g. 3-6 months) *and* you are not intending to extend your undergraduate studies by a year. In these cases, please discuss and agree with your Expert Mentor on ways of how you can pursue your research project and contribute to the Phase 2 classes while abroad. In the most tricky case, namely when your USTEP or exchange program starts in April of your 3rd or your 4th year (for PEAK students entering the GEfIL Program in their 2nd year, this could be your 2nd or 3rd year) and you would therefore miss half of Phase 1 of the Independent Research Project, a GEfIL Summer Program, or the Global Leader Lecture Series, you need to consult with the GLP-GEfIL Program Director.

In any case, it is crucial that GEfIL Students, who have applied and have been accepted for USTEP or other UTokyo exchange programs, inform the GLP Office immediately of the expected schedule and duration of their absence from the GEfIL Program. Failure to inform the GLP Office in good time might lead to loss of credits or eligibility for GEfIL scholarships, as you might be considered 'absent' from classes without reason.

12. INFORMATION FOR 3rd YEAR ENTRY PEAK STUDENTS

For PEAK Students, who enter the GEfIL Program while in their 3rd year and whose undergraduate degree program will conclude at the end of the summer semester, we shall make special arrangements to enable them to complete Phase 2 of their GEfIL Program with their presentations (or reports) before they graduate. Please discuss with your Expert Mentor the best possible option for completing Phase 2 successfully.

3rd-year entry PEAK students are also encouraged to participate in one summer program (or one spring and one summer program) during their 3rd year and a winter or spring program during their 4th year. Please consult with the GLP-GEfIL Program Director, Prof Liscutin about the available options.

13. YOUR FEEDBACK MATTERS TO US !

We hope that you will enjoy the GEfIL Program and find it intellectually stimulating, educationally satisfying and challenging (in a good way -☺). We also believe, however, that there is room for improvement. Your feedback thus matters to us! Alongside the usual UTokyo course feedback cards, we will occasionally conduct GEfIL Program-specific surveys to learn from your impressions and experiences. Please also feel free to share anytime your thoughts, wishes, and comments on the GEfIL curriculum with the members of staff. We shall endeavour to respond to your comments and, where feasible, implement changes based on your views.

14. COMMON ACADEMIC RULES & REGULATIONS

The GEfIL Program and its academic and administrative staff are committed to comply with the regulations and policies for research and educational programs stipulated by the University of Tokyo. All GEfIL Students are expected to abide by the rules and regulations of the University of Tokyo. Below, we provide explanations and some UTokyo documents on those regulations that seem to be most relevant for your GEfIL studies and Independent Project Research.

Research Ethics¹

All students must observe appropriate Research Ethics. 'Research' includes, but is not limited to, activities such as observational and theoretical studies, interviews and surveys, theoretical exercises and fieldwork, experimental studies and laboratory work.

All research must be conducted with emphasis on integrity and objectivity. Prejudice and bias must be avoided when designing observations, interviews and surveys, analysing data, and interpreting findings. Fabrication, falsification or plagiarism of ideas, data or research findings is a violation of the proper research conduct and will not be tolerated. Accountability of whether or not research has been carried out with integrity lies solely on the individual researcher.

Researchers and students conducting social research (including surveys and interviews) must ensure that their research is based on a firm agreement with specific groups in society. To this end, researchers and students have to explain with clarity and unambiguously the purpose of their research and how their findings will be used to those social groups, communities, or individuals who are the subjects and/or collaborators in their research. Researchers are obliged to protect personal information of individuals and organizations.

Originality of research is highly valued, as individual research projects accumulate into intellectual assets, which will be handed down to posterity and influence future research. Therefore, researchers must strive to objectively and accurately demonstrate the originality of their own research, while at the same time acknowledge the underlying work of others. They must respect, from both

¹ These rules on Research Ethics have been adapted from the UTokyo School of Science, 'Code of Research Ethics' (<http://www.s.u-tokyo.ac.jp/en/overview/ethics/>) and from the 'Thesis Manual'

ethical and legal standpoints, the intellectual property that has been contributed by previous researchers.

The students should try as much as possible to keep a record of all processes and results acquired during their research, in an accurate and objective manner. The acquired data should be preserved and presented in a way that others can use it to establish validity and reproducibility.

Reports or oral presentations must accurately communicate the contents and significance of the research results. In case of inaccuracies or errors found after publication/presentation, retraction or corrections must be followed. Publication or presentation of research findings not only contribute to the intellectual property of the global community but also facilitates communication with the general public and promotes further application of the research findings.

Plagiarism

When you are writing your reports and prepare your presentations for the GEfIL Program, you must avoid intentional or unintentional plagiarism. Your work will be held to standards of citation and research ethics at the University of Tokyo. Committing plagiarism is an offense, which is taken extremely seriously and can affect your future career.

