

**The University of Tokyo Center for the Development of Global
Leadership Education (GLP)**

2015 Summer Study Abroad Program with Scholarship

**PEACE BOAT SPECIAL GLOBAL UNIVERSITY PROGRAMME
Re-Defining Security: Is Common Human Security Possible in Asia?
Application Guidelines**

6 April 2015

1. Overview

The UTokyo Center for the Development of Global Leadership Education invites applications for “PEACE BOAT SPECIAL GLOBAL UNIVERSITY PROGRAMME Re-Defining Security: Is Common Human Security Possible in Asia?” to be held from the 21st of August to the 9th of September 2015.

We are inviting both undergraduate and postgraduate students to apply for the PEACE BOAT SPECIAL GLOBAL UNIVERSITY PROGRAMME. To participate in this summer program, students are required to have a high level of English language proficiency (minimum score of TOEFL iBT 100 or IELTS 7.0) and a demonstrated strong motivation to study abroad. Candidates are selected within the University of Tokyo through a screening of their submitted documents as well as an interview conducted in English. Thanks to the generous sponsorship of supporting companies, successful applicants may receive a partial scholarship for the other expenses.

2. Application Process and Schedule

Date	Students' action, etc.
Early-April	Announcement of application guidelines <ul style="list-style-type: none"> • Check the application guidelines. • If you do not yet meet the required TOEFL or IELTS score or your test results have expired, take the necessary English proficiency test.
April to early May	Prepare application <ul style="list-style-type: none"> • Ascertain whether you can participate in a summer school by referring to your faculty's class and examination schedule in 2015 as well as your personal schedule. • Carefully read the application guidelines and start to prepare necessary documents
Deadline 15 May (Friday)	Application submission deadline Monday, 15 May 2015 Submit your application documents to the Office of the Center for the Development of Global Leadership Education (Student Affairs Group: Educational Reform Team in the Administration Bureau)
Mid to late -May	Internal selection - Interview <ul style="list-style-type: none"> • Candidates selected for an interview will be informed by 19 May 2015 • Interviews (mandatory) will be held between 20th and 25th of May on a date assigned by UTokyo's Administration Bureau
Early June	Notification of the selection results <ul style="list-style-type: none"> • If you passed the internal selection successfully, you are entitled to a scholarship.
June	Orientation sessions for outgoing 2015 Pre-GEFIL students
After the completion	<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.

of the program	• Participate in the event/s for the sponsoring companies and present your study achievements, etc.
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3. Eligibility Criteria

Students must satisfy all the criteria below.

- (1) Students must be enrolled at the University of Tokyo as full-time undergraduate or graduate students at the time of application and during the program period.
- (2) Please make sure that the summer programs do not interfere with your 2015 Summer Semester courses by checking the examination date and other necessary schedules before applying to the programs. (See also Section 4. below)
- (3) Students must have the English proficiency of TOEFL iBT100 or IELTS 7.0 required to participate in the program. If your score is slightly below the required TOEFL iBT or IELTS level, you might still be accepted, as your language ability demonstrated in your application and the screening interview will also be taken into account.
Only TOEFL or IELTS scores (Academic Module) are accepted, TOEIC or STEP scores are not accepted. So prepare early.
- (4) Applicants must proactively prepare all necessary application documents and submit those before the deadline.
- (5) Students are required to cooperate when asked to attend meetings with sponsors, submit reports and give presentations on their study abroad experiences and/or answer questionnaire surveys, as the scholarship is funded by donations from corporations.

※Please note: The University of Tokyo has a limit to the number of students it can recommend. Withdrawing an application after the internal screening leads to the loss of study abroad opportunity for others. Therefore, as a general rule, withdrawal of application after submission is not allowed unless there are special circumstances beyond your control.

4. Confirmation of UTokyo classes and examination schedules

- (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 the faculty/graduate school of affiliation. Please check with your faculty/graduate school before applying to the summer programs, as participation in this summer program does not exempt you from your duties vis-à-vis your UTokyo program.

※For first and second year students: the Faculty of Arts & Sciences will mark students as 'absent', if they participate in summer programs that clash with the Faculty's class and examination schedule. Please be aware that the Faculty will NOT grant special treatment to Pre-GEfIL students. Furthermore, absence due to participation in a summer program abroad is not considered a valid reason when applying for an exam re-sit. Please check with the Faculty for details of the procedure.

