Call for Applications

October 24, 2016

The 2017 Summer Exchange Research Program (SERP) at Tokyo Tech (Inbound)

Tokyo Institute of Technology (Tokyo Tech) is currently accepting applications for the 2017 **S**ummer **E**xchange **R**esearch **P**rogram (SERP) from undergraduate and graduate students at SERP partner universities. We welcome diligent, creative, and independent engineering students who will be a favorable influence upon research activities both at their home universities and at Tokyo Tech.

Overview
1) *Tokyo Tech*, the top national university for science and technology in Japan with a history spanning more than 130 years, has formulated a new education system which was launched in April 2016 with the aim of becoming one of the world's top 10 research universities. Tokyo Tech continues to develop global leaders in the fields of science and technology, and contributes to the betterment of society through its research, focusing on solutions to global issues.
2) *SERP* is a research-oriented summer exchange program designed to encourage engineering students to become internationally active in the future. It provides creative individuals with the opportunity to be involved in the research of a topic of their own choice under faculty supervision in both inbound and outbound programs. Moreover, the program provides valuable opportunities for those who would like to broaden their own research field in different settings.

Partner universities (as of October, 2016)
1) University of Minnesota
2) University of Wisconsin-Madison
3) University of California, Santa Barbara
4) The Pennsylvania State University
5) Imperial College London
6) University of Cambridge
7) University of Oxford
8) University of Southampton
9) University of Warwick
10) Ecole Polytechnique
11) Pierre and Marie Curie University (UPMC)
12) RWTH Aachen
13) Technical University of Madrid (UPM)

School Affiliation at Tokyo Tech
A) School of Engineering
   http://www.titech.ac.jp/english/about/organization/schools/organization02.html

B) School of Materials and Chemical Technology
   http://www.titech.ac.jp/english/about/organization/schools/organization03.html

C) School of Environment and Society
   http://www.titech.ac.jp/english/about/organization/schools/organization06.html

The 2017 SERP Inbound Nomination

Eligibility (at time of application)
Master's and PhD students and undergraduate students in their final year who are enrolled in the partner institutions that have signed MOU agreements within the scheme of SERP are eligible for application. Those in their gap year, or who have already graduated from said institutions or have already participated in SERP in previous years are not eligible.

Research Period
Three months starting from June or July, 2017

Note: Those who wish to attend a Japanese course and/or a High-Tech Japan course (see "Courses and Credits" on page 3) must enroll in June.

Arrival day at Tokyo Tech
a) Those enrolled in June must arrive at Tokyo Tech during the first or second week of June.
b) Those enrolled in July must arrive at Tokyo Tech during the last week of June, or the first or second week of July.

Note: An orientation for new students will be held in the week of or the week following arrival (subject to change)

Last day of research at Tokyo Tech
Students must complete their research by the day before the start date of the 3rd quarter in 2017 (mid-September)

Visa and Status of Residence
With the assistance of Tokyo Tech, all SERP students, including those from visa waiver countries, are required to obtain a Japanese student visa immediately after receiving their acceptance notification into this program.
http://www.titech.ac.jp/english/graduate_school/international/stay.html
http://www.titech.ac.jp/english/graduate_school/international/information.html
http://www.titech.ac.jp/english/campuslife/support/data/02residence_card27.pdf

Tuition Fee
Students accepted into this program are exempt from paying tuition.

Bursary from Tokyo Tech
None

Flight
Students must pay for and arrange their own flights to and from Japan.

Accommodation
Tokyo Tech's housing for international students is limited, and therefore we cannot guarantee rooms for everyone. Upon receiving the requests, the Student Support Division will arrange the accommodations and notify students of the results and details one month before the starting date. Please note that students should prepare an alternative housing plan in case they are not admitted into our dormitory. The International Cooperation Office and the Student Support Division will also assist in this process by introducing potential options as requested.
http://www.titech.ac.jp/english/enrolled/dormitories_and_accommodations/dormitories.html

