

**UoA Mid-term Overseas Study Programs for Academic Year 2016**  
**Application Guideline**

1) Purpose

This program provides UoA students with opportunities for training and research at International Partner Universities (hereafter referred to as “IPUs”) of the UoA. This program aims to produce excellent human resources and enhance the UoA’s global competitiveness. Encouraging students to study abroad also brings a broad view and an international standard of research and education to the UoA.

2) Outline of the Program

For the duration of three months, partial financial support will be provided to UoA students who participate in the programs at universities and research institutes abroad based on an exchange agreement between IPUs and the UoA.

The eligibility of the midterm programs is limited; only ONCE per student throughout his/her enrollment including both the undergraduate and graduate school of the UoA. Participants must make presentations on achievements attained through the relevant programs, upon their return to Japan.

3) Applicants Accepted

Limited number

4) Duration of Program (Select one of the periods listed below)

Rose Hulman Institute of Technology \*1, \*2, and \*3:

- a. September 2016 through March 2017 (Approx. 6 months)  
[Credit Earning, Research, Internship]
- b. September 2016 through August 2017 (Approx. 12 months)  
[Credit Earning, Research, Internship]

Other IPUs \*2:

- c. July 2016 through March 2017 (Approx. 3 months or longer)  
[Credit Earning, Research, Internship]

\*1 The programs with Rose Hulman Institute of Technology are financed by a MEXT subsidy; the Japan Student Services Organization (JASSO), based on the Student Exchange Support Program. Monthly stipend: JPY 80,000.

\*2 There is no guarantee of an internship opportunity at IPUs. Students must obtain internship opportunities by themselves through active participation in local internship fairs, etc.

\*3 After earning credits at Rose Hulman Institute of Technology, the Academic Affairs Committee may approve credit transfer to UoA.

## 5) Qualifications and Conditions of Applicant to the Program

- a. Regular students of the UoA undergraduate, master's, or doctoral programs in Academic Year 2016, and who have excellent academic and research achievements. However this excludes international students, fourth-year undergraduates who won't enroll in the UoA Graduate School, the second-and-third-year master students who won't enroll in the UoA Doctoral Program.
- b. Students must submit certificate of English test such as TOEFL, TOEIC, IELTS, or the EIKEN Test.
- c. Students who are in good health both mentally and physically for completing the studies and life at IPU.
- d. Enthusiastic students who have a sincere interest in sharing their knowledge and experiences from their participation in the program as a part of contribution to the UoA and local communities through international exchange events proactively.
- e. Participants must consent to disclose their affiliations, academic years, names and research proposal on relevant websites, etc.
- f. Participants applicants have to attend the orientation and international exchange events.
- g. Participants must submit reports after their return to Japan. In addition, these reports will be posted on the relevant websites, etc.
- h. Participants must coordinate with faculty members and administrative staff of IPU on their own responsibilities. (OSIP will provide supports depending on the individual necessity granted.)
- i. In addition to this financial support sponsored by UoA, participants can apply for 80,000JPY supports given by JASSO, if the following requirements are fulfilled.
  - Students must participate into programs which aim at obtaining credits in Rose Hulman Institute of Technology.
  - The amount of household income of students' family must meet the standard set by JASSO. (Please refer to the separate sheet.)
  - Students are required to submit a proof document of household income to UoA immediately after being adopted by JASSO. UoA will review said proof accordingly.
  - Students must fulfill the standard of academic achievement set by JASSO. (Please refer to the separate sheet.)
  - Use the pattern 2 of the following table for calculation of academic credits. (D and F are granted as 0 point.)

#### 6) Included costs in the financial support

The expenses described below will be supported, depending on the number of successful applicants.

Please note that any costs incurred before selection for the study abroad program will NOT be applicable for this financial support.

##### a. Travel and hotel accommodation expenses

- Travel expenses for round trip calculated based on UoA regulations.

(Air-ticket fees: Actual price of economy class in domestic/international flights.)

- In case of receiving scholarships from JASSO, some portion of the scholarships in question will be allocated as air-ticket fee.

##### b. Overseas travel insurance premiums (Only for 3 months)

- Regardless of any reason, purchase of the insurance designated by the UoA is mandatory. (Purchase procedures for this insurance will be carried out by the UoA.) If students wish to add further coverage, or select a different insurance company, it must be at their own expenses.