The best way to avoid plagiarism is to understand what it is and avoid committing it. Plagiarism refers to the use of another person's ideas and writing without acknowledging their true authors. This can be from any source, webpage, book, journal and newspaper articles, visual media, etc. Whenever you include another author's writing you must also include a citation and convey to your readers the source for the citation. To avoid plagiarism you must also become well acquainted with writing tools such as quotations, paraphrasing, and summarizing.

There are useful 'Referencing Style Guides' available online, which you can consult. In English-based research, the styles most frequently used are

the 'Harvard Referencing Style' (for a concise outline, see for example this file https://www.staffs.ac.uk/assets/harvard_quick_guide_tcm44-47797.pdf

or the 'Chicago Manual of Style'

http://www.chicagomanualofstyle.org/tools_citationguide.html

Whichever style system you choose to use, make sure to use it consistently and do not switch styles within one and the same report.

Avoiding plagiarism is useful for three reasons: 1) citations give credit to authors and are a recognition of their time and dedication for scientific progress; 2) citations and references provide a road map for readers to go into the literature and learn more about the topic; 3) putting ideas and concepts into your own words is one of the best ways to both develop and test your own ideas and opinions about a topic.

For more information on plagiarism and how to avoid it, you might like to visit the following links:

What constitutes plagiarism?

<http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054>

How to avoid plagiarism?

<http://isites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342057>

University of Tokyo Harassment Regulations

As part of the University of Tokyo, all members of the GLP Office and GEFIL Program are determined to comply with the Harassment Regulations of the University and to prevent and address all forms of harassment, especially sexual harassment and academic harassment as well as racism. If you suffer from harassment or witness harassment, please do consult with a person you trust, the GLP Office and/or the UTokyo Harassment Counseling Center.

Sexual Harassment – Declaration

All members of the University of Tokyo shall possess a strong awareness of the need for essential equality between genders and respect for the individual. From this perspective, the University of Tokyo declares its determination not to allow sexual language or behavior that makes others feel uncomfortable and to also pay thorough consideration and make tireless efforts to prevent such language and behavior, as we seek to suitable environment for a university as a place of education and research for academic pursuits.²

University of Tokyo Guidelines for the Prevention of Sexual Harassment³

I Attitude as a member of the academic community

The following attitude is recommended for all members of the University of Tokyo, so that the University is able to build an educational and research environment that is free from sexual harassment.

- (1) Collectively build an environment that is suitable for education, research and work by recognizing that females and males are equal members of the academic community and by respecting one another.
- (2) Recognize that, although sexual harassment is often seen simply as an unpleasant form of behavior, it also has the potential to infringe upon the human rights of others (assault on one's personal dignity).
- (3) Eliminate gender discrimination in all aspects of the academic community.

² From the 'Declaration on the Prevention of Sexual Harassment at the University of Tokyo', University of Tokyo Council, July 11, 2000.

³ December 15, 2000; Enacted

(4) Do not assess individuals based on gender stereotypes that have formed as a result of society and culture.

(5) Recognize that there are differences in the sensitivities of females, males and different individuals in respect to sexual language and behavior, and remain aware of the feelings of others.

II Language and behavior that could be sexual harassment

Sexual harassment means “sexual language or behavior that makes others feel uncomfortable.” Accordingly, the following types of language and behavior are deemed to be sexual harassment.

(1) Making unwelcome sexual advances or unwelcome requests based on sexual interest

(Examples)

- Persistently seeking a relationship or making invitations of a sexual nature when the other person would find it hard to refuse such requests (attraction for the person concerned is not a valid excuse for these actions).
- Demanding a sexual relationship by e-mail, etc.
- Stalking someone
- Requiring someone to wear certain clothing or engage in certain behavior from a sexual motive.
- Taking photographs of someone when they do not wish to be photographed.
- Needlessly touching someone’s body

(2) Making sexual advances by taking advantage of a relationship that allows advantage or disadvantage to be conferred to one’s studies or work

(Examples)

- Making unwelcome sexual advances in research or work on the pretext of “special guidance”
- Making sexual advances by taking advantage of a position of being able to decide accreditation, admission to higher degree courses, graduation or future work opportunities
- Making sexual advances by using advantageous or disadvantageous treatment in respect to personnel or administrative decisions as leverage

(3) Conferring advantageous or disadvantageous treatment in terms of study or work, as a consequence of accepting or declining sexual advances
(Examples)

- Abandoning or excluding a student from instruction as well as conferring disadvantageous treatment in terms of work, as a consequence of not responding to sexual interest
- Blocking the promotion of subordinate personnel or conferring disadvantageous treatment in terms of work, as a consequence of refusing sexual advances

(4) Creating an environment that is uncomfortable for others through sexual language, behavior or displays
(Examples)

- Denigrating or teasing someone about his or her physique
- Making sexual jokes that make others feel uncomfortable
- Displaying sexual posters or photographs that make others feel uncomfortable
- Spreading sexual rumors via e-mail, etc. without the knowledge of the party concerned

III Working Towards a solution

If you suffer from sexual harassment or witness sexual harassment around you, it is important to prevent the harassment from continuing or escalating and to seek to remedy the situation. The following response is advised.

