

# **“AY 2016 UoA Short-term Overseas Study Programs to the Univ. of Waikato” Application Guideline**

## 1. Purpose

This program was designed to support students wishing to study abroad and send them to UoA partner universities for short-term study abroad programs, making good use of our partnerships with overseas universities established through the Office for Strategy of International Programs (OSIP). Goals of this program include producing excellent talents having international perspectives and enhancing the University’s global competitiveness with world-class education and research.

## 2. Outline of the Program

The University of Aizu will provide students who will participate in this program at Pathways College, part of the Faculty of Education at the University of Waikato (Hamilton, New Zealand) for three weeks which is one of our partner universities with partial financial support for the expenses for this program. Further, participants in the program will earn two academic credits for the short-term study abroad course EG102:English for Global Experience Gateway (Waikato).

## 3. Program Activities

- (1) Required and elective classes at Pathways College, special class for Aizu students, club activities
- (2) Homestay

## 4. The Number of Student Delegates

Approximately five student delegates (Candidates need to start preparing application documents sufficiently in advance)

## 5. Term of the Program

Saturday, March 4 to Sunday, March 26, 2017

## 6. Qualifications and Conditions of Application to the Program

- 1) This program is only for Japanese students.
- 2) 1<sup>st</sup> to 3<sup>rd</sup>-year undergraduate students who have excellent academic and research achievements. Upon submitting application, the applicants are required to register for “EG102: English for Global Experience Gateway (Waikato).” complete assignments in an appropriate manner, and complete the three-week program at the University of Waikato will be able to earn two academic credits for the course. 4<sup>th</sup>-year undergraduates and graduate students are ineligible for this program.
- 3) Students must have an experience of taking an English test such as TOEFL, TOEIC, IELTS or Eiken test (including the TOEIC IP test conducted at the University of Aizu).
- 4) Students are in good health both mentally and physically and are capable of completing the study programs in their entirety without adverse effects to their studies and lifestyles.
- 5) Students are enthusiastic and have a sincere interest in proactively sharing their knowledge and experiences from their participation in the programs as a part of contribution back to the University and local communities, etc. through international exchange activities.
- 6) Student delegates accepted for the Program must consent to having their affiliations, years, names and research proposal posted to relevant websites, etc.
- 7) Student delegates must participate into classes and activities held at Pathways College, the University of Waikato. They must attend programs and events provided by the host university. When they must be absent from classes, etc. due to unavoidable reasons,

they must consult to the coordinator of the host university in advance.

- 8) Assignments at the host university for EG102: English for Global Experience Gateway (Waikato) must be submitted by the specified deadline.
- 9) For submitting the evidence files and taking the speaking test, students accepted for the Program are required to return to the University of Aizu immediately after coming back to Japan.
- 10) Students accepted as delegates for the Program must submit report by the specified deadlines. The said report may be published on the web, etc.
- 11) Student delegates accepted for the Program must give presentations on their study/research achievements, exchange activities, etc. at the presentation meetings to be held after their return to Japan.
- 12) Students wishing to apply for a Japan Student Services Organization (JASSO) Scholarship Loan Program (70,000 Yen) on top of subsidy funds from the UoA must meet the following conditions.
  - Their household income must meet the standards of the Japan Student Services Organization (JASSO). (Refer to the Appendix 1)
    - Because this will be confirmed by the University, the applicant must submit proof of income in a timely manner after their selection is finalized.
  - The applicant must meet the academic performance standards as calculated using JASSO's proprietary calculation method. (Refer to the Appendix 1)
    - Pattern 2 on the chart is used to calculate grades for the purpose of academic performance standards (Ds and Fs are worth 0 points).  
Reports and surveys required after returning to Japan must be submitted by the deadline.
- 13) Those who do not pass the second screening but fulfill the conditions above can participate in this program without any financial support from the university.

## 7. Program Expenses

The expenses described below will be supported within the budget limitations.

Please note that any costs incurred either before the designated date for starting of the relevant training program, or after March 31, 2016, will NOT be eligible for financial support from these Programs.

### (1) Language training expenses (borne by participant)

Three weeks worth of full-time General English courses, academic transcript issuance fees, transportation costs to and from Auckland Airport, 21 nights worth of homestays (including food costs)

※All participants in this program must purchase a medical/travel insurance compliant with the New Zealand government's Code of Practice for the Pastoral Care of International Students. When paying tuition to the English language school, participants must pay the insurance premiums (50 NZD when there are at least three participants, otherwise 98 NZD) at the same time. Please see the Appendix 2 for information on the coverage.

