

August, 2021

University of Tsukuba Study Abroad Support Programs (Habatake! Scholarship)
Partner University Exchange Students Support Program
Application Guidelines for AY 2021
(2021 Supplementary Call Application)

University of Tsukuba encourages and financially supports students who wish to study as an exchange student in one of our partner universities overseas. If you wish to receive the scholarship, read the guideline below and apply.

⓪IMPORTANT⓪

The conditions for travelling abroad are:

- The destination is at Level 1 or none of Travel Warning and Infectious Disease Warning by Ministry of Foreign Affairs^(*).

*1 The university does not admit students' travels to countries at Level 2^(**). Refer to *Travel Guidelines for Students, Faculty Members and University Employees in Case of a Crisis Overseas by University of Tsukuba President*.

*2 Level 2: Avoid unessential travels

- The destination country issues student visas and the partner university grants international students admissions.
- Students' safety and security are prioritized in the program at the partner university.

If the destination country does not move down to Level 1 or none at the time of the departure, the grant shall be revoked based on Item 8-(6) of this guideline.

In case travel abroad is restricted due to the COVID-19 pandemic and you attend the host university classes, conferences or training programs of overseas online, you can receive the Grant for Online Participation. For more details, refer to The Summary of the Grant for Online Participation.

HOW TO APPLY

1. Eligibility and Terms

Students must fully meet the criteria (1) to (4) below.

Students must:

- (1) be registered as a full-time degree undergraduate or graduate program student of University of Tsukuba as of December 1, 2021 and will study at one of the partner universities for maximum one year as an exchange student.

NOTES:

The following students are NOT eligible to apply:

- Students who are on a leave of absence upon application and during the travels and enrollment period in the host university
- International students of a Double Degree Program and/or Joint Degree Program (DDPs) (*They are eligible for CiC/DDPs Support Program)
- MEXT scholarship recipients

- (2) have achieved excellent academic performance and have an excellent personality aptitude.

NOTE: The GPA of the last academic year should be 2.30 or more. (GPA can be calculated first by multiplying the acquired credits with the corresponding grade point (i.e. A+/A with 3, B with 2, C with 1) and then dividing the sum of the scores with the total number of credits. Courses with a grade P are not included.)

- (3) have a decisive goal and an elaborate plan, and are expected to raise academic merit.
- (4) will earn credits in the host university.

NOTES: **The following students are NOT eligible to apply:**

- Students who will study at a partner university Campus in Campus (CiC)
(To study at one of CiC universities, apply for CiC Financial Support.)
- Students who will take only foreign language courses
(If the foreign language training is a part of the study, it is admitted to receive the scholarship.)

2. Scholarship Period

The travel and the enrollment must start between December 1, 2021 and March 31, 2022

and end within one year. Change and extension of the period are not admitted.

NOTES:

- (1) Extensions are not admitted.
- (2) The study period may end in the next academic year if only the study period is maximum one-year long. In this case, the scholarship for the next academic year will be paid from the next AY budget.
- (3) The study period may not be changed once the application is accepted. Confirm the study period with the Coordinator who is in charge of the Exchange Program Agreements. The acceptance duration indicated on the acceptance letter issued by the host university and the dates on the application for the scholarship must accord.

In case the start of the study period is postponed by the host university's instruction or consideration between the host university and the co-organizer of the program at University of Tsukuba due to the COVID-19 pandemic, the change of the period may be admitted and the grant offered as the special treatment in the COVID-19 pandemic regardless of NOTE-(3) above. However, departure must be made within the academic year and from Japan. To get approval, a request for change (*1) written by the chair of your school to the President must be submitted along with the admission letter with the study period newly set. For cancelling the travel (face-to-face study) after the period of change is admitted, submit a withdrawal notification (*2) immediately.

*1, *2: Free format

3. Number of Scholarship Recipients

Approximately 25 students are eligible to receive scholarships in the 2021 academic year.

Note: The number of recipients may change subject to the 2021 AY budget.

4. Scholarship Amount

East Asia	¥60,000
South East Asia, South Asia, Central Asia, Oceania	¥70,000
Other areas	¥80,000

IMPORTANTⓘ

-The full monthly amount will be paid when:

- the period of study covers 15 days or more in the month

- The half of the monthly amount will be paid when:
 - the study period covers less than 15 days in the month
- In case the study period ends in the next academic year, the scholarship will be paid from the next academic year budget without a new application.
- You must notify the university if you are applying for other awards for the same study abroad program.
- You cannot receive both the scholarship of PUES Support Program and other awards to cover the same study abroad program except cases the academic supervisor permits to use the university's Education Research Fund (Governmental Management Expense Grant) or external awards to cover the shortage. (To use an external award, please carefully check the award use regulations and the eligible purposes when you apply or got selected.)
- If it is found that you (will) receive any other scholarship or awards for the study abroad program, you must relinquish the PUES Support Program scholarship or we shall revoke the offer.
- You must return all the grant in case you decline the offer after you became a recipient.
- You must return the monthly difference in case the study period is different from the one indicated in the acceptance letter or shortened, regardless of any reasons such as delay of the visa process or change of transportation circumstances.
- The university does not pay cancellation fees for reserved airfare, hotel, etc. caused by travel cancellation or revocation of the grant after you became a recipient, except cases the university is reliable for or unavoidable cases caused by natural disasters or terrorism. Please make sure that the university does not pay cancellation fees when the applicant is reliable for or the case ill, or injured.
- The university does not pay any cancellation fees even if the travel is cancelled because the Travel Warning and Infectious Disease Warning for the destination remains in higher than Level 1 for the COVID-19 pandemic. Therefore, pay careful attention when you make reservations for flights, hotels, etc.