- 1) If you feel uncomfortable, make this clear to the offending party. However, you will not be blamed for failing to make this clear at an early stage. You are also advised to consult someone you trust and/or consult the Harassment Counseling Center.
- 2) If you witness sexual harassment around you, give a clear warning to the offending party.
- 3) If a friend or colleague consults you, cooperate to stop the harassment and to find a resolution, from the perspective of the person who has suffered sexual harassment, in order to prevent escalation.
- 4) If you suffer from sexual harassment or witness sexual harassment around you, try not to see it as your problem only but also try to use the following resources to prevent and eliminate sexual harassment in the

future for a better academic and research environment.

IV Resources available for resolving problems

In order to prevent and eliminate sexual harassment, as well as resolve problems, the University of Tokyo has established the Harassment Prevention Committee and the Harassment Counseling Center. Victims of harassment or people who have been consulted about harassment may refer to the Harassment Counseling Center, the Student Counseling Center, the Health Service Center, or the advice centers established at each department. Consultations can be made in person, in writing, by telephone, fax or e-mail, or by placing a concern in the “consultation box” located at the front of the Harassment Counseling Center.⁴

Consultation centers and the Prevention Committee will make every effort to protect the privacy of anyone who consults them and to resolve the problem in a fair, impartial and prompt manner.

- 1) Specialist counselors at the Harassment Counseling Center will listen to the situation while prioritizing anonymity, and respond promptly to all consultations from the perspective of the person who has suffered harassment.
- 2) The Harassment Prevention Committee may dispatch an arbitration team when asked to arbitrate between the involved parties or when discussions are sought.
- 3) The Harassment Prevention Committee may establish a fact-finding committee with investigatory powers when remedial measures are requested by a complainant, and carry out a fact-finding investigation.
- 4) When the damage caused by sexual harassment is severe, the Harassment Prevention Committee may recommend to the President or the head of the department in question, that the offending party should be subjected to disciplinary procedures.

⁴ For more information in English and Japanese about the Harassment Counseling Center at the University of Tokyo, please visit their website http://har.u-tokyo.ac.jp/en/reference_data/

Academic Harassment

From the 'Declaration on the Prevention of Academic Harassment at the University of Tokyo' (University of Tokyo Board of Directors; March 17, 2006)⁵

[...] in an environment with such generous guarantees of freedom and autonomy, power relationships arise between members of universities that are not seen in the rest of society. Taking the example of faculty members and students or people in equivalent positions, an unequal power relationship exists between the person providing education, instruction or assessment and the recipient of these actions. Faculty have a huge influence over their students. It goes without saying that this authority is granted to faculty with the aim of achieving the objective of education, and education requires strictness. However, the preconditions are that students are accepted as equal individuals and their individuality be respected. The education, instruction and assessment given by faculty to students must only ever be impartial, neutral, fair and just.

Wherever there is power, there is the risk of the abuse of power. This applies particularly to universities, which are guaranteed great freedom and autonomy for the purposes of education and research. Paragraph 19 of the Charter of the University of Tokyo states: "The University will strive to provide a fair education, research, and working environment where all its members can adequately manifest their individuality and abilities." In order to achieve this goal, there must be a system in place to prevent the abuse of power.

Academic harassment is a violation of personal rights, when a university member abuses his or her authority in an educational and research setting, and speaks or acts improperly and unfairly to another member of the university. Consequently, the recipient of harassment is hindered from studying, receiving education, conducting research, or performing duties, or it causes mental and physical suffering that will inevitably hinder him or her from studying, receiving education, conducting research, or performing duties. Such behavior is included among the infringements upon basic human rights referred to under Paragraph 19 of the Charter of the University of Tokyo. Inflicting and incurring damage through academic harassment does not only occur within the narrow and prescribed relationship between a faculty member and a student. It is important to remember that a broad range of language and behavior can be deemed as

⁵ For further information on harassment regulations and related documents, please visit http://har.u-tokyo.ac.jp/en/reference_data/

academic harassment, including language and behavior that abuse authority and damage or remove the “fair education, research, and working environment where all its members can adequately manifest their individuality and abilities” (which is guaranteed for all members of the University of Tokyo) within the context of an unequal power relationship between the involved parties.