※All additional expenses of a personal nature related to extracurricular activities besides those mentioned above shall be borne by the participant.

### (2) Transportation costs (partially supported by the University)

Partial travel expenses (up to approximately 60,000 JPY) calculated according to the University's regulation concerning travel expenses (domestic transportation costs and economy class airfare) will be covered. However, this amount may fluctuate due to the number of participants, as the budget for subsidization of transportation costs is limited.

## 8. Amount of Support and Payment

After the University reviews the application documents, the “expected amount of financial support” will be determined for each successful candidate within each Program’s budgets, and successful candidates will be notified of the amount through letters of acceptance to the Programs.

Before departure to the host university, the “expected amount of financial support” will be notified to student delegates. And after their return to Japan, assignments for EG102: English for Global Experience Gateway (Waikato) and documentary evidence are required to be submitted by student delegates and confirmed by the university. After that, the “finalized amount of financial support” will be determined and distributed to student delegates. For this reason, documentary evidence such as receipts, airline tickets, etc. must be kept and submitted to the University promptly after the student delegates’ return to Japan. Please be aware of the fact that it is possible that expenses without documentary evidence will not be considered for financial support by the University. (However, submission of receipts for domestic transportation, domestic accommodation expenses, and overseas travel insurance is not necessary.)

## 9. How to Apply

Students applying must submit the following documents to the Office for Strategy of International Programs (Room No. 127 on the 1st floor of the Research Quadrangles) no later than 5:00 p.m. on Friday, October 7, 2016.

- a) An application form (available at the Office for Strategy of International Programs)
- b) A sealed letter of recommendation from a faculty member.
- c) A copy of a certificate of a linguistic proficiency test

※Any faculty member can write a recommendation. However, he/she must be able to provide an opinion on the applicant’s academic abilities and performance, etc. If a recommendation cannot be acquired, inform the Office for Strategy of International Programs of that fact in advance.

※ The Office for Strategy of International Programs will register the applicant for EG102: English for Global Experience Gateway (Waikato) after selection is finalized.

## 10. Selection and Result Notification

Selection of student delegates and result notification will be implemented as follows:

- 1) The Office for Strategy of International Programs (OSIP), Center for Language Research (CLR), and Department for Student Affairs, etc. will conduct a preliminary review, taking into consideration application forms and Certified Transcripts. Applicants will be notified of the results of the preliminary reviews.
- 2) Interviews for applicants who pass the preliminary review will be implemented by the Office for Strategy of International Programs, the Center for Language Research and the Student Affairs Division, etc.
- 3) Results of interviews will be notified to applicants who pass the interviews.
- 4) The Office for Strategy of International Programs will submit a list of students who pass the interviews to the President of the University, and the President will make the final decision regarding applicants to be accepted to the Programs.

## 11. Cancellation of Dispatch or Training, Return of Financial Support

The University of Aizu may cancel a decision made regarding selection of student delegates or cancel a training program for a student in any of the following cases. In these cases, the University may require the relevant student delegate to return all, or a portion of support funds received from the University.

- 1) In cases when a falsified item/items is/are found in application documents.
- 2) In cases when a relevant student delegate receives official disciplinary punishment, etc. from the University of Aizu or IPU.

- 3) In cases when the student delegate withdraws from the University of Aizu
- 4) In cases when the University decides to cancel training program due to unavoidable circumstances, such as situations where the safety of participants cannot be assured.
- 5) In the event that an applicant declines to participate in the program, in principle the applicant will be responsible for bearing the various expenses related to declining participation, as well as expenses that have already been paid.
- 6) In the event that the student delegates do not submit assignments for EG102: English for Global Experience Gateway (Waikato). In cases when the student delegates are absent from classes, programs, or events held at the host university without proper reasons.

