

“AY2022 UoA Short-Term Overseas Study-Abroad Programs at Waikato College” Application Guideline

1. Purpose

This program was designed to support students wishing to study abroad and send them to UoA partner universities for the short-term overseas study-abroad program, making good use of our partnerships with overseas universities established through the Center for Globalization (CfG), Office for Strategy of International Programs (OSIP). We will provide enhanced world-class education and international standard research opportunities, foster and produce excellent human resources with an international perspective, and further improve the international competitiveness of the University.

2. Outline of the Program

The University of Aizu will provide students who will participate in this program at Waikato 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: Global Experience Gateway (Waikato).

3. Program Activities

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

4. The Number of Student Delegates

Approximately ten student delegates

5. Term of the Program (Scheduled date)

From Saturday, March 4 to Saturday, March 26, 2023

6. Qualifications and Conditions of Application to the Program

- 1) 1st to 3rd-year undergraduate students who have excellent academic and research achievements. This program is available for the international students (regular students) with a private finance, and who register for the course and are able to obtain the VISA. Applicants are required to register for “EG102: Global Experience Gateway (Waikato)” and complete assignments in an appropriate manner. Upon completion of the three-week program at Waikato College, participants in this program will be able to earn two academic credits for the course. 4th-year undergraduates and graduate students are ineligible for this program.
- 2) Students must submit a certificate for an English test such as TOEFL, TOEIC, IELTS, or the EIKEN Test.
- 3) Students who are in good health both mentally and physically, and who are capable of studying and living abroad.
- 4) S Enthusiastic students who have a sincere interest in proactively sharing their knowledge and experiences from their participation in the program back to the University and the local community through participation in international activities.
- 5) Student delegates must participate into classes and activities held at Waikato College. 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 talk to the coordinator of the host university in advance.

- 6) Assignments at the host university for EG102: English for Global Experience Gateway (Waikato) must be submitted by the specified deadline.
- 7) For submitting evidence files and taking the speaking test, student delegates are required to return to the University of Aizu immediately after coming back to Japan.
- 8) Student delegates must submit a report by the specified deadlines after returning to Japan. Said report will be posted on the web, etc.
- 9) Students accepted as delegates for the program must, when requested to do so, cooperate for improvement of the content of this program by responding to surveys and/or questionnaires by the specified deadlines. In case the required documents are not submitted by the deadline, credits shall not be awarded.
- 10) 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.
- 11) Students who wish to receive a scholarship (70,000 yen) from the Japan Student Services Organization (JASSO) in addition to the grant from the University must meet the following requirements.
 - Their household income must meet the standards of JASSO (refer to the attached document).
 - 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 attached document).
 - Pattern 1 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. In case the documents are submitted late, the students may be asked to return the scholarship.
- 12) 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.
- 13) Before traveling to New Zealand, students must be inoculated with three doses of the COVID-19 vaccine and have a certificate of inoculation ready.

7. Program Expenses

The expenses described below will be supported within budget limitations.

Please note that any costs incurred either before the designated date for starting the relevant training program, or after March 26, 2023 (the scheduled date of returning to Japan), 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 (58 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) Overseas travel Insurance

Students are required to purchase insurance for study abroad with Disaster and Accident

Insurance for Student Education and Research (The purchase procedures must be done under instruction of the university.)

- (3) Insurance expenses of the Japanese Council for the Safety of Overseas Students (JCSOS) as risk management measures during the study abroad program.
- (4) Exam fees: TOEIC Speaking Test
Support membership fees (two times: 10,180 yen)
* Students with a high score will be given a Skill-up Scholarship.
- (5) Transportation costs (partially supported by the University)
Partial travel expenses (up to approximately 50,000 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.
- (6) Program fees such as excursion at the university
- (7) When returning to Japan, a "COVID-19 pre-boarding inspection fee" may be incurred in New Zealand. (NZ\$230)
- (8) Living expenses (food, souvenir, transportation, etc.)

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: Global Experience Gateway (Waikato) and documented 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, documented 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 documented 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 to the Programs must submit the following documents to OSIP by the due date. (Room No. 123 on the 1st floor of the Research Quadrangles)

Application deadline: October 24, 2023 **no later than 5:00 p.m.**

<Application Form>

- a) Application Form-1 (Use the prescribed form and write in Japanese about the content of study and plans for which you wish to study abroad.)
- b) Application Form-2 (Use the prescribed form and describe your main activities to date and future plans in Japanese.)
- c) A copy of a certificate of an English proficiency test
- d) Letter of recommendation from your academic supervisor
※Any faculty member except for part-time faculty members can write a recommendation letter. 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 OSIP of that fact in advance.

10. Selection and Result Notification

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

- 1) The Center for Globalization (CfG), and the Center for Language Research (CLR), 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 (in English) for applicants who pass the preliminary review will be implemented by Center for Globalization, 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 OSIP will submit a list of students who have passed the interviews to the President of the University. The President will notify successful applicants the final results in writing.
 ※OSIP will register the applicant for “EG102: Global Experience Gateway (Waikato)” after selection is finalized.