In order to prevent and resolve academic harassment, the most important thing is to strive to take actions and improve the environment in a way that suits the academic and research environment of each department of the University. There is also a pressing need for each department to take responsibility for developing its own systems for preventing and resolving academic harassment. The University of Tokyo is determined to combine the strength of the entire university and each of its departments in order to prevent and resolve academic harassment.

APPENDIX

- GEfIL Calendar & Important Dates to Remember in 2015-16
- Independent Research Project Phase 1 – detailed Lesson Plan
- Course Guidelines for GEfIL Summer/Winter/Spring Programs
- List of Sponsoring Companies
- Current List of 2016 GEfIL Summer/Winter/Spring Programs

GEFIL Calendar & Important Dates to Remember in 2016

2015

Dec. 19 (Sat) GEFIL Entrance Ceremony & Orientation

2016

Jan. 9 (Sat) First Workshop of Phase 1, Independent Research Project
Same day Submit your 'Client Data Form' (取引先データ登録依頼書)*

Jan. 23 (Sat) 2nd Workshop of Phase 1 AND Summer/Spring Program
Information Session

Feb. 6 (Sat) 3rd Workshop of Phase 1 AND Summer/Spring Program
Consultation Session

Feb. 8 (Mon) DEADLINE for submitting your requests and choice of
summer/spring program to the Learning Portfolio System

Feb. 16 (Tue) GLP Office sends you results and feedback regarding your
choice of summer/spring program

Feb. 17 (Wed) Start applying to host universities for summer programs
(watch out for their deadlines!!!)

Feb. 27 (Sat) 4th Workshop of Phase 1, Independent Research Project

April 9 (Sat) 5th Workshop of Phase 1, Independent Research Project
Same day (in class) Submit travel schedule (in-out) schedule in order
to apply for travel insurance*

April 23 (Sat) 6th Workshop of Phase 1, Independent Research Project and
consultation with Phase 2 Expert Mentors

Same Day (in class) Distribution of travel insurance slip*

April to July GEFIL Information Sessions for junior students (see p. 35)

May 7 (Sat) 7th Workshop of Phase 1, Independent Research Project
Same Day (in class) Submit payment slip of insurance and OSSMA, and
obtain insurance certificate in return*

* **Please note:** If you cannot fulfil above schedule, please contact and/or
visit the GLP Office during Office Hours.

2016

May 21 (Sat)	Last (8th) Workshop of Phase 1, Independent Research Project and consultation with Phase 2 Expert Mentors; and Orientation ('send off') for summer programs
May 23 (Mon)	DEADLINE to submit your request and research proposal for Phase 2 Thematic Field on your 'Activity Log' page of Learning Portfolio System (LPS)
May	TBC: Event with GLP Sponsor Companies
After Summer Program	Do not forget to submit your report on your 'Activity Log' page of Learning Portfolio System (LPS)
Sept. 12	DEADLINE to submit your final Individual Report for Phase 1, Independent Research Project
September	Classes of Phase 2, Independent Research Project start
Oct./Nov.	TBC: GEfIL Summer Program Presentation Event for GLP Sponsor Companies
December	2 nd GEfIL Entrance Ceremony and Orientation

Independent Research Project – PHASE 1 – Lesson Plan

Workshop 1: 9 January 10:25 – 16:40 (KOMABA)

ALL: KOMCEE East K211 3 Classes: KOMCEE East K211, 212, 213

10:25-11:25 (ALL) Introduction to Phase 1: Explanation of schedule and flow, followed by introduction of *scenario* and tasks in workshop 1.

11:25-12:10 (3 Classes) Team building exercises

13:00-13:30 Guidelines for teamwork to be developed by students with help of GLP Mentors and TAs.

13:35-15:30 Action plan – “What should be”: with the help of GLP Mentors and, where necessary, guiding questions, student teams will draft an action plan for the aspect of the scenario they wish to tackle.

15:40-16:40 Short presentation of action plans within each class with feedback from Mentors, TAs, and peers.

Over the next two weeks (no classes), student teams are expected to gather background information concerning their chosen topic.

Workshop 2: 23 January 10:25 – 16:40 (HONGO)

ALL: Faculty of Engineering Bldg.2 93B

3 Classes: Faculty of Engineering Bldg.2 92B & 93B

10:25-13:45 (3 Classes, teams) “What is?”: Developing a ‘research plan’: student (*lunchbreak* teams will learn and exercise

12:10-13:00) a) how to illustrate factors/elements and causal relations of their chosen topic;
b) subsequently, determine the fields of knowledge, which need to be explored in depth; and
c) discuss and decide on a feasible scope and plan for the team’s project.

