

“AY 2014 UoA Short-term Overseas Study Support Program at Rose-Hulman Institute of Technology (USA)” Application Guideline

1. Purpose

This program was designed to support students wishing to study abroad and send them to a UoA's partner university, making good use of our partnership with international universities abroad established through the Center for Strategy of International Programs (CSIP). 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 participating in this three-week program at Rose-Hulman Institute of Technology (state of Indiana, U.S.A.) with financial support for a portion of expenses for the program. Rose-Hulman Institute of Technology is one of our close partner universities with which we have signed an agreement. Participants in the program from among 1st, 2nd and 3rd year students of the undergraduate school will earn two academic credits for “Global Experience Gateway (EL 151).”

3. Program Activities

- 1) Attend classes at Rose-Hulman Institute of Technology
- 2) Stay in a student dormitory with local students

4. Program Slots

Approximately ten student delegates (Students planning to apply for this program are strongly recommended to start preparation of necessary documents as soon as possible.)

5. Term of the Program

From Sunday, March 8, 2015 to Sunday, March 29, 2014

6. Qualifications and Conditions of Application to the Program

- 1) This program is only for Japanese students.
- 2) Students who are formally enrolled in the University of Aizu's Undergraduate School, Master's, or Doctoral programs as of AY 2014, and who have excellent academic and research achievements. Application eligibility for fourth-year undergraduate students is limited to those who plan to enroll in the University of Aizu's Graduate School. For second-year students of the Master's Program, application eligibility is limited to those who plan to enroll in the University of Aizu's Doctoral Program. Third-year students of the Doctoral Program and over are not eligible for application to the program. For

applying to this program, 1st-year and 3rd-year undergraduate students are required to register for “Global Experience Gateway” (EL 151) and complete assignments to be given. Upon completion of the three-week program at Rose-Hulman Institute of Technology, participants in this program will be able to earn two academic credits for the course. As for participants who are 4th-year or graduate students, they are required to attend the class and complete assignments to be given even if they cannot officially register for the course nor earn credits for the course.

- 3) Students must have taken an English proficiency test such as the TOEFL, TOEIC, IELTS or Eiken test (including the IP test conducted at the University of Aizu).
- 4) Students who are in good health both mentally and physically, and who are capable of studying and living abroad.
- 5) Enthusiastic students who 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 the local community through international exchange activities.
- 6) Students accepted as delegates for the program must cooperate for improvement of the content of this program by responding to surveys and/or questionnaires.
- 7) Students accepted as delegates for the program must submit reports after their return to Japan. These reports will be posted on the UoA homepage, etc.
- 8) Students accepted as delegates 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.
- 9) Students wishing to apply for a Japan Student Services Organization (JASSO) Scholarship Loan Program for payment of expenses for this program need to submit income certification of their parents (undergraduate students) or themselves (graduate students) in order to confirm whether their household income meet JASSO’s standards. Please see the attached sheet for the academic grade point standards for provision of the scholarship loan, and use the Pattern 2 in the table for calculation (0 point for grades “D” and “F”). If a student does not meet the requirement regarding the academic grade point standard, he/she will be provided with an amount of the scholarship loan somewhat reduced.
- 10) Applicants who did not pass the second phase of the selection (interviewing) but fulfill all the requirements listed above will be allowed to participate in the short-term overseas study program at Waikato University at their own expense, in principle.

7. Expenses Eligible for Support by the University

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, 2015, will NOT be applicable for financial

support from this program.

- a) Travel expenses
 - Travel expenses calculated according to the University's regulation concerning travel expenses. (International air fare will be calculated based economy-class seating.) *Accommodation(dormitory) will be covered by Rose-Hulman Institute of Technology.
- b) Overseas travel Insurance
 - Purchase of this insurance is mandatory. (Purchase procedures for this insurance must be carried out under the University's instructions.) Details regarding the insurance will be determined based on the relevant provisions.
- c) ESTA application expenses
 - * Meals must be paid for by student delegates.

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, the "expected amount of financial support" will be paid to student delegates, and after their return to Japan, documentary evidence submitted by the student delegates will be confirmed, and 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 University. (However, submission of receipts for domestic transportation, domestic accommodation expenses, and overseas travel insurance is not necessary.)

In the case that the "finalized amount of financial support" is less than the "expected amount of financial support" the difference in these amounts must be returned to the University. However, in cases where the "finalized amount of financial support" is more than the "expected amount of financial support" additional payments to cover the difference in amounts will NOT made to student delegates.

9. How to Apply

Students applying to the Programs must register for "Global Experience Gateway (EL 151), an English Language course, in advance and submit the following documents to the Center 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 17, 2014:**

- a) An application form (available at the Center for Strategy of International

Programs)

b) A letter of recommendation from a supervisor must be in a sealed envelope.

※For students who have been enrolled at the Undergraduate School for three years or less, please fill in the name of a faculty member who can be consulted regarding the relevant student's academic abilities and academic grades, etc., or a liaison at the student's preferred host institution as your academic supervisor. If it is not possible to obtain one, please inform CSIP.

10. Selection and Result Notification

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

- a) The Center for Strategy of International Programs (CSIP) and the Center for Language Research (CLR) will screen and conduct a preliminary review, taking into consideration application forms and Certified Transcripts. Applicants will be notified of the results of the preliminary reviews.
- b) Interviews for applicants who pass the preliminary review will be implemented by the CSIP, the CLR and the Student Affairs Division, etc.
- c) Results of the interviews will be notified to applicants who pass the interviews.
- d) The CSIP will submit a list of students who pass the interviews to the President of the University. The President will make a final decision regarding applicants to be accepted to the program and notify successful applicants the final results in writing.

11. Cancellation of Dispatch or Training

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

- a) In cases where false information is found in application documents.
- b) In cases where a relevant student delegate receives official disciplinary punishment, etc. from the University of Aizu or the RHI.
- c) In cases where the student delegate withdraws from the University of Aizu
- d) In cases where the University decides to cancel training program due to unavoidable circumstances, such as situations where the safety of participants cannot be assured.

12. Inquiries

The Center for Strategy of International Programs, The University of Aizu,

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

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

E-mail: csip@u-aizu.ac.jp

Tel : 0242-37-2761

Fax: 0242-37-2761

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
Grade points	3	3	2	1	0

(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)