- (2) If you already know who your supervisor will be during the term, in which you will be on the summer program, you must obtain prior authorization from the supervisor and obtain his/her signature on the application form. 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 program and obtain their approval.
- (3) Please only apply after consulting with the relevant section of the department with

which you will be affiliated during the summer program term. You ought to be fully aware of potential academic affairs before you apply. You must obtain the signature of the persons in charge on the application form.

5. Expenses and Scholarship

- (1) Successful candidates will receive a scholarship of 190,000 JPY, which is to be used as a part of the overall cost (tuition fee, accommodation) of the Peace Boat program, or the return airfare from Mumbai to Tokyo. The scholarship is provided by GLP sponsoring companies. 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.
- (2) You must pay all expenses exceeding the amount of the scholarship, which may include accommodation, meals, airfare, class materials, visa, insurance, and personal expenses.
- (3) The scholarship will be paid after completing the summer program. This means that initially, you will have to pay for all expenses except the tuition fee. Please consult with your family or make the necessary preparations well in advance.
- (4) Please note that if you receive a scholarship from another organization that does not allow recipients to receive other scholarships, GLP 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. Application Process

(1) Carefully read the application guidelines and submit the completed Application Documents listed in the table below **by 15 May, at the latest**, to

The University of Tokyo

Center for the Development of Global Leadership Education (Student Affairs Group: Educational Reform Team, Administration Bureau)

Bunkyo-ku, Hongo 7-3-1 Administration Bureau Bldg.2 1st Floor

Tokyo 113-8654

E-mail: glp-gefil@ml.adm.u-tokyo.ac.jp

Application Documents	Electronic	Hard copy
① Internal Application Form (set Pre-GEFIL Project Form)	○	○
② Grading Coefficient Calculation Table	○	-
③ Applicant Information Sheet	○	-
④ Copy of Academic Transcript for all semesters since enrolment in higher education (in English)	-	○
⑤ Confirmation of Intention to Receive Scholarship	-	○
⑥ Certification of English Proficiency	-	○

<Important Notes>

- Please download the application form from the website below
<http://www.glp.u-tokyo.ac.jp/en/gefil/id=32>
- All paper-based forms must be in A4 size and one-side printing.
- The documents listed above are for the internal selection process. If you are selected for a scholarship, you must prepare and submit the required application documents for your chosen program to the host institution.

(㊦ Re: Internal Application Form)

- Please fill in all of the required information.
- Students must obtain signatures where required in the application form.
- You may list up to three choices of summer programs, all of which you must seriously wish to attend. Withdrawal of your application after passing the internal selection process is NOT permitted unless there are special circumstances beyond your control.

(㊦ Re: Copy of Academic Transcript for all semesters since enrolment [in English])

- The section explaining the grading system (e.g. number of steps) should be included.
- If you have been enrolled at other institutions (both in Japan and/or overseas), please submit your academic records from that period in A4 size as well.

(㊦ Re: Certification of English Proficiency)

- Your English Proficiency Test Score (TOEFL iBT or IELTS) must be valid until at least May 2015 and should have been taken within the past two years. You may submit a copy of the scores available online.
- For the required English proficiency level please check above 3.(3)
- If the scores cannot be submitted by the deadline, they may be submitted to the office of the Center for the Development of Global Leadership Education by noon (12pm) of May 25, 2015. The same procedure may be applied, if you wish to replace your English proficiency test scores with a newer/better certification.
- Students who fall under the conditions below are not required to submit their English proficiency test scores but must describe the reason in the “English Proficiency” box in the application form. Those who are not sure if they fall under the conditions, must confirm, in advance, with the office of the Center for the Development of Global Leadership Education via the relevant office of your faculty:
Students who have received an English-medium education for at least 5 years of the first 6 years of education and at least 5 years of the next 6 years of education are exempt from submitting English proficiency test scores.

7. Internal Selection Process

- (1) The Center for the Development for Global Leadership Education will determine the candidate students through an internal selection process based on application documents and interviews.
- (2) After the screening of application documents, qualified applicants will be invited for an interview. Candidates chosen for interview will be informed via e-mail by May 19, 2015. (Applicants not chosen for interview will not be contacted.) In principle, the interviews will take place in the period from May, 20th to 25th. Please ensure that you are available during this period! The Office of the Center for the Development of

Global Leadership Education (i.e. the Student Affairs Group of UTokyo) will set the date and time for each interview and, where necessary, will coordinate the interview date with candidates individually.