13:45-14:45 (ALL) ‘Skim-reading’ of English academic texts with structured exercises that, as far as possible, will go together with students’ projects.

14:55-16:40 (ALL) **Information session on Summer Programs 2016** and the relevant application procedures [with help from some 2015 Pre-GEFIL Students!]

Over the following two weeks (no class), students should start on their team’s data collection and literature review.

Workshop 3 (6 February) 9:40 – 16:40 (KOMABA)

ALL: KOMCEE East K211

3 Classes: KOMCEE East K211, 212, 213

- 09:40-10:40 (ALL) Short lectures on efficient and effective ways of doing literature search/review and data collection; how to conduct surveys, interviews, and possibly fieldwork; and issues of research ethics.
- 10:40-12:10 (3 Classes, teams) Exercises on research ethics (example: survey and/or interviews); and on how to make and use a rubric table, in order to critically assess literature and data findings.
- 13:00-14:45 (3 Classes): Teams will discuss their findings to-date, and draw up a plan for their data collection and literature reviews (i.e. timeline, distribution of work among team-members).
- 14:55-16:40 (ALL) Last chance for individual/group consultation on **2016 GEFIL Summer Programs**.

8 February FINAL DEADLINE for submission of Summer Program requests on GEFIL data base

Over the following two weeks (no class), students should continue with their team's data collection and literature review.

Workshop 4 (27 February) 10:25 - c.16:00 (HONGO)

ALL: Faculty of Engineering Bldg.2 93B

3 Classes: Faculty of Engineering Bldg.2 92B & 93B

- 10:25-12:10 (ALL) Short lectures & exercises on how to analyse and integrate research findings as well as introduction to other useful interdisciplinary research strategies (e.g. rich picturing, simulations, games, etc.)
- 13:00-c.16:00 (3 Classes) Teams will apply strategies taught in the lectures to their specific projects and create a synthesizing framework to analyse and evaluate the team's research findings.

During the weeks between Workshop 4 (27 Feb) and Workshop 5 (9 April), students are expected to continue in their research for their team's project and to communicate their findings to their team-members. If required, teams can meet with GLP Mentors and/or TAs to discuss their findings and ask for advice.

Workshop 5 (9 April) 10:25 – c.17:00 (KOMABA)

ALL: KOMCEE East K211

3 Classes: KOMCEE East K211, 212, 213

10:25-12:10 (3 Classes) Teams prepare interim presentation of their ideas, theories, and findings for the purpose of an all-teams ‘conference’. GLP Mentors and TAs will support teams in their preparations.

13:00-15:40 (ALL) Conference on the overall issue (scenario) students have been tackling. Student teams will briefly present their ideas and findings. This will be followed by discussions about those aspects of the problem, which require collaboration between two or more teams and meaningful ways for cooperation. Through this conference style, students do not only learn about the research of other teams, but also how to deal with possibly conflicting perspectives and approaches when tackling a ‘wicked problem.’ This exercise will furthermore help students to gain a deeper understanding of the complexity of contemporary global issues. GLP Mentors and TAs will act as convenors at the conference and its debates.

15:45-c.17:00 (3 Classes): Peer Assessment of Teamwork! GLP Mentors and TA will also discuss with each team on how to proceed in the team’s research and provide advice on any issues that may have arisen within the teamwork process.

Over the following two weeks (no class), students should continue their research and begin to consider the practical applicability of their findings.

Workshop 6 (23 April) 09:30 – 16:40 (HONGO)

ALL: Faculty of Engineering Bldg.2 93B

3 Classes: Faculty of Engineering Bldg.2 92B & 93B

09:30-c.12:00 (3 Classes) Presentation Skills: exercises in how to prepare and give convincing presentations for outside/expert/stakeholder audiences. Teams work on their presentations for the afternoon workshop (i.e. how to connect research findings with initial action plan; revise action plan; develop presentation and discussion strategies).

13:00-15:30 (3 Classes) Workshop on feasibility and applicability of teams’ research and action plans with Expert Mentors, representatives of relevant institutions and companies, stakeholders. Students will

briefly present their ideas and specific research, followed by comments and possibly short presentations by expert guests as well as discussions in teams.

15:40-16:40 (ALL) Consultation with Expert Mentors (of Phase 2) and GLP Mentors about the schedule and syllabus for the five thematic fields and about 'GEfIL Designated Courses' students have to take in conjunction with their Phase 2 research projects. (Students will have to submit their choice of thematic field by late May).

Over the following two weeks (no class), students should continue with their research and revise, where necessary, their action plan taking into account the feedback they received at the previous workshops.

