

August, 2021

University of Tsukuba Study Abroad Support Programs (Habatake! Scholarship)

CiC/DDPs Support Program

Application Guidelines for AY 2021

(2021 Supplementary Call Application)

Based on the agreements with CiC Partner Universities (Campus in Campus Partner Universities) or overseas universities that conduct DDPs (Double Degree Program, Joint Degree Program, etc.), University of Tsukuba encourages and financially supports students who wish to participate in an academic training, survey or research program. If you wish to receive scholarships, read the guideline below and apply.

①IMPORTANT①

- If you wish to participate in a short-term program at one of the CiC partner universities, apply to the school that conducts the program. (See 5-(2))

- 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).
 - *1 The university does not admit students' travels to countries at Level 2(*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-(4) 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 be registered as a full-time degree undergraduate or graduate program student of University of Tsukuba as of December 1, 2021 and must meet (1) or (2).

Eligible Students

Students who are recommended by the Chair of the college/course in accordance with:

- (1) the CiC Partner University or the DDPs Agreement
- (2) the CiC Partner University Agreement for a Short-Term Program planned by SGU Planning Committee and Global Commons or a school of University of Tsukuba.

Ineligible Students

- Students who are on a leave of absence, both upon application and during the travels and study abroad.
- MEXT scholarship recipients (except for a Short-Term Program at a CiC Partner University)
- International students of Double Degree Program and/or Joint Degree Program who are enrolled in University of Tsukuba. (However, students of Joint Degree Program are eligible to apply for this grant when going to the third country of the DDPs from University of Tsukuba.)

NOTE: If you apply for scholarships for a Short-Term Program, get approval of Dean of your school or Chair of your program for participation in advance.

2. Scholarship Period

The travel and the enrollment must start between December 1, 2021 and March 31, 2022 and end within one month.

NOTES:

- Extensions and change of the study period are not admitted.
- The study period may end in the next academic year if only it is indicated on the CiC Partner University Agreement or the DDPs Agreement.
- The travel for a Short-Term Program must start and end between April 1, 2021 and March 31, 2022 within one year.

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 (*1). However, departure must be made within the academic year and from Japan. To get approval, a request for change (*2) 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 (*3) immediately.

*1: This special treatment does not apply to CiC Short-Term Program.

*2, *3: Free format

3. Number of Scholarship Recipients

Approximately 50 students are eligible to receive scholarship in the 2021 academic year.

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

4. Scholarship Amount

(1) For CiC (Exchange Program) and DDPs Program

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

NOTES:

-The full monthly amount will be paid when:

- the study period 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.

(2) For Short-Term Program at a CiC Partner University planned by a school of University of Tsukuba

East Asia	Maximum Amount: ¥50,000
South East Asia, South Asia, Central Asia, Oceania	Maximum Amount: ¥100,000
Other areas	Maximum Amount: ¥150,000

⚠IMPORTANT⚠

-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 CiC Support Program and other awards for 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 scholarships or awards for the same study abroad program, you must relinquish the CiC Support Program scholarship or we shall revoke the offer.
 - You must return all the scholarship when you decline the offer after you became a recipient.
 - You must return the difference by adjusting per month in case the study period is shortened regardless of any reasons such as delay of the visa process or transportation circumstances.
 - The university does not pay cancellation fees for reserved airfare, hotel, etc. caused by travel cancellation or revocation of the scholarship 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 the case, ill or injured.
 - The university does not pay any cancellation fees when 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

(1) CiC (Exchange Program) and DDPs Program

Submit Application Form I by email and the other requirements in person to your course office or Academic Service Office.

- ◆ Application Form for CiC and DDPs (Excel) [Form1] (by email)
- ◆ A copy of the Agreement of DDPs (in person)
- ◆ The latest Academic Transcript (in person)
- ◆ A copy of the official score of a language proficiency test (in person)

Submit a copy of the language proficiency test score either (a) or (b) as much as possible. Make sure if you score is above the acceptance line of the host university. Submit a score copy of the language classes and academic advice will be given in:

- (a) English: TOEFL-iBT, TOEFLE-PBT or IELTS
- (b) another language: an official language proficiency test of the language such as Diplom Deutsch in Japan, APEF French Proficiency Test.

NOTE: Attach a proof document that your score passes the acceptance line for the study abroad or a document that explains the language level of your score. And if these documents are not written in English or Japanese, attach Japanese translation.

- (c) If you cannot submit neither (a) nor (b), submit a Language Proficiency Certificate [Form 2] written by a faculty member of the language education of University of Tsukuba.

(2) CiC (Short-Term Program)

If you wish to participate in a CiC short-term program, apply to the school that conducts the program.

6. Application Deadline and Place to Submit Documents

Application documents should be submitted by the Chair of the college/course to the Academic Service Office of the students' school/program 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 applications 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 June, 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 of University of Tsukuba who is in charge of student affairs based on the Committee's selection results. The final decision will be made by President of University of Tsukuba and the results will be informed to the Chair of the college/course. Note that 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) Students must submit CiC Support Program Report (Form 2) to the Academic Service Office within two weeks from the day of return. The approval of the report by the Chair the college/course is required before submitting to the office.

For a CiC Short-Term Program, the Chair the college/course is required to collect reports and submit them to the Academic Service Office.

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

(4) 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 ^{(*)1}, which is subject to the government's security and pandemic warnings ^{(*)2}, the travel may be cancelled and the support revoked. If the travel restriction for the country/area is issued after you arrived there, 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*

- (5) For the selection for CiC Short-Term Program, students who will earn credits are eligible for the scholarship.

9. Inquiry

-Academic Service Office

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