2020
Graduate School of Engineering, The University of Tokyo
Doctoral Student Special Incentives Program
(SEUT-RA) Application Guidelines
(for April, regular doctoral course students)

This program within The Graduate School of Engineering at The University of Tokyo seeks to encourage excellence in graduate students by promoting advancement to doctoral courses and doctoral research with monetary support.

1. Eligibility
Those who meet any of the following criteria:
① Students who are, at the time of application, enrolled in a doctoral program at the University of Tokyo Graduate School of Engineering and plan to continue studies after April 1, 2020 as students.
② Those who have applied for April 1, 2020 admission to a doctoral program at the University of Tokyo Graduate School of Engineering (including applicants who have passed the primary examination on Application Schedule A and applicants who have applied for doctoral entrance examination Application Schedule B).

However, as a rule, students who fall under any of the following are not eligible:
・ Students taking a leave of absence as of April 1, 2020.
・ Students whose enrollment period exceeds the standard duration (three years) as of April 1, 2020. *Periods for leave of absence are excluded from the enrollment period
・ Students who fit the criteria outlined in section #8 of this guideline regarding other scholarships.

Additionally, adult students enrolled in graduate school who are employed and receiving a salary and individuals who began the SEUT-RA program in October 2019 and intend to continue in the program past April 2020 are not eligible.

Moreover, excluding individuals planning to complete doctoral courses between April 2020 and March 2021, spring 2020 applicants must agree to apply for the Japan Society for the Promotion of Science (JSPS) Research Fellowship program.

2. Divisions and Monthly RA Award Amounts

<table>
<thead>
<tr>
<th>Category</th>
<th>Monthly Amount (planned)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Candidates</td>
<td>SEUT-RA Type A</td>
</tr>
</tbody>
</table>
3. Selection Process
Selection consists of an examination of application documents (application form, evaluation form from academic advisor, and JSPS Research Fellowship evaluation results) and course results and records. Interviews may be required as well.
Following the assessment of submitted materials and applicable examinations, applicants for SEUT-RA Type A or SEUT-RA Type B may be accepted into SEUT-RA Type A, SEUT-RA Type B, or may be rejected.

4. Payment Period
April 1, 2020 to March 31, 2021.

5. Expected Number of Participants
Participants will be limited to the number of individuals possible to accommodate within the budget limits of this graduate school.

For reference, the below chart indicates the number of participants in April 2019.

<table>
<thead>
<tr>
<th>Category</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SEUT-RA Type A</td>
<td>27 people</td>
<td>20 people</td>
<td>13 people</td>
<td>60 people</td>
</tr>
</tbody>
</table>

NOTE: 1) Students who enroll in October are regarded as completing their academic year in September of the following year as of April, 2020.
NOTE: 2) Additional application guidelines for students who apply for admission to a doctoral program in September 2020 will be published after April 2020.

6. Application Procedures
(1) How to apply
   ① Application documents may be submitted directly to department offices or may be sent via postal mail.
   *Admission applicants for April 2020 should submit their documents to the department to which they are applying
   ② If sending documents by postal mail, all written documents should be placed in an A4 size envelope and mailed via “registered mail” at the post office. Please write “Application Enclosed for SEUT-RA” on the envelope.
③ The application period is from December 9, 2019 (Monday) to January 6, 2020 (Monday) at 4:00 PM (excluding periods when departments may be closed). Mailed documents must arrive no later than January 6, 2020 (Monday).

