

“AY 2018 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 UoA partner universities for short-term study abroad programs, making good use of our partnerships with overseas universities established through the Center for Globalization 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 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. Further, participants in the program will earn two academic credits for the short-term study abroad course “EG101: English for Global Experience Gateway (RHIT).”

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

5. Term of the Program (Scheduled date)

From Sunday, March 3 to Sunday, March 24, 2019

6. Qualifications and Conditions of Application to the Program

- a) This program is only for Japanese students.
- b) 1st to 3rd-year undergraduate students who have excellent academic and research achievements. Applicants are required to register for “EG101: English for Global Experience Gateway (RHIT)” and complete assignments in an appropriate manner. 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. 4th-year undergraduates and graduate students are ineligible for this program.
- c) Students must have taken an English proficiency test such as the TOEFL, TOEIC, IELTS or Eiken test (including the TOEIC IP test conducted at the University of Aizu).
- d) Students who are in good health both mentally and physically, and who are capable

of studying and living abroad.

- e) 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 participation in international activities.
 - f) Student delegates must attend classes and activities held at Rose-Hulman Institute of Technology. They must participate in programs and events provided by Rose-Hulman Institute of Technology. When they must be absent from classes, etc. due to unavoidable reasons, they must talk to the coordinator of the host university in advance.
 - g) Student delegates must work on assignments designated in EG101: English for Global Experience Gateway (RHIT) during the stay at the host university and submit them by the specified deadline.
 - h) For submitting the evidence files and taking the speaking test, student delegates are required to return to the University of Aizu immediately after coming back to Japan.
 - i) Student delegates must submit a report by the specified deadlines after returning to Japan. Said report will be posted on the web, etc.
 - j) 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, the credit accreditation shall not be accepted.
 - k) 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.
 - l) Students wishing to apply for a Japan Student Services Organization (JASSO) Scholarship Loan Program (80,000 Yen) on top of subsidy funds from the UoA must meet the following conditions.
 - Their household income must meet the standards of the 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 2 on the chart is used to calculate grades for the purpose of academic performance standards (Ds and Fs are worth 0 points).
- Student delegates must submit reports and/or responses to surveys required after returning to Japan by the deadline. In case the required documents are submitted late, there shall be a case where the students must return the scholarship.

- m) 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.
- n) Students are required to submit a color copy of a mother-child handbook for the creation and submission of documents to prove they are immune to measles, mump and rubella when they study at college in the US. According to the situation of immunization implementation, the students might be instructed to receive additional immunizations there. (Self- pay for the additional immunizations)

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 24, 2019 (scheduled date of returning to Japan), will NOT be applicable for financial support from this program.

- a) Travel expenses and accommodation expenses
 - Travel expenses calculated according to the University's regulation concerning travel expenses. (International air fare will be calculated based economy-class seating.)
 - *Accommodation expenses will be covered by Rose-Hulman Institute of Technology.
 - * Meals must be paid for by student delegates.
- b) Overseas travel Insurance
 - Purchase of overseas travel insurance incidental to the Personal Accident Insurance for Students Pursuing Education and Research (PAS) 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
 - * ESTA: The Electronic System for Travel Authorization is an automated system that determines the eligibility of visitors to travel to the U.S. for tourism or business (visitor visa purposes) for stays of 90 days or less under the Visa Waiver Program (VWP).

8. Expenses Ineligible for Support by the University

- (a) Insurance expenses of Japanese Council for the Safety of Overseas Students (JCSOS) for a risk management measure during study abroad program.
- (b) Exam fees: TOEIC Speaking Test
 - Support membership fees (for two tests): 10,180 yen

* Students with the high score will be given Skill-up Scholarship.

- (c) Miscellaneous expenses such as expenses of program, linen and excursion at the university
- (d) Expenses for medical insurance and vaccination at the university
- (e) Living expenses (food, souvenir, transportation, etc.)
- (h) Expenses for textbooks

9. 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.

Student delegates will be notified of the expected amount of financial support” prior to departure to the host university. After returning to Japan, student delegates will receive the amount finalized through screening of results of the assignments for EG101: English for Global Experience Gateway (RHIT), documentary evidence, etc. 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.)

10. How to Apply

Students applying to the Programs must submit the following documents to the Office for Strategy of International Programs (Room No. 123 on the 1st floor of the Research Quadrangles) (The 1st application deadline: August 31, 2018, the 2nd application deadline: October 19, 2018 **no later than 5:00 p.m.**)

Further, applying for the 1st application shall be counted in favor of the candidates in the screening.

- 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 an English proficiency test

※Any faculty member excepting 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 the Office for Strategy of International Programs of that fact in advance.

※The Office for Strategy of International Programs will register the applicant for “EG101: English for Global Experience Gateway (RHIT)” after selection is finalized.

11. Selection and Result Notification

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

- a) Center for Globalization (CG), Center for Language Research (CLR), etc. will screen 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 have passed the preliminary review will be implemented by the CG, the CLR, etc.
- c) Results of the interviews will be notified to applicants who have passed the interviews.
- d) The OSIP will submit a list of students who have passed 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.

12. 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.

- 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.
- e) 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.
- f) In case where the student delegate does not submit assignments for EG101: English for Global Experience Gateway (RHIT). In cases when the student delegates were absent from classes, programs, or events held at the RHIT without proper reasons.
- g) In case where the students cannot earn a credit of the short-term study abroad

course, EG101: English for Global Experience Gateway (RHIT)

13. Inquiries

The Office for Strategy of International Programs, 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

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.

[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	A	B	C	D	F

(Pattern 6)					
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 2018 administration procedural handbook for a Scholarship Loan for Those Hoping to Study Abroad (short-term), JASSO)