Insurance
A) It is mandatory for all exchange students to enroll in the Tokyo Tech on-campus accident insurance scheme and to make premium payments thereof upon arrival. This costs about JPY 1,340 (subject to change without notice).
http://www.titech.ac.jp/english/enrolled/disaster/insurance.html
http://www.titech.ac.jp/english/campuslife/support/data/3-52006.pdf

B) Short-term exchange students such as those of SERP are also requested to join the National Health Insurance System of Japan when they register their residency at the nearest ward office.
http://www.titech.ac.jp/english/graduate_school/international/information.html
http://www.titech.ac.jp/english/campuslife/support/data/03national_health27.pdf

C) Medical/Travel insurance for the duration of the program is also highly recommended to cover students while traveling to/from Japan as well as during their off campus events in Japan.

Laboratory Affiliation at Tokyo Tech
A) Students are required to belong to a lab and to be supervised by a host professor.
http://www.titech.ac.jp/english/graduate_school/international/life.html

B) Applicants and their institutions do not have to contact Tokyo Tech to look for a host professor prior to application. This will be arranged for the students by faculty members of Tokyo Tech Engineering Schools. Please inform the parties concerned of this policy.

Courses and Credits
Class attendance is not mandatory for SERP students, but those who wish to take part in the courses listed below are recommended to register within the specified period of time (to be announced). SERP students cannot officially earn credits at Tokyo Tech. However, the Institute will issue academic transcripts to students at the end of each quarter so that they may transfer credits to their own university.

A) Japanese course (level-classified, from beginner to intermediate)
http://js.ila.titech.ac.jp/en/Japanese_Subjects.html

B) High-Tech Japan (four visits to leading companies following a one-time orientation)
For example, in 2016, the following organizations were visited:
1) Railway Technical Research Institute
2) JFE Steel Corporation
3) NTT Science and Core Technology Laboratory
4) Trash incinerator and TEPCO electrical generator
http://www.eng.titech.ac.jp/english/international/activities/hitechjapan.html

Workshop/ Research Presentation
◆ Multidisciplinary International Student Workshop (MISW)
Students present their summer research results. Awards are given for the best oral and poster presentations of the workshop.
http://www.aotule.eng.titech.ac.jp/MISW/2016/index.html

Culture/ Socializing events
There is a wide variety of lively events held at Tokyo Tech that SERP students can join (if space is available).
For example, in 2016, the following events were held:
A) Tea ceremony
B) Japanese calligraphy
C) Japanese music instruments
D) Origami

Tentative Schedule for SERP 2017   *(subject to change)*

Activity	June	July	Aug	Sep
Arrival & Orientation	★	★		
Japanese course	⇔			
Factory Tours (High Tech Japan)	⇔	⇔		
Lab research	⟷	⟷		
Workshop (MISW)			☆	
Departure			★	★

Application procedures and deadlines

http://www.titech.ac.jp/english/graduate_school/international/exchange/other.html#outline_of_application_procedure

Stage	Procedure of each university / each candidate student	Procedure of Tokyo Tech	Deadlines/Time Frames
#1	*Each university* nominates up to **two or three students** and sends a list of the nominee names and their application documents including: A) CV B) List of three professors under whom the applicant would like to be supervised at Tokyo Tech http://www.titech.ac.jp/english/graduate_school/faculty/ C) Research topic (free-style format) the applicant would like to conduct under his/her selected supervisor		By Monday, January 16, 2017 To Int'l Cooperation Office Tokyo Tech serp@jim.titech.ac.jp
#2		Reviews the applications and notifies each university of the candidate selection	By late January, 2017
#3	*Students* access the online application site and submit the required documents		For the program beginning **in June, 2017** -By February 10, 2017 For the program beginning **in July, 2017** -By March 10, 2017 https://form.gsic.titech.ac.jp/ryu/
#4		Reviews the documents and applies for a COE at the Immigration Bureau	3~6 weeks
#5		Mails the Official Acceptance Letter and COE to each student	3~7 days
#6	*Students* bring their Official Acceptance Letter and COE to an embassy/consulate to apply for the visa in their country		7 days
#7		Arrange accommodations and notify students of the arrangements (upon request by students)	A month before the starting date

Notes

1) In principle, participants are prohibited from leaving Japan during the