

2021  
The University of Tokyo  
Graduate School of Information Science and Technology  
Doctoral Student Special Incentives Program  
(IST-RA)  
Application Guidelines

This 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, individuals planning admission for September and individuals who will be enrolled in October should replace “April 1, 2021” with “September 24, 2020”):

- 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, 2021.
- ② Individuals planning or desiring April 1, 2021 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, 2021.
- Students whose enrollment period exceeds the standard duration of study (excluding leaves of absence) as of April 1, 2021.
- 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 Disbursement Amounts

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

Monthly disbursement 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 academic supervisor) and course results and records as the basis for selection. Interviews may be required as well.

#### 4. Payment Period

April admission (including planned admission): April 2021 to March 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.

For individuals planning admission for September and planning to enroll in October, the payment period is October 2020 to September 2021. 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

\*Applications to date have been paper-based, but for this period, applications are to be made electronically.

- ① All application documents must be submitted to the affiliated department office **electronically**.

\*Applicants for September 2020 should submit their documents to the department to which they are applying.

Application documents must be uploaded to the **URL** indicated by **each department office (accessible by the following URL, which will be published after the application period has begun) within the following application period**.

[https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/url\\_list.shtml](https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/url_list.shtml)

\*However, applicants should have **their prospective academic supervisor (evaluator) upload** the below-mentioned **“evaluation form from a prospective academic supervisor” (Form 2) via the same URL**.

(Applicants should request their evaluator to complete/upload the evaluation form (Form 2) in advance, and confirm with their evaluator that the upload has been completed.)

When uploading, **all application documents**, except for the evaluation form (Form 2), **should be compiled into a folder and compressed into a ZIP format. The folder should be titled “(Applicant’s name) 2021 IST-RA.”**

Applicants who do not know how to compress folders should refer to uploading manual.

<https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/>

- ② When all application documents have been uploaded, applicants must access the following

**Upload Completion Notification URL** within the below-mentioned application period and input/submit their name, affiliated (desired) department and e-mail address etc. (Applicants should send the Upload Completion Notification after first confirming that their evaluator has uploaded the evaluation form (Form 2).)

An **e-mail confirming receipt of the application documents** will be sent to the registered e-mail address between the end of the application period and June 30 (Tuesday).

[https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/url\\_list.shtml](https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/url_list.shtml)

- ③ The application period is from June 5, 2020 (Friday) to June 19, 2020 (Friday) at 4:00 PM.  
\*Be aware that **application documents cannot be uploaded outside of the application period**. (Applicants should inform their evaluator of this when requesting them to complete/upload an evaluation form.)

## (2) Application Documents

- ① Application Form (Form 1)

The required sections must be completed as specified by the Graduate School.

- ② Applicant Evaluation Form from an individual expected to be an academic supervisor in April 2021 (Form 2)

The evaluator (the individual expected to be an academic supervisor in April 2021) should complete this form in the way specified by the Graduate School and stamp or sign it. The evaluator should then **upload a scanned copy**.

NOTE: For individuals planning for admission in September and enrollment in October 2020, the evaluation form must be completed/uploaded by an individual expected to be an academic supervisor in September 2020.

\*If the applicant is **accepted**, the **evaluator** must submit **the original evaluation form (paper copy)** in a sealed envelope to the department offices of the applicant's affiliated (desired) department directly or via postal delivery.

Form 1 and Form 2 **should be downloaded via the following URL:**

<https://www.i.u-tokyo.ac.jp/edu/financial-support/ist-ra/>

In addition, Forms 1 and 2 **must be titled with the following:**

(Applicant's name) 1 2021 IST-RA Application Form

(Applicant's name) 2 2021 IST-RA Evaluation Form

- ③ Academic Transcripts (undergraduate, master's, and doctoral official results)

An electronic format of the transcript, or a scanned version of a written format, **must be titled with the following:**

(Applicant's name) 3 2021 IST-RA Transcript (undergraduate/master's/doctoral)

\*If the applicant is unable to submit their 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 of the results screen, must be uploaded instead of the academic transcript **with the following title:**

(Applicant's name) 3 2021 IST-RA Transcript (provisional)

Those applicants who are accepted will be asked to submit the original copy of their academic transcript (in printed format) following the notification of acceptance.

## 6. Selection Announcements and Acceptance Procedures

- (1) Selection results will be announced between late July and early August, 2020, via the e-mail addresses provided with the application form (Form 1).
- (2) Selected individuals will receive information regarding procedures via e-mail to be completed within a specific time period in order to accept the offer. If the outlined procedures are not completed within the designated time period, offers to applicants will be considered declined.

## 7. Management with other scholarships and awards

- (1) Any student who falls under one or more of these criteria at the start of the IST-RA incentive program is ineligible to participate in the IST-RA program.
  - ① 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 JSPS Research Fellowships for Young Scientists (Tokubetsu Kenkyuin)
  - ④ Special Scholarship for International Student recipients, University of Tokyo (Tokyo University Fellowships)
  - ⑤ Students receiving subsidies via the Program for Leading Graduate Schools
  - ⑥ 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.

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

- (2) The following scholarships/fund sources may be used in conjunction with this incentive program, except in cases where specific arrangements for scholarships not to be used with other plans have already been defined.

May be used in combination:

- ① Students receiving a 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.

Confirm all program details before applying to this incentive program. In particular, students with scholarships/fund sources from public service organizations should thoroughly examine conditions before applying.

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

## 8. IST-RA Award Recipient Responsibilities

- (1) Beneficiaries of the IST-RA program must apply for the JSPS (特別研究員) Research Fellowship for academic year 2022 in the spring of 2021. However, students who will complete a doctoral program between April 2021 and March 2022 (for individuals admitted in September or October, this period is between September 2020 and September 2021) are exempt from this rule. Note: Individuals who neglect to complete this application may (upon failure to complete the application) be asked to withdraw from the program and return funds they have received. Additionally, failing to complete the JSPS application will be considered as a requirement unfulfilled for this program, and will result in a declined application.
- (2) Beneficiaries of this incentive program must submit a monthly report in a prescribed style regarding research progress and other uses for the support funds they are provided with. Additionally, if a program beneficiary has decided to accept funds from another scholarship, RA program, etc., and thus must withdraw from the program, the applicable department office must be informed as soon as possible (beneficiary must still submit the monthly report).

## 9. Precautions and Notes

- (1) If the applicant does not provide all required documents within the acceptance 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 the novel coronavirus disease.

- (2) Program participants must comply with the items stipulated in The University of Tokyo Graduate School of Information Science and Technology Doctoral Course Special Incentives Program Guidelines.
- (3) If false statements are made in the information contained on the application form, applicants' participation in the program may be revoked, or they may be asked to return the funds they have received.
- (4) For individuals applying for admission in April or September, even if acceptance is granted (following selection results) and the 2021 entrance examination at this Graduate School is passed, if admission procedures are not completed, acceptance will be revoked.
- (5) This guide is based on the academic calendar in use at the time of document creation. If any changes should occur in the academic calendar, payment periods and the related information will be determined in accordance with those changes.

June 2020