5. Required Documents

Get approval for the application from the academic supervisor or the class teacher in advance. Prepare the following documents precisely according to the guidelines below and the sample. If the documents are not written according to the guidelines, it may be recognized as an incomplete application.

(1) Application Form I

(Application Form for Partner University Exchange Students Support Program) [Form 1]

- ◆ The study period must accord the acceptance letter issued by the host university.
- ◆ In case the acceptance letter has not arrived yet, write the starting date of the semester and the last day of the ending semester of your stay referring to the host university's website.

(2) Application Form II

(Application Form for Partner University Exchange Students Support Program) [Form 2]

- ◆ Necessity, goal, effects of the study abroad and course study/research plan must be written.
- ◆ Consult closely with the Chair of your college/course in advance.
- ◆ For credit transfer, consult closely with the professor in charge of curriculum planning, your academic supervisor or the classroom teacher. And make sure the minimum required credits for obtaining the visa.

(3) Transcript

Submit the latest whole-year transcript.

(4) A copy of the official score of a language proficiency test

- ◆ Submit a copy of a language proficiency test score of the language used in the host university either (a) or (b) if possible. Make sure that your score meets the host university's requirement.

(a) English: TOEFL-iBT, TOEFLE-PBT or IELTS

(b) other languages: an official language proficiency test such as Diplom Deutsch in Japan, APEF French Proficiency Test.

NOTE: Attach a proof document that your score or the level (such as the first grade or the second grade) is sufficient to study in the host country or a document that explains the proficiency of the score. And if these documents are not written in English or Japanese, attach Japanese translation.

(c) If you cannot submit a copy of neither (a) nor (b), submit a Language Proficiency Certificate [Form 3] written by a faculty member in charge of the language education at University of Tsukuba.

(5) A copy of the acceptance letter of the host university

Attach Japanese translation if the certificate is not written in English. If you have not received the certificate from the host university by the time of application, submit it by the last day of the month which is two months before the month the study program starts.

6. Application Deadline and Place to Submit Documents

After your academic supervisor or class teacher approved, submit the required documents for application to the Chair of your college/course through your school/program office. And the electric documents should be submitted by the Chair of the college/course to students' school/program of the course office or the Academic Service Office by 5:00 pm, Wednesday, October 20, 2021.

The deadline for application to your school/program office may be set earlier. Ensure the deadline date with the office.

7. Selection and Result

The Planning and Screening Committee at The International Exchange Support Office of Student Support Center will review application documents (goal, research plan, transcript, language proficiency) and conduct interviews to students who passed the documents screening as needed. In case the committee conducts interviews, it is scheduled in the beginning or the middle of November, 2021. The date, time and venue will be informed to candidates when it is decided. Recipients will be selected at the discretion of the Vice President in charge of student affairs based on the Committee's selection results. The final decision will be made by President of University of Tsukuba. The results will be informed to the Chair of the student's college/course. Should any changes to the contents written on the application documents are made after the selection, the grant offer may be revoked.

8. General Notes

- (1) You can download the application form from:
<https://www.tsukuba.ac.jp/en/campuslife/support-student-scholarship/>
- (2) Upon going to study abroad, change your enrollment status to "Study Abroad" at your Academic Service Office.
- (3) To transfer credits earned at the host university to approved credits to graduate University of Tsukuba, application is required. If you are an undergraduate student, the number of credits you aim to earn will be taken into consideration for the selection. Therefore, consult well with the academic supervisor (See Item 5-(2)). Obtain a transcript from the host university at the end of the study period.
- (4) Within 14 days after you return to Japan, you must submit "Progress Report/Study

Outcome Report” (2-3 pages) and a copy of the transcript to the Academic Service Office after your academic supervisor or class teacher at University of Tsukuba checked them. In case you could not earn credits, submit a certificate of the course registration, or you did not take courses, submit a statement on your study (free format) written by the advisor of the host university.

(5) Register TRIP (Tsukuba Risk-ready Itinerary Planner). If you fail to register, you cannot receive the grant.

(6) For the safe trip and stay overseas, complete the following procedures.

-Check the security conditions of the destination country on the website of Ministry of Foreign Affairs/OVERSEAS SAFETY HP (<http://www.global.tsukuba.ac.jp>).

-Make registration of the Oversea Travel “Tabi-Regi” or complete Overseas Residential Registration.

-Purchase an overseas travel insurance.

One option is to join Study Abroad Insurance, the supplemental insurance of *personal Accident Insurance for Students Pursuing Education and Research (Gakkensai)*.

-Register at OSSMA, Overseas Student Safety Management Assistance. (The university is paying the annual basic fees.)

- In case the travel to the destination country/area becomes restricted according to the university’s travel guidelines ^(*), which is subject to the government’s security and pandemic warnings ^(**), the travel may be cancelled and the support revoked. If the travel restriction for the country/area is issued after you arrived in the host country, the university issues a return request.

*1 *University of Tsukuba Travel Guidelines for Students and Staff at an Emergency Case Overseas*

*2 *Travel Warning and Infectious Disease Warning on Ministry of Foreign Affairs/OVERSEAS SAFETY HP*

(7) Among graduate students, preference is given to students who will earn credits and students who will be given research advices for more than three months.

9. Inquiry

-Academic Service Office of your school/program

-Division of Student Exchange Office (Email: isc-kaigai@un.tsukuba.ac.jp)