

“AY 2022 UoA Short-Term Overseas Study-Abroad 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 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 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 overseas study abroad course “EG101: English for Global Experience Gateway (RHIT).”

3. Program Activities

- a) Attend classes at Rose-Hulman Institute of Technology
- b) 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 5 to Sunday, March 26, 2023 (tentative)

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: 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 submit a certificate for an English test such as TOEFL, TOEIC, IELTS, or the EIKEN Test.

- 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 program 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: Global Experience Gateway (RHIT) during the stay at the host university and submit them by the specified deadline.
- h) 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.
- 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, credits shall not be awarded.
- 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 who wish to receive a scholarship (80,000 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 the previous year's 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.

- 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 study-abroad program at the University of Waikato, Waikato College at their own expense, in principle.

- n) Students are required to prepare a copy of a mother-child handbook for the creation and submission of documents to prove they are immune to measles, mumps 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 at Rose-Hulman Institute of Technology. (Self- pay for the additional immunizations)
- *Please consult with OSIP in advance, as you will be required to submit a medical certificate, immunization history, additional immunization certificates, etc. in English. Also, please also check the Nurse's Office Website in advance.
Nurse's Office Website: <https://u-aizu.ac.jp/campus/support/nursesoffice/>
- *You must have had a physical examination in April and a medical checkup in May, both conducted on campus. If you have not received the medical checkup, please consult with OSIP or the nurse's office.
- o) Before traveling to USA, students must be inoculated with at least two doses of the COVID-19 vaccine and have a certificate of inoculation ready.

7. Expenses Eligible for Support by the University

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 applicable for financial support from this program.

- Travel expenses and accommodation expenses
 - Partial travel expenses (up to approximately 112,000 JPY) calculated according to the University's regulation concerning travel expenses (domestic transportation costs and economy class airfare) will be covered.
- *Accommodation expenses will be covered by Rose-Hulman Institute of Technology.

8. Expenses Ineligible for Support by the University

(a) 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).

(b) Overseas travel Insurance

Students are required to purchase insurance for study abroad with Disaster and Accident Insurance for Student Education and Research (The purchase must be done under instruction of the university.)

- c) Insurance expenses of the Japanese Council for the Safety of Overseas Students (JCSOS) as risk management measures during the study abroad program.
- (d) Exam fees: TOEIC Speaking Test
Support membership fees (for two tests): 10,180 yen
* Students with a high score will be given a Skill-up Scholarship.
- (e) Miscellaneous expenses such as expenses of the program, linen and an excursion at the university. (Approx. 100,000 yen)
- (f) Expenses for medical insurance and immunization at the Rose-Hulman Institute of Technology or in-country
- (g) Living expenses (food, souvenirs, 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 a screening of results of the assignments for EG101: English for Global Experience Gateway (RHIT), documented evidence, etc. 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 will not be considered for financial support by the University without documented evidence. (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 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.

11. Selection and Result Notification

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

- a) 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.
- b) Interviews for applicants who have passed the preliminary review will be implemented by the CfG, the CLR, etc.
- c) Results of the interviews will be notified to applicants who have passed the interviews.
- d) OSIP will submit a list of students who have passed the interviews to the President of the University. The president will notify successful applicants of the final results in writing.

※OSIP will register the applicant for “EG101: Global Experience Gateway (RHIT)” 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.

- a) In cases where false information is found in application documents.
- b) 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 Rose-Hulman Institute of Technology.

- c) In cases when the student delegate withdraws from the University of Aizu.
- d) 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.
- 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 when the student delegate does not submit assignments for EG101: Global Experience Gateway (RHIT), and in cases when the student delegates were absent from classes, programs, or events held at RHIT 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

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 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 documents of the previous year, his/her academic performance in the semester just 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
	—	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 f 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)