

GLP-GEfIL Study Abroad Programs with Scholarships

Course Guidelines

21 December 2016

1. Overview

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 abroad 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 abroad program.

*¹ For a list of the abroad programs/internships offered in CY2017, please see the document "Program Basic Information List".

2. Application Process and Schedule

Date	Students' action, etc.
Dec 3 (Orientation Day)	Announcement of 2017 Abroad 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 complete and submit on Dec 17 (JK Phase-1)
Dec 24 (JK Phase-1)	Abroad Programs Information Session 1 for ALL GEfIL Students <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 participants etc.)• Ascertain whether you can participate in a summer/winter program by referring to your faculty's class and examination schedule in 2017 as well as your personal schedule.• Carefully read the application guidelines of your preferred destination.
Jan 7 (JK Phase-1)	Abroad Programs Information Session 2 for ALL GEfIL Students <ul style="list-style-type: none">• Please confirm all requirements before you submit your requests.
Jan 16	Deadline to submit requests to LPS
Jan 25	Feedback from GLP Office about 2017 Abroad program destination.
Feb-May	<ul style="list-style-type: none">• Apply for the program by directly contacting the host institution, where applicable.

	<ul style="list-style-type: none"> • Take all the necessary measures that will enable you to participate in your chosen summer school (e.g. apply for visa, etc.)
May 23	Abroad Program orientation Session ('Sent Off')
Soon after you purchase flight ticket	<p>Submit to GLP Office the Travel Schedule Information Sheet in order to apply for Travel Insurance.</p> <ul style="list-style-type: none"> • Those who submit travel schedule will receive insurance payment slip sent directly from the insurance agent. • After the agent confirms your payment, you will receive the Certificate of Insurance in exchange. <p>Contract with Overseas Students Safety Management Assistance (OSSMA). This is MANDATORY for UTokyo Students going abroad. Please apply and pay for it.</p> <ul style="list-style-type: none"> • For details, visit the OSSMA website at http://www.u-tokyo.ac.jp/res03/ossma.html Payment of OSSMA must be completed one month prior to you departure. Proof of your OSSMA coverage must be send to the GLP Office, in order for your scholarship to be paid out to you.
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 into LPS within 2 weeks of completion of your Abroad Program. • Participate in the event/s for the sponsoring companies and present your study achievements, etc.

3. Confirmation of UTokyo classes, examination and credits

- (1) In cases where you cannot attend classes at the University of Tokyo for a specified period, the handling of such situations shall be determined by your faculty of affiliation. Please check with your faculty before applying to the abroad 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 abroad 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 abroad 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 your faculty. 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/school before applying.

4. Expenses and Scholarship

- (1) The amount of scholarship provided for use as a part of the tuition fee depends on the location of the abroad program. Please check the amount, which varies between

programs/courses, in the Program Basic Information List. 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 Program Basic Information List or websites. You must pay all expenses exceeding the amount of the scholarship, which may include tuition, accommodation, airfare, class materials, visa and insurance, etc.
- (3) In principle, the scholarship will be paid before the 20th of the month prior to your departure for the Abroad 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 or any other scholarship inside UTokyo 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, not allowed to receive other scholarships because of regulations of the Japanese Government Scholarship. However, in case that the scholarship is strictly limited to use of tuition fee or airfare, you might be able to receive the GEFIL scholarship as well. You must consult with the relevant section of your faculty and the GLP Office in advance for details.
- (6) Students applying to programs held at universities in the US (e.g. Harvard, Stanford) are strongly advised to apply, in addition to the GLP-GEFIL Program, for the scholarship offered by the 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 Abroad Program, please let the GLP-office know as quickly as possible.

5. Internal Selection Process

- (1) The final deadline to submit Abroad program requests to LPS
Jan 16th, 2017 23:59
- (2) Feedback on internal selection from GLP Office .
Jan 25th, 2017 23:59
- (3) GEFIL students can go only once to one particular country and will have to choose a different country for their second abroad program. E.g. if you go for your first abroad program to the US, you will have to choose a different country for your second abroad program.
- (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 Abroad Program participants will be held on 23rd May. 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 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>

[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/>). Read the Risk Management Guidebook for Overseas Travel particularly carefully. If you want to extend your stay abroad beyond the period of your abroad program, make sure to supplement the above JEES insurance scheme with a traveler'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, make payment according to the UTokyo website, and report your payment as soon as possible. Upon confirmation of your payment, you will get an insurance 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 LPS within two weeks of completing your abroad program.
- (2) Abroad program scholarship recipients must 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 Abroad Programs and scholarships:
Office of the Center for the Development of Global Leadership Education (GLP-office) : glp-gefil.adm@gs.mail.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 abroad 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)