## 12 Inquiries

Center for Language Research

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## &lt;Appendix 1&gt;

## Eligibility and requirements for students applying for the Japan Student Services Organization (JASSO) Scholarship Loan Program

## [Standards regarding household income]

Undergraduate Student (Income of parents)	Salaried Employee	Other
	Less than ¥9,020,000	Less than ¥4,210,000
Graduate Student (Income of applicant)	Master's Program	Less than ¥4,860,000
	Doctoral Program	Less than ¥5,530,000

## [Academic performance standards]

Applicants must have superior academic performance at their university, etc. and be of superior character. Further, they must have 2.30 point or higher on a three-point scale regarding the evaluation coefficient in the academic year prior to the selection at the university. The calculation method is as shown below. If an applicant does not have academic performance of previous year, his/her academic performance in the semester right before the selection will be used for the calculation.

## [Calculation Method for Evaluation Coefficient]

- Use one of the patterns in the list to find relevant grade points and enter the grade points in the formula below. (Round the figure off to two decimal places.)

Academic Grades					
Four-grade evaluation (Pattern 1)	—	優	良	可	不可
Four-grade evaluation (Pattern 2)	—	A	B	C	F
Four-grade evaluation (Pattern 3)	—	100~80 point	79~70 point	69~60 point	59 point or lower
Five-grade evaluation (Pattern 4)	100~90 point	89~80 point	79~70 point	69~60 point	59 point or lower
Five-grade evaluation (Pattern 5)	S	A	B	C	F
Five-grade evaluation (Pattern 6)	A	B	C	D	F
<b>Grade points</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

## (Calculation Formula)

$$\frac{(A \times 3) + (B \times 2) + (C \times 1) + (D \times 0)}{E}$$

A: number of credits for grade point 3

B: number of credits for grade point 2

C: number of credits for grade point 1

D: number of credits for grade point 0

E: total number of credits earned by the student

(cited from AY 2016 administration procedural handbook for a Scholarship Loan for Those Hoping to Study Abroad (short-term), JASSO)

&lt;Appendix 2&gt;

Code of Practice for the Pastoral Care of International Students

<b>Schedule of Benefits</b>	
<b>Policy benefit</b>	<b>Maximum claimable amount</b>
<b>SECTION 1 – MEDICAL AND RELATED EXPENSES</b> <b>Subject to the following sub limits:</b> Medical Expenses whilst you temporarily return to your Country of Origin Continuing Treatment (following repatriation to your Country of Origin) Alternative Medical Treatment Emergency Dental Optical (provided your Policy is for at least six months) Mental Illness Accompanying Relatives Residential Nursing Benefit and Scholarship Student Living Allowance <ul style="list-style-type: none"> <li>• Residential Nursing Benefit</li> <li>• Scholarship Student Living Allowance</li> </ul> Incidental Hospital Expenses Funeral Expenses Search and Rescue	<b>Unlimited</b>  \$200,000 \$20,000 \$500 \$500 \$300 \$20,000 \$100,000 \$2,500 \$3,000 \$2,000 \$100,000 \$10,000
<b>SECTION 2 – REPATRIATION AND TRAVEL DISRUPTION</b> <b>Subject to the following sub limits:</b> Loss of Deposits (including any non-refundable education provider fees) Repatriation due to Mental Illness Resumption of Travel False Arrest Hijack Cash Benefit \$100 per day Rental Vehicle Return Travel Delay Missed Transport Connection	<b>Unlimited</b>  \$100,000 \$25,000 \$30,000 \$10,000 \$2,000 \$1,000 \$10,000 \$25,000
<b>SECTION 3 – LUGGAGE, PERSONAL EFFECTS, TRAVEL DOCUMENTS, MONEY AND CREDIT CARDS</b> <b>Subject to the following sub limits:</b> Maximum limit any one item or pair of items Fire Damage to property Deprivation of luggage Replacement of travel documents Unauthorised use of travel documents Money lost or stolen	<b>\$25,000</b>  \$2,500 \$10,000 \$1,000 \$3,000 \$5,000 \$1,000
<b>SECTION 4 – DEATH AND DISABLEMENT BY INJURY</b>	<b>\$50,000</b>
<b>SECTION 5 – PERSONAL LIABILITY</b> <b>Subject to the following sub limit:</b> Residential Property Damage	<b>\$2,500,000</b>  \$500,000
<b>SECTION 6 – KIDNAP AND RANSOM</b>	<b>\$250,000</b>
<b>SECTION 7 – RENTAL VEHICLE COLLISION DAMAGE AND THEFT EXCESS WAIVER</b>	<b>\$5,000</b>