(2) Application Documents
(For SEUT-RA Type A and Type B)
① SEUT-RA Type A/SEUT-RA Type B Application Form (Form 1)
Please include one original and three copies.
This form must be printed double-sided.
② Evaluation Form from Current Academic Advisor (Form 2)
(Only required for Type A applicants)
Must be provided by current academic advisor and contain an evaluation. One original and three copies.
Use an A4 size envelope and on the outside, write the name of the applicant and the name of the academic advisor.
This form must be sealed in the envelope by the academic advisor.
③ Transcripts: undergraduate, master’s, and doctoral official results (one original and three copies)
④ Japan Society for the Promotion of Science Research Fellowship Program, Application Evaluation Results (applicable individuals only):
Students who applied for the 2020 JSPS Research Fellowship program and were not selected at the time of application to this program (the SEUT-RA program) must submit evaluation results. Log in to the JSPS online electronic application system website. At the login completion screen, applicants should see their evaluation results displayed (A, B, C, etc.), and should print these results onto an A4 piece of paper (four copies).
(Applicants for the JSPS Research fellowship who have had interviews but whose results have not yet been announced are not required to submit these results at the time of application to this program).
⑤ Envelope
Since results of the selection process will be sent via mail, please include an A4 sized envelope with the applicant’s name and address and attach a 120 yen stamp.

7. Selection Announcements and Acceptance Procedures
(1) In late February 2020, selection results will be announced to the applicants.
(2) The awardee will receive both a notification and information regarding procedures to be completed within a specific time period in order to accept the offer (transmission of bank account details, documentation submission, etc.). If the outlined procedures are not
completed within the designated time period, offers to applicants will be considered declined.

8. Management with other scholarships and awards

(1) Any student who falls under one of these criteria at the start of the SEUT-RA incentive program is ineligible to participate in the SEUT-RA program.

Ineligible students:

① MEXT Scholarship for International Students,
② Foreign Government sponsored students (including Chinese students in the “国家建设高水平大学公派研究生项目” by CSC),
③ JSPS Research Fellowships for Young Scientists (Tokubetsu Kenkyuin),
④ Special Scholarship for International Students recipients, University of Tokyo (Tokyo University Fellowships),
⑤ Students receiving subsidies from the MEXT “Program for Leading Graduate Schools” or UTokyo “WINGS: World-leading Innovative Graduate Study”,
⑥ Recipients of funding from the “Leadership Development Program for Ph.D.”

If, at the time of application, you fall under one of these criteria, but your benefits will end prior to April 1, 2020, you may apply for this incentive program. Applicants in this situation should note this on their application form and report their current status in April.

(2) The following scholarships 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 office assistants by the University of Tokyo,
④ RAs based on the Research Assistance Operational Guidelines of the University of Tokyo, excluding cases where students employed as RAs by the MEXT “Grant for Outstanding Graduate Institutions.”
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 scholarships with no obligation to return, and student loan recipients.

Before applying to this incentive program, all arrangements of each program should be verified. In particular, students with benefits from scholarships from various organizations
should thoroughly examine the details of their benefits before applying.
For scholarships with no obligation to return, that scholarship’s total monthly amount and the corresponding aid amount for that month from the SEUT-RA funding may not exceed 200,000 yen. If the total is in excess of 200,000 yen, the amount disbursed by SEUT-RA will decrease.
Additionally, the total amount per month for research work and research assistants (RA) to be disbursed via the SEUT-RA program cannot exceed 200,000 yen. If this limit is exceeded, the amount provided through the SEUT-RA program will decrease.

9. SEUT-RA Award Recipient Responsibilities
(1) Beneficiaries of the SEUT-RA program must apply for the JSPS (特別研究員) Research Fellowship for academic year 2021 in the spring of 2020. However, students who will complete a doctoral program between April 2020 and March 2021 are exempt from this rule.
Please note: Individuals who neglect to complete this application will (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 a 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, along with the monthly report.

10. Precautions and Notes
(1) If the applicant does not provide the required documents within the acceptance period, the application will not be accepted.
(2) Program participants must comply with the items stipulated in The University of Tokyo Graduate School of Engineering and Research Doctoral Course Special RA System Guidelines.
(3) If false statements are made in the information contained on the application form, applicants may cancel their participation in the program or give back the support funds they have received.

December 2019