Workshop 7 (7 May) 13:00 – 16:40 (KOMABA)

3 Classes: KOMCEE West K401, 402, 501

13:00-15:00 (3 Classes) Students will discuss and analyse the feedback received in previous sessions, and start to prepare their final presentations. GLP Mentors and TA will lend their support.

15:15-16:40 (3 Classes) Peer and Self-Assessment 2 of Teamwork

Over the following two weeks (no class), students should prepare their final presentations.

FINAL Workshop 8 (21 May) 10:25 – 16:40 (KOMABA)

ALL: KOMCEE East K211

10:25-12:10 (ALL) Orientation ("send off") for Summer Programs

13:00-15:30 (ALL) Student Teams will give their Final Presentations and receive feedback from GEfIL Expert Mentors, GLP Mentors and TAs. The teams' presentations will be assessed by GLP Mentors (group mark for final 'product')

15:40-16:40 (ALL) Students have the opportunity to consult individually or in teams with GEfIL Expert Mentors and/or GLP Mentors about the fieldwork/research students wish to conduct during the summer programs abroad as well as regarding their projects for Phase 2.

During the following three months, students will embark on their summer programs abroad and can either continue their research for their Phase 1 project or commence with their fieldwork/research for their Phase 2 project. If required, GLP Mentors may organize the occasional seminar for groups of students or offer advice on students' projects.

12 September DEADLINE for submission of individual reports

GLP-GEFIL Summer/Winter Study Abroad Programs with Scholarships

Course Guidelines

10 November 2015

1. Overview

Summer/Winter Study Abroad Programs are one of the key components of the GLP-GEFIL program. Students of GLP-GEFIL will be offered to experience carefully selected summer/winter programs of top-class international universities, other higher education institutions and/or internship opportunities in global organization. Participating students will be able to meet and collaborate with peers and researchers from all over the world, establish their own international networks, and experience a piece of student life at some of the most famous international universities/organizations. Students of GLP-GEFIL will get this opportunity twice through the course; once in year 3 and the other, in year 4.

The majority of the selected programs^{*1} will require high level of English language proficiency, i.e. minimum score of TOEFL iBT 100 or IELTS 7.0 and a demonstrated strong motivation in the specific summer program(i.e. letter of motivation). It is the responsibility of GLP-GEFIL Students to select programs carefully and with full understanding of the conditions required by the host university.

Thanks to the generous sponsorship of supporting companies, GLP-GEFIL Students will receive substantial scholarships towards the costs of their chosen summer program.

*1 For a list of the summer/winter programs offered in AY2016, please see the document '2016 GEFIL Summer/Winter Programs' (on the previous pages of this Appendix).

2. Application Process and Schedule

Date	Students' action, etc.
Dec 19 (Orientation Day)	Announcement of 2016 Summer/Winter programs Check the application guidelines. <ul style="list-style-type: none">• If you do not yet meet the required TOEFL or IELTS score or your test results have expired, take the necessary English proficiency test. Please note that Cambridge and Oxford accept IELTS scores only!• As for Client Data Form (取引先データ登録依頼書), please fill in and submit on Jan 9 (JK Phase-1)
Jan 23 (JK Phase-1)	Summer/Winter programs Information Session <ul style="list-style-type: none">• Check out the details of the summer/winter program you wish to apply for (i.e. program websites, reports of past

	<p>participants etc.)</p> <ul style="list-style-type: none"> • Ascertain whether you can participate in a summer/winter program by referring to your faculty's class and examination schedule in 2016 as well as your personal schedule. • Carefully read the application guidelines of preferred destination.
Feb 6 (JK Phase-1)	<p>Individual Consultation Day</p> <ul style="list-style-type: none"> • Please clarify details of requirements before you submit your requests.
Feb 8	Deadline to submit requests on database
Feb 16	Feedback from GLP-office about 2016 Summer/Winter program destination.
Feb-April	<ul style="list-style-type: none"> • Apply for the program by directly contacting the host institution, where applicable. • Take all the necessary measures that will enable you to participate in your chosen summer school (e.g. apply for visa, etc.)
April 9 (JK Phase-1)	<p>Submit to GLP-office about Travel schedule in order to apply Travel Insurance.</p> <ul style="list-style-type: none"> • Those who submit travel schedule will receive insurance payment slip on April 23 (JK Phase-1). Payment of travel insurance and OSSMA need to be finished by May 6 (Friday).
May 7 (JK Phase-1)	Submit payment slip of insurance and OSSMA, and obtain insurance certificate in return.
May 21 (JK Phase-1)	Summer/Winter program Orientation Session ("Sent Off")
After the completion of the program	<ul style="list-style-type: none"> • Submit a document that certifies your participation in the summer program as well as your report on the forms provided. • Participate in the event/s for the sponsoring companies and present your study achievements, etc.

