

2023
The University of Tokyo
Graduate School of Information Science and Technology
Doctoral Student Special Incentives Program
(IST-RA)
Application Guidelines

The goal of this program is to encourage outstanding doctoral students to take part in scientific research at The Graduate School of Information Science and Technology at The University of Tokyo (hereafter “this Graduate School”). Within this, the program’s aims are the promotion of scientific research, fulfilling research programs, and education of doctoral students as young researchers.

1. Eligibility

Those who meet any of the following criteria (however, prospective entrants in October 2022 and current students enrolled in September or October should replace “April 1, 2023” with “October 1, 2022”):

- ① Individuals who are, at the time of application, enrolled in a doctoral program at this Graduate School and plan to remain enrolled beyond April 1, 2023.
- ② Individuals planning or desiring April 1, 2023 admission to a doctoral program at this Graduate School.

However, students who fall under any of the following are not eligible:

- Students taking a leave of absence as of April 1, 2023.
- Students whose enrollment period exceeds the standard duration of study (excluding leaves of absence) as of April 1, 2023.
- Students who fit the exclusion criteria outlined in section #7 of this guideline regarding other scholarships.

Additionally, students enrolled at this Graduate School who are employed and receiving a salary are not eligible.

2. IST-RA: Number of Recipients and Monthly Salary Amounts

Number of recipients: Limited (number will be within the scope of the available budget)

Monthly salary amount: Outstanding Candidates Type A+ 120,000yen

Excellent Candidates Type A 60,000 yen

3. Selection Process

Selection will be conducted by a selection committee, with application documents (Application Form, Evaluation Form from expected academic supervisor) and course results and records as the basis for selection. Interviews may be required as well.

4. Payment Period

(1) April admission (including expected admission):

April 2023 to March 2024 (the first payment will be made in May 2023)

(2) September & October admission (including expected admission):

October 2022 to September 2023 (the first payment will be made in November 2022)

However, the standard length of the course of study, which has been established in article 2, clause 5 of The University of Tokyo Graduate School Rules and Regulations, cannot be exceeded.

5. Application Procedures

(1) How to apply

Upload the application documents (refer to "(2) Application Documents" below) on IST-RA Application System.

[Application period: **June 10 (Fri) - June 24 (Fri), 2022 (JST)**]

For details of Application System and application procedures, refer to following website.

Website of Graduate School of Information Science and Technology: Doctoral Student Special Incentives Program (IST-RA) URL https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/index_e.shtml
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(2) Application Documents

*Download the format for Form1 and Form2 from the website above.

1. Application Form (Form 1)

Fill out and upload the form on IST-RA Application System.

*Neither seal nor signature is required.

2. Evaluation Form from expected academic supervisor (Form 2)

Request the Evaluator (expected academic supervisor as of April 1, 2023) to fill out the form and to upload it following the instructions on IST-RA Application System.

*Neither seal nor signature is required.

3. Academic Transcripts (in all **undergraduate, master's, and doctoral** programs)

Upload electronic format of the transcript or scanned data of paper version on IST-RA Application System.

If the applicant is unable to submit academic transcript within the application period due to unavoidable circumstances, a document explaining the reason for this, or in the case that the transcript can be viewed online, a PDF version or a screenshot should be uploaded instead of the academic transcript.

*In order to prevent false applications, uploaded transcripts may be cross-checked with the academic records held by the University of Tokyo.

6. Selection Announcements and Acceptance Procedures

(1) Regardless of whether accepted or not, selection results will be announced between late July and early August 2022, to applicant's email address registered in IST-RA Application System.

(2) Accepted applicants will receive via e-mail both acceptance notification and acceptance

procedures information. If the acceptance procedures are not completed within the specific time period, the applicants will be considered to have declined.

7. Management with other scholarships and awards

(1) Any student who falls under one or more of these criteria at the start of IST-RA program is ineligible.