##### c. Accommodation Expenses (Only for 3 months)

- Up to 3,500 JPY per day per student for use of dormitories for exchange students at IPUs.

##### d. Visa fees

##### e. Other expenses recognized as necessary by the President of the UoA.

#### 7) Excluded costs from the financial support

##### a. Travel expenses from/to embassy for VISA interview appointments.

##### b. Miscellaneous expenses at IPUs for student activities, laptop rentals, etc.

##### c. Medical insurance premiums and vaccination fees at IPUs

(In addition to the mandatory insurance required by the UoA, students are required to purchase the host institution medical insurance.)

##### d. Living expenses (Food, souvenirs, local transportation expenses, etc.)

##### e. School materials

#### 8) Amount of Financial Support and Payment

a. Within the budget, the amount of financial support will be determined and notified to each successful candidate through letters of acceptance to the program.

b. Before departure, the "expected amount of financial support" will be deposited to students, and after their return to Japan, documentary evidence should be submitted by the students, and then the "finalized amount of financial support" will be determined. 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 UoA.

(However, submission of receipts for domestic transportation is not necessary.)

c. In principle, additional financial support will not be provided even when the actual amount of required financial support exceeds the finalized amount of financial support. If the actual amount of financial support will be lower than the finalized amount of financial support, the difference must be returned to the UoA.

#### 9) Application Method

Students applying to the program must submit the following documents to OSIP (located in Room #127 on the 1st floor of the Research Quadrangles) \*Deadlines will be announced separately.

- a. Application form (Using the designated form, students must describe what they wish to study overseas, and the contents of their plans in both Japanese and English.)
- b. Plan for overseas study plan (Using the designated form, students must describe how the period of their study abroad, etc. require their college life in both Japanese and English.)
- c. Proof of language proficiency (Certificate of TOEFL or TOEIC results from within two years of the application deadline, or a certificate of results from any other well-known English examination from which a TOEFL or TOEIC score can be calculated)
- d. Study-abroad-program agreement
- e. A letter of recommendation from the relevant supervisor (Sealed)

\*Any faculty member who can provide opinion on applicants' academic skills and grades are eligible to write said letter. In case applicants see difficulty to obtain the letter, contact OSIP in advance.

#### 10) Selection Method and Announcement of Successful Applicants

Selection of students and announcement of successful applicants will be implemented as follows:

- a. The Office for Strategy of International Programs will conduct a preliminary review, taking into consideration application forms and certified transcripts. Applicants will be notified of the results of the preliminary reviews by OSIP.  
\*After initial screening, students who wish to attend Rose Hulman Institute of Technology must take a designated language test at the UoA.
- b. Interviews for applicants who passed the preliminary review conducted by the OSIP, the Student Affairs Division, the Center for Language Research and etc. will be implemented in English
- c. OSIP will submit a list of finalists to the President of the UoA, and the President will make the final decision in regards to applicants to be accepted to the

- program.
- d. The result of the final interview will be announced to applicants who passed the first interview.

#### 11) Program Cancellation Policy

The UoA reserves the right to modify, suspend or cancel any university sponsored program should such decision be warranted by the following conditions: In these cases, the UoA may require the relevant students to return all or partial portion of financial support funds distributed from the UoA.

- a) In cases when a falsified item is found in application documents.
- b) In cases when a relevant student has unfavorable circumstances in study, health, or attitudinal problems, or receives official disciplinary punishment, etc. from IPU.
- c) In cases when a student withdraws from the UoA
- d) In cases when the UoA decides to cancel the program due to unavoidable circumstances, such as situations where the safety of students cannot be assured.
- e) In case that insufficient preparation is granted before departure.
- f) Expenses related to cancellation procedure and prepaid fees will be burdened to participant herself/himself in case of a cancellation due to his/her own request.

#### 12) Contact

The Office for Strategy of International Programs, Center for Globalization, the University of Aizu,

Office: Room#127, 1st floor of the Research Quadrangles

Office hours: 9:00a.m.-5:15p.m.

E-mail: [osip-global@u-aizu.ac.jp](mailto:osip-global@u-aizu.ac.jp)

Tel : 0242-37-2761

Fax: 0242-37-2601

## 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 2014 administration procedural handbook for a Scholarship Loan for Those Hoping to Study Abroad (short-term), JASSO)