- (3) You must regularly check emails after submitting applications as the university will use email for communication, including informing you of insufficient documents, selection results, date of interview, etc. You must check the spam folder as important mails may sometimes be diverted into the spam folder.
- (4) You will be informed of the selection result via e-mail by early June, either directly or through your departmental office.
- (5) In order to allow more students to experience international exchange, students who have previously participated in the same program will be given a lower priority for internal selection and scholarship opportunities.
- (6) If you need to withdraw your application before you are selected as a candidate due to unavoidable circumstances beyond your control, immediately contact the Office of the Center for the Development of Global Leadership Education (i.e. the Student Affairs Group of UTokyo) via the relevant office of your faculty.

8. Post-Internal Selection Requirements

[Preparation of Program Application and Travelling Abroad Documents]

- (1) If you are selected as a candidate, the Center for the Development of Global Leadership Education will forward your name and email address to the PEACE BOAT office in Tokyo. You will, however, have to submit an application form to PEACE BOAT, as well. The PEACE BOAT application form can be downloaded from this website <http://www.peaceboat.org/english/?page=view&nr=149&type=21&menu=62> Please add at the top of the PB application form "UTokyo Pre-GEFIL Project 2015 Student", so that Peace Boat can recognize you immediately as one of our selected candidates.
- (2) PEACE BOAT will take care of all the necessary visa applications for its participants. It is, however, your responsibility to provide the PEACE BOAT Office with any documents and information that may require. Details about the travel arrangements from Mumbai (India) back to Tokyo will be given to the selected candidates by e-mail. Students are responsible for all expenses incurred during the process. If they cannot participate in the programs 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) If you are selected as a candidate, you must submit a copy of the document that clearly states that you have been accepted by the PEACE BOAT and the starting and end dates of the PEACE BOAT summer program. Please submit that document to Office of the Center for the Development of Global Leadership Education.
- (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 in May. All students are

required to participate unless there are unavoidable circumstances.

- (7) Students, who passed the internal selection process but are not accepted by the PEACE BOAT program, will not receive a scholarship.
- (8) If you need to decline the scholarship offer for reasons beyond your control, immediately contact the Office of the Center for the Development of Global Leadership Education (i.e. the Student Affairs Group of UTokyo) by submitting a written request stating clearly the reasons for your withdrawal (A4 letter size) via your Faculty or departmental office.
- (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.
- (10) Please follow the relevant University of Tokyo Instruction Notes.

【Travel Insurance】

- (11) 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】

- (12) 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 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.

9. Program Participation Requirements

- (1) Fully comprehend the purpose of the summer program and strive to complete the courses with high academic results.
- (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 institution (PEACE BOAT) and the countries visited on route..

10. Post-Program Reporting

- (1) Students must submit a report of their studies abroad (in a prescribed format), a copy of their passport (photo identification page and the page with the immigration control stamp) to the Office of the Center for the Development of Global Leadership Education (i.e. the Student Affairs Group of UTokyo) within two weeks of completing the summer program.
- (2) 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.

11. AOB

- (1) If there are any changes in your personal information (address, phone number, e-mail addresses) as given in your application, please contact immediately the Office of the Center for the Development of Global Leadership Education (i.e. the Student Affairs Group of UTokyo), so that your records can be updated.
- (2) Please make sure to regularly check the latest information on the Global Leadership Education Program (GLP-GEFIL) website:
<http://www.glp.u-tokyo.ac.jp/en/gefil/id=32>

12. Contact

*When contacting via e-mail, please make sure to state the subject, your name, faculty/graduate school, number of years at university, and telephone number.

- (1) Inquiries about the summer program and scholarship:
Office of the Center for the Development of Global Leadership Education (i.e. the Student Affairs Group of UTokyo)
glp-gefil@ml.adm.u-tokyo.ac.jp
- (2) Inquiries about academic affairs at the university:
Relevant office of your faculty or graduate school 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) Details of the PEACE BOAT SPECIAL GLOBAL UNIVERSITY PROGRAMME:
<http://www.peaceboat.org/english/?page=view&nr=149&type=21&menu=62>