

August, 2021

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

Overseas Language Training and Academic Activity Support Program

Application Guidelines for AY 2021 (2021 Supplementary Call Application)

University of Tsukuba encourages and financially supports students who wish to participate in an academic activity such as foreign language training and a research work or survey related to their major field that is conducted overseas solely by a school of University of Tsukuba or together with other organizations. If you wish to receive a grant, read the guideline below and apply.

Application should be submitted by the Activity Program Director or the Co-organizer of the University of Tsukuba, not directly by students.

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 Refer to *Travel Guidelines for Students, Faculty Members and University Employees in Case of a Crisis Overseas by University of Tsukuba President*.

- 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 the Item 8-(4) of this guideline.

In case travel abroad is restricted due to the COVID-19 pandemic and you attend online university classes, conferences or training programs of overseas, 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 meet the criteria both (1) and (2) on the next page.

Students must be:

- (1) registered as a full-time degree undergraduate or graduate program student of University of Tsukuba as of December 1, 2021 and will participate in the whole period of a one-week to one-month academic activity such as a language training program, fieldwork or an internship conducted overseas.

NOTES:

-Programs longer than one month needs to be evaluated in advance by the Program Director or the co-organizer at University of Tsukuba and the vice president.

-The following students are NOT eligible to apply:

- Students who are on a leave of absence, both upon application and during the travels and activity
- International students of Double Degree Program and/or Joint Degree Program (DDPs)
- MEXT scholarship recipients who will participate fieldwork longer than one month

- (2) recommended by the Program Director or the Co-organizer at University of Tsukuba for respective programs considering that:

- the participation in the activity will motivate the student for the future long-term study in a foreign country
- the participation in the activity will give effects on the student's study
- the activity is related to the student's major field

- (3) be approved by Dean of your school or Chair of your course for participation for participation.

2. Grant Period

The travel and the activity must start and end between December 1, 2021 and March 31, 2022.

3. Number of Grant Recipients

Approximately 150 students are eligible to receive a grant in the 2021 academic year.

4. Grant Amount

East Asia	¥50,000
Other country/area	¥100,000

[The United Nations Organization Internships]

To participate in internship co-organized with the United Nations organizations (*), the following amounts as a part of the travel (travels to and from Japan) will be paid only when:

- the internship is conducted under the agreement with the United Nations,
- the university is requested by the United Nations to financially assist the participants,
- and the participation is confirmed.

East Asia	¥60,000
South East Asia, South Asia, Central Asia, Oceania	¥70,000
Other countries/regions	¥80,000

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

*The United Nations organizations:

Principal Organs (General Assembly, Security Council, Economic and Social Council, Trusteeship Council, International Court of Justice, Secretariat) and the subsidiary organs, as well as specialized agencies or related agencies which are so-called UN system or UN family.

⚠IMPORTANT⚠

- You must notify the university if you are applying for other awards for the same activity.
- You cannot receive both the scholarship of OLTAA 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 make sure that the use of the award and the purpose meet the criteria upon application and/or selection.)
- If it is found that you (will) receive any other awards for the activity, you must relinquish the grant or we shall revoke the grant offer.
- You must return all the grant in case you decline the offer after you became a recipient.
- 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, etc. 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) **Application Form** (Application for OLTAAs Support Program). [Form 1]

(2) **A copy of the program brochure and the poster**

They must include the program contents, dates, timetable and the name University of Tsukuba as the organizer or co-organizer.

(3) **A list of the students** who were selected based on the “1. Eligibility and Terms” -(2) including name, student ID number, school/course, grade, phone, email address, a language proficiency test score, study abroad experience [Form 2]

NOTE: Submit applications to the Program Director or the Co-organizer at University of Tsukuba. Students cannot directly apply for the grant.

6. Application Deadline and Place to Submit Documents

Application documents should be submitted online by Program Director or the Co-organizer at University of Tsukuba to the relevant Academic Service Office by Wednesday, October 20, 2021, 5:00 pm.

If the participants and itinerary are not decided by the deadline, contact one of the offices indicated in the Item 9. on the last page of this guideline.

7. Selection and Result

Grant recipients will be selected at the discretion of the Vice President in charge of student affairs after the Planning and Screening Committee at The International Exchange Support Office of Student Support Center reviewed applications. The final decision will be made by President of University of Tsukuba. The results will be informed to the Program Director or the Co-organizer at University of Tsukuba. 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) The Program Director or the Co-organizer at University of Tsukuba is required to collect reports ([Form 2]) from all the grant recipients within two weeks from the day of return to Japan 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) Students who will earn credits by participating in the activity may be selected to be recipients.

9. Inquiry

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