※Schedule for some program does not fit in above timetable. Please review each program schedule carefully and consult GLP-office separately.

3. Confirmation of UTokyo classes, examination and credits

(1) In cases where you could not attend classes at the University of Tokyo for the specified period of your summer/winter program, the handling of such situations shall be determined by your faculty of affiliation. Please check with your faculty before applying to the summer/winter programs, as participation in the GLP-GEfIL Project does not exempt you from your duties in your UTokyo major.

(2) If you already know who your supervisor will be during the term, in which you will be on the summer/winter program, you must obtain prior authorization from the supervisor. In cases where you do not have a supervisor for that term,

please consult with the relevant section of the department, with which you will be affiliated during the summer/winter program and obtain their approval.

- (3) Credits or certificates will be issued after successful completion of the program by the host institution. These credits will be counted as credits towards your GLP-GEFIL program. However, whether or not they are transferred as credits of the University of Tokyo is subject to the approval of the faculty, with which you are affiliated. If you want the credits or certificates transferred, please consult with your faculty before submitting your application. Please also confirm the credit approval procedure with your faculty or school before applying.

4. Expenses and Scholarship

- (1) The amount of scholarship provided for use as a part of the tuition fee or accommodation fee depends on the tuition fee, the length and the location of a summer/winter program. Please check the amount, which varies between programs/courses, in the '2016 GEFIL Summer/Winter Program List' on the previous pages of this Handbook. The scholarship amount may vary or change depending on the number of days, etc. of the program you will join. Candidates must satisfy certain conditions to receive a scholarship, but there might be cases, where a candidate may not be able to receive a scholarship see, for example, (4) and (5) below.
- (2) As the tuition fee also varies between programs/courses, please check the '2016 GEFIL Summer/Winter Program List' or the regularly updated list on our website as well as the websites of the host universities. You must pay all expenses exceeding the amount of the scholarship, which may include tuition, accommodation, airfare, class materials, visa and insurance, etc.
- (3) The scholarship will be paid basically before the 20th of the month prior to your departure for the Summer/Winter program. Please note that the scholarship (yen amount) is finally calculated on the basis of TODAI exchange rate issued on the 1st day of the month prior to your departure. (e.g. If your departure is scheduled for the month of June, scholarship yen amount will be calculated at the TODAI exchange rate of May 1st .)
- (4) Please note that if you receive a scholarship from another organization that does not allow recipients to receive other scholarships, the GLP-GEFIL program cannot pay the scholarship amount to you.
- (5) Recipients of the Japanese Government Scholarship are, in principle, able to receive scholarships indicated as a part of tuition fee, accommodation fee, or

airfare. However, you may not be able to receive the scholarship due to regulations of the Japanese Government Scholarship depending on the duration or the program itself. Please consult with the relevant section of your faculty for details.

- (6) Students applying to programs held at universities in the US (e.g. Harvard, Stanford) can apply, in addition to the GLP-GEFIL Program, for the scholarship offered by a U.S.-based NPO “Friends of UTokyo, Inc.” (FUTI). FUTI is a separate organization from The University of Tokyo and therefore, conducts its own selection process. Applicants who wish to receive a FUTI scholarship should check the FUTI website (<http://www.friendsofutokyo.org/>). (The FUTI application process will start around mid-January and close around mid-February).
- (7) If you should have financial problems that might prevent you from attending GLP-GEFIL Summer/Winter program, please let the GLP-office know as quickly as possible.

5. Internal Selection Process

- (1) The final deadline to submit Summer/Winter program requests on data-base.
Feb 8th, 2016 23:59
- (2) Results of, and feedback on internal selection from GLP-office will be given by
Feb 16th, 2016 23:59
- (3) In order to allow more students to experience to study at top-level programs, students who have previously participated in the same program will be given a lower priority for internal selection at the same university.
- (4) If you need to withdraw your application before you are selected as a candidate due to unavoidable circumstances beyond your control, immediately contact GLP-Office.

6. Post-Internal Selection Requirements

[Preparation of Program Application and Travelling Abroad Documents]

- (1) In some cases, there is very little time between the end of the internal selection process and the deadline of the host institution’s summer/winter program. You must, therefore, make sure that you are aware of the host program’s application deadline (see Program Basic Information List) and prepare the necessary application documents even before you receive the result of the internal

selection. It is your responsibility to submit the required application documents to the host institution by the deadline.

