

**“AY 2014 UoA Short-term Overseas Study Programs to the Univ. of Waikato”
Application Guideline**

1. Purpose

This program provides students with opportunities for training and research at International Partner Universities of the University of Aizu. This program aims to produce excellent human resources and enhance the University’s global competitiveness by supporting excellent students participating in the program. Encouraging students to study abroad also brings a broad view of research and education to the University which have become international standards.

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. 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) 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, February 21, 2015 to Saturday, March 14, 2015

6. Qualifications and Conditions of Application to the Program

- 1) This program is only for Japanese students.
- 2) Students should be formally enrolled in the University of Aizu’s Undergraduate School, Master’s, or Doctoral programs, and have excellent academic and research achievements. However this does not include international students. In addition, 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 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. In order to obtain the two credits, undergraduate students (first to third year) have to enroll in English elective 151 (Global Experience Gateway), complete assignments successfully, and attend the Pathways College three-week program. Fourth-year students and graduate students will not be awarded credits, but they need to audit pre-departure classes and compete the same assignments.
- 3) Students must have an experience of taking an English test such as TOEFL, TOEIC, IELTS or Eiken test (including the 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 accepted for the Program must submit reports after their return to Japan. In addition, these reports will be posted on the relevant websites, etc.
- 8) 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.
- 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) 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. 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, 2014, will NOT be applicable for financial support from these Programs.

- 1) Travel expenses/accommodations
 - Travel expenses calculated according to the University's regulation concerning travel expenses. (International air fare will be calculated based economy-class seating.) *Food will be paid by individual students.
- 2) Overseas travel Insurance
 - All the students need to purchase medical and travel insurance plans that comply with the Codes of Practice for the Pastoral Care of International Students established by the New Zealand government. The premium (if the same insurance is bought by more than two people, 50NZD, if fewer, 98NZD) should be paid with tuition to the school. Refer to attachment 2 for the detail of the insurance coverage. Purchase of this insurance is mandatory.

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 be made to student delegates.

9. How to Apply

Students except for fourth-year and graduate students applying to the Programs must register for “Global Experience Gateway (EL 151), an English Elective 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:

- 1) The Center for Strategy of International Programs and the Center for Language Research 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.
- 2) Interviews for applicants who pass the preliminary review will be implemented by the Center 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 Center 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

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 IPUs.
- 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.

12 Inquiries

Center for Language Research

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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)

別紙 2 : Code of Practice for the Pastoral Care of International Students

準拠の医療・旅行保険 保障内容の概略

Schedule of Benefits	
Policy benefit	Maximum claimable amount
SECTION 1 – MEDICAL AND RELATED EXPENSES Subject to the following sub limits: 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"> • Residential Nursing Benefit • Scholarship Student Living Allowance Incidental Hospital Expenses Funeral Expenses Search and Rescue	Unlimited \$200,000 \$20,000 \$500 \$500 \$300 \$20,000 \$100,000 \$2,500 \$3,000 \$2,000 \$100,000 \$10,000
SECTION 2 – REPATRIATION AND TRAVEL DISRUPTION Subject to the following sub limits: 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	Unlimited \$100,000 \$25,000 \$30,000 \$10,000 \$2,000 \$1,000 \$10,000 \$25,000
SECTION 3 – LUGGAGE, PERSONAL EFFECTS, TRAVEL DOCUMENTS, MONEY AND CREDIT CARDS Subject to the following sub limits: 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	\$25,000 \$2,500 \$10,000 \$1,000 \$3,000 \$5,000 \$1,000
SECTION 4 – DEATH AND DISABLEMENT BY INJURY	\$50,000
SECTION 5 – PERSONAL LIABILITY Subject to the following sub limit: Residential Property Damage	\$2,500,000 \$500,000
SECTION 6 – KIDNAP AND RANSOM	\$250,000
SECTION 7 – RENTAL VEHICLE COLLISION DAMAGE AND THEFT EXCESS WAIVER	\$5,000