- ① Students receiving MEXT Scholarship for International Students
- ② Foreign government-sponsored students (including international students in the Chinese Government Graduate Student Overseas Study Program via the Chinese government)
- ③ Students supported by JSPS Research Fellowships for Young Scientists (Tokubetsu Kenkyuin)
- ④ Students receiving Special Scholarship for International Student recipients, University of Tokyo (The University of Tokyo Fellowships)
- ⑤ Recipients of scholarships or RA for WINGS from “Program for Leading Graduate Schools” or “International Graduate Program for Excellence”.
- ⑥ Fellowship students of “The University Fellowship Program for Science and Technology Innovations”.
- ⑦ Students supported by SPRING GX (The “Fostering Advanced Human Resource Development to Lead Green Transformation (GX)” project)
- ⑧ Recipients of any other type of scholarship or stipend in the monthly amount of 120,000 yen or more, for which there is no obligation to return.

Note) MEXT: Ministry of Education, Culture, Sports, Science & Technology
JSPS: Japan Society for the Promotion of Science

If, at the time of application, you fall under one of these criteria, but you stop receiving funds the month before IST-RA payment period starts, you may apply for IST-RA program. Applicants in this situation should note this on their application form and report their status during the first month of payments for IST-RA program.

(2) The following scholarships or financial support may be used in combination with IST-RA, as long as the rules for those scholarships or financial support do not prohibit it.

- ① Students receiving JASSO loan,
- ② Students receiving JASSO Honors Scholarship for Privately Financed International Students (Gakushu Shoureihi),
- ③ Students employed as technical or clerical assistants by the University of Tokyo,
- ④ Individuals working as RAs via the University of Tokyo’s Research Assistant Implementation Guidelines
- ⑤ Persons who are exempt from full or half tuition based on paragraph 1, Article 39 of regulations at the University of Tokyo,
- ⑥ Recipients of any other type of scholarships or stipend in the monthly amount of 120,000 yen or below, for which there is no obligation to return, and student loan recipients.

Before applying for IST-RA, all conditions of each program should be verified. In particular, students with scholarships/fund sources from public service organizations should

thoroughly examine conditions before applying.

For research assistants (RAs), the total salary in combination with IST-RA may not exceed 200,000 yen per month. If the total is in excess of 200,000 yen, IST-RA salary amount will be reduced.

8. IST-RA Award Recipient Responsibilities

- (1) Recipient of IST-RA program must apply for the JSPS (特別研究員) Research Fellowship for academic year 2024 in the spring of 2023. However, students who will complete a doctoral program between April 2023 and March 2024 (for individuals admitted in September or October, this period is between September 2022 and September 2023) are exempt from this rule.

Note: Individuals who neglect to complete this application may (upon failure to complete the application) have their acceptance to IST-RA program revoked and may be asked to return the salary they have received. In addition, they will no longer be eligible to apply for IST-RA.

- (2) Recipient of IST-RA program must submit a monthly report in specified format regarding research progress and status of scholarships they receive every month. Additionally, if a recipient has decided to accept funds from another scholarship, RA program, etc., and thus must withdraw from IST-RA program, the department office must be informed as soon as possible, along with the monthly report.

9. Precautions and Notes

- (1) If the necessary documents are not completed within the specified period, the application will not be accepted.
However, consideration will be given to applications that could not be submitted within the application period due to the impact of the spread of COVID-19.
- (2) Recipient must comply with the items stipulated in The University of Tokyo Graduate School of Information Science and Technology Doctoral Course Special Incentives Program (IST-RA) Guidelines.
- (3) If a false application is found, acceptance to IST-RA program may be revoked or applicants may be asked to return the salary they have received.
- (4) Even if an applicant scheduled to enroll in April or October is accepted to IST-RA program as a result of the selection, if the applicant fails to complete the admission procedures, acceptance to IST-RA program will be revoked.
- (5) This guideline is based on the academic calendar in use at the time of drafting. If any changes should occur in the academic calendar, payment periods and the related information will be determined in accordance with those changes.

May 2022

Graduate School of Information Science and Technology
The University of Tokyo