- (2) It is the students' responsibility to follow the instructions of the host institutions on participation procedures, travel arrangements and visa application and to obtain the latest information from the host institution's country embassy/consulate and other credible sources. Students are responsible for all expenses incurred during the process. If they cannot participate in the program 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 Preparation Process]

- (3) When the host institution has confirmed your place on its summer program, you must submit a copy of the document that clearly states the starting and ending dates of the acceptance period, such as acceptance permission from the host institution or a document (communication document, etc.) indicating the possibility of acceptance, after completing the application for the program.
- (4) Confirm with the relevant office of your faculty to see if any study abroad procedures are necessary (such procedures differ by faculty).
- (5) Contact academic supervisors and other faculty members before departing to avoid unnecessary trouble caused by participating in the program.
- (6) Orientation for all Summer Program participants will be held on 21st May as a part of Jissen Kenkyu Phase 1 class. All students are required to participate unless there are unavoidable circumstances.
- (7) Even students who passed the internal selection process will not receive a scholarship, if they are not allowed to participate in the programs or they cannot participate in them due to procedural failures.
- (8) If you need to decline the scholarship offer for reasons beyond your control, immediately contact the GLP-Office by submitting a written request stating clearly the reasons for your withdrawal (A4 letter size).
- (9) When a scholarship recipient is found not to satisfy the previously mentioned eligibility criteria or found to be inappropriate as a recipient, he/she will be ordered to return the scholarship amount already received, in whole or in part. When a scholarship recipient suspends study abroad or takes a leave of absence, he/she may be ordered to return the already paid scholarship amount, in whole or in part.

[Travel Insurance]

(10) When you have been chosen as scholarship recipient in the internal selection and the host institution has confirmed your place on its summer program, you will be obliged to join the “Personal Accident Insurance for Students Pursuing Study Abroad” provided by Japan Educational Exchanges and Services (JEES). Joining this insurance scheme is prerequisite to your participation in the summer program abroad. You will have to pay for the cost of the insurance. Details as to how to join the JEES insurance scheme will be given to successful candidates.

- See also the JEES website: <http://www.jees.or.jp/gakkensai/daigaku.htm>
- You are required to submit your travel schedule on April 4th, receive payment slip on April 23rd, and submit payment slip and obtain insurance policy on either May 7th or May 21st. Each event will be taken place as a part of Jissen Kenkyu 1 class. If you fail to join this event, you need to contact directly the GLP-Office.

[Information on Study Abroad and Risk Management]

(11) For general information on study abroad and risk management, see the Todai Go Global website

[\(http://www.u-tokyo.ac.jp/ja/administration/go-global/voyage/\)](http://www.u-tokyo.ac.jp/ja/administration/go-global/voyage/).

Read the Risk Management Guidebook for Overseas Travel particularly carefully. If you want to extend your stay abroad beyond the period of your summer program, make sure to supplement the above JEES insurance scheme with a traveller’s personal accident insurance, so that you will be fully covered for the entire period of your travel abroad. Students are required to take out the “OSSMA”(Overseas Student Safety Management Assistance) provided by Emergency Assistance Japan Co.,Ltd. at their own expense.

- You are required to submit your travel schedule on April 9th, make payment according to the UTokyo website before May 6th, and report your payment on either May 7th or May 21st. Upon confirmation of your payment, you will get a guidebook and complete your arrangement.

7. Program Participation Requirements

(1) Fully comprehend the purpose of the summer program and strive to complete the courses with high academic achievements.

- (2) Be conscious that as a selected student, you are a representative of the University of Tokyo. Abide all laws, rules, regulations and manners of the host university and country.

8. Post-Program Reporting

- (1) Students must submit a report of their studies abroad (in a prescribed format), to GLP-office within two weeks of completing the summer program.
- (2) Summer/Winter program scholarship recipients are required to actively participate in presentation and information events as well as in meetings with sponsoring companies. Students may also be asked to cooperate by advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys. Unless there are unavoidable circumstances, students are expected to participate.

9. Contact/Inquiries

- (1) Inquiries about GLP-GEFIL Summer/Winter Programs and scholarships:
Office of the Center for the Development of Global Leadership Education (GLP-office) : glp-gefil@ml.adm.u-tokyo.ac.jp
Global Leadership Education Program (GLP-GEFIL) website:
<http://www.glp.u-tokyo.ac.jp/>
- (2) Inquiries about academic affairs, such as credit transfer, at the university:
Relevant office of your faculty with which you will be affiliated
during the summer program
List of offices of faculties/graduate schools:
<http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html>
- (3) Inquiries about program details: Host institution of the programs (see their websites)

GLP SPONSORING COMPANIES

GLP-GEFIL and the GEFIL Summer/Winter/Spring Programs are made possible by the generous support of the following sponsor companies:

Asahi Kasei Corp.

Astellas Pharma Inc.

Central Japan Railway Company

East Japan Railway Company

Eisai Co.,Ltd.

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