

*Announcement of 2013 ITO Awards  
for the Students of  
The University of Belgrade*

**ITO FOUNDATION  
FOR  
INTERNATIONAL EDUCATION EXCHANGE**

## About the Scholarship

### ● Scholarship awards :

1. Outfit Allowance : ¥250,000
2. Living Stipend : ¥160,000 per month
3. Tuition : Actual amount (not exceeding ¥2,000,000 per year)
4. Travel Expenses : Actual amount (not exceeding the limit for each fiscal year)

- Number of Recipients : 1      ● Duration of Scholarship : Maximum of 2 years

## Application Procedures

### ● Eligibility for Application :

Applicants must meet the following conditions :

1. That they have been recommended by the University of Belgrade.
2. That they are nationals of Serbia intending to enter a university or an equivalent organization in Japan as regular or research students of graduate schools (a master's program) from the fall of 2013.

The field of research is not limited.

3. That their academic records and characters are excellent and that they need financial assistance.
4. That they are able to attend the orientation session after they arrive in Japan as scholarship recipients of the Foundation.

※ It is preferable that applicants can speak and read Japanese to some degree; however, it is not mandatory .

### ● Method of Application :

Applicants should send by airmail the following documents to the Foundation.

1. Prescribed application form (4 sheets of A4 sized paper)
2. Two ID photos (size should be 2 inches by 1.5 inches) -- glue one photo to the application form. One's name should be written on the back of the second photo and attached to the application form with a paper clip.
3. Transcript of grades.  
Submit official academic transcripts from all colleges and universities the applicant has attended, beginning with undergraduate education.  
Photocopies will not be accepted.
4. One official letter of recommendation from applicant's academic advisor at the University of Belgrade.
5. Please write a study proposal, describing the following 7 items by Microsoft Word.
  - (1) Abstract of your graduation thesis or the research subject you have mostly focused on at the University of Belgrade (300~500 words)
  - (2) The theme and content of your research in the Japanese university
  - (3) How your research can contribute to society
  - (4) Significance to conduct the research at a graduate school in Japan
  - (5) The reason why you chose your first-choice Japanese university  
(Please summarize (2)~(5) in 500~700 words )
  - (6) Your plan after completing a graduate study in Japan (50~200 words)
  - (7) What you would like to achieve as an ITO scholarship student (50~200 words)

6. Admission to Japanese university where the applicant will study (only for those who have obtained it)

Submit a copy of the acceptance letter. If the applicant has not been accepted yet at the time of application, make sure to fill in information regarding application deadlines.

- Note :**
1. We recommend that you should contact universities which you plan to apply for soon because Japanese universities tend to close their application period very early, and acquire the information on application deadline of each university and other necessary information to apply to them smoothly.
  2. Do not bend the application form when you return it to the Foundation.
  3. Application forms and accompanying documentation shall not be returned to the applicants.
  4. Registering at Japanese universities where scholarship recipients are admitted to, visa applications, and any housing arrangements they need to make are solely the responsibility of the recipients. Please note that the Foundation is involved in only the scholarship award.

● **Application deadline :** [REDACTED]

Selection Process

● **Method of Selection :**

Recipients will be selected by the Foundation's selection committee on the basis of application materials and relevant documents.

● **Selection of Recipient :**

After the selection committee examines the application papers, the Chairperson of the Foundation will finalize the selection upon the consent of the board of trustees, on condition that the recipient shall complete the submission of the following documents and that he/she will arrive in Japan by the end of October, 2013.

1. Written Pledge
2. Other certificates and documents the Foundation regards necessary

● **Notification of Selection :**

Notification of selection shall be sent to the University of Belgrade in December.

Additional Information

● **Orientation :**

Scholarship recipients will be given an orientation session to explain about necessary procedures. The Foundation will contact the students and decide on when to hold the orientation after the recipients' arrival date in Japan is fixed.

● **Documentation Requirements During the Scholarship Period:**

The recipients must submit the following documents during and at the end of the scholarship period :

1. Certificate of enrollment at the university (once every academic year)
2. Research report and abstract (once every year)
3. Report on student life (once every half year)
4. Certificate of academic records (once every academic year)
5. Final report

● **Requirement of Reporting Changes :**

Scholarship recipients must notify the Foundation any of the following occur, prior to such occurrence.

1. Change in name, address and/or other major items stated in the application form.
2. The recipient moves away for an extended period of time from the residence stated in the document filed after coming to Japan.
3. The recipient leaves Japan for any period, long or short.
4. The recipient takes a leave of absence from, transfers from or leaves the university.
5. The recipient receives notice of suspension from the school or other disciplinary action.

● **Suspension or Termination of Scholarship :**

In any of the following events, the Scholarship will be suspended or terminated :

1. Any falsehood has been discovered in the information provided in the application form and/or accompanying documents.
2. The recipient has repeatedly violated any of the provisions set forth by the Foundation and has not shown a conscientious effort to improve.
3. The recipient has taken a leave of absence from, transfers from or leaves the university.
4. The recipient has received a scholarship or other privileges from other institution(s) than this Foundation.
5. The recipient has been found to be unworthy of receiving a scholarship from the Foundation due to poor academic performance and/or general conduct.
6. The recipient has significantly harmed the Foundation's reputation.

● **Return of Scholarship :**

In the event of any of the items listed in the preceding section, or in the event of any of the following items, the recipient shall return all or part of the scholarship money that has been awarded :

1. The recipient has left Japan for his/her personal reasons. The amount to be returned will be the living allowance corresponding to the period of absence.
2. Other circumstances deemed reasonable for the return of scholarship.

● **Request from the Foundation :**

We strongly wish to create a lasting relationship with our scholarship students after they have completed their scholarship periods. We will greatly appreciate your cooperation as advisers to future scholarship students.