12. Schedule (tentative)

- Explanation meeting : Oct. 5 (Wed.): 9th period, Oct. 7 (Fri.): 1st period
- Recruitment period : Oct. 24 (Mon.) by 17:00
- First screening (Document) : Oct. 26 (Wed.) ~Oct. 28 (Fri.)
- Interview in English : Nov. 9 (Wed.)
- Finalize student selection : Nov. 15 (Tue.) ~Nov.16 (Wed.)
- Start the GEG class : Middle of December~Middle of February
- Start the program : Beginning of March~

13. Cancellation of Decision on Student Delegate Selection or Training Program, Financial Refund

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.

- 1) In cases where false information is found in application documents..
- 2) In cases when a relevant student has unfavorable circumstances in study, health, attitudinal problems, or they receive official disciplinary punishment, etc. from the University of Aizu or Waikato College.
- 3) In cases when the student delegate withdraws from the University of Aizu.
- 4) In cases when the University decides to cancel the program due to unavoidable circumstances, such as the spread of the new coronavirus or other difficulties in ensuring safety.
- 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 case when the student delegate does not submit assignments for EG102: English for Global Experience Gateway (Waikato), and in cases when the student delegates were absent from classes, programs, or events held at the Waikato College without proper reasons.

14. Inquiries

Center for Globalization, The Office for Strategy of International Programs (OSIP),
The University of Aizu,

Office : Room#123, 1st floor of the Research Quadrangles

Office hours: 9 :00a.m.-5:15p.m. E-mail: osip-global@u-aizu.ac.jp Tel : 0242-37-2761

<Appendix 1>

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

[Standards regarding household income]

Family members	Living place	Earnings amount*(1)	Income amount*(2)
3 people	Parents' house	Less than ¥10,120,000	Less than ¥6,040,000,
	Other	Less than ¥10,590,000	Less than ¥6,510,000
4 people	Parents' house	Less than ¥10,960,000	Less than ¥6,880,000,
	Other	Less than ¥11,430,000	Less than ¥7,350,000
5 people	Parents' house	Less than ¥13,140,000	Less than ¥9,060,000
	Other	Less than ¥14,080,000	Less than ¥10,000,000

(1): Amount of payment on tax certificate slip

(2): Amount of income on final tax return, etc.

[Travel Support Grant: 320,000 yen]

The purpose of the "Travel Support Grant" is to support financially needy applicants for study abroad who in rare instances meet certain household financial criteria. Prior consultation with OSIP is required.

[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)	—	A	B	C	F
Four-grade evaluation (Pattern 3)	—	100~80 points	79~70 points	69~60 points	59 points or lower
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 with 3 grade points

B: number of credits with 2 grade points

C: number of credits with 1 grade point

D: number of credits with 0 grade point

E: total number of credits earned by the student

(cited from AY 2022 administration procedural handbook for a Scholarship Loan for Those Hoping to Study Abroad (short-term), JASSO)

<Appendix 2>

Code of Practice for the Pastoral Care of International Students

Schedule of Benefits	
Policy benefit	Maximum claimable amount
<p>SECTION 1 – MEDICAL AND RELATED EXPENSES</p> <p>Subject to the following sub limits:</p> <ul style="list-style-type: none"> 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 	<p>Unlimited</p> <p>\$200,000</p> <p>\$20,000</p> <p>\$500</p> <p>\$500</p> <p>\$300</p> <p>\$20,000</p> <p>\$100,000</p> <p>\$2,500</p> <p>\$3,000</p> <p>\$2,000</p> <p>\$100,000</p> <p>\$10,000</p>
<p>SECTION 2 – REPATRIATION AND TRAVEL DISRUPTION</p> <p>Subject to the following sub limits:</p> <ul style="list-style-type: none"> 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 	<p>Unlimited</p> <p>\$100,000</p> <p>\$25,000</p> <p>\$30,000</p> <p>\$10,000</p> <p>\$2,000</p> <p>\$1,000</p> <p>\$10,000</p> <p>\$25,000</p>
<p>SECTION 3 – LUGGAGE, PERSONAL EFFECTS, TRAVEL DOCUMENTS, MONEY AND CREDIT CARDS</p> <p>Subject to the following sub limits:</p> <ul style="list-style-type: none"> 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 	<p>\$25,000</p> <p>\$2,500</p> <p>\$10,000</p> <p>\$1,000</p> <p>\$3,000</p> <p>\$5,000</p> <p>\$1,000</p>
<p>SECTION 4 – DEATH AND DISABLEMENT BY INJURY</p>	<p>\$50,000</p>
<p>SECTION 5 – PERSONAL LIABILITY</p> <p>Subject to the following sub limit:</p> <ul style="list-style-type: none"> Residential Property Damage 	<p>\$2,500,000</p> <p>\$500,000</p>
<p>SECTION 6 – KIDNAP AND RANSOM</p>	<p>\$250,000</p>
<p>SECTION 7 – RENTAL VEHICLE COLLISION DAMAGE AND THEFT EXCESS WAIVER</p>	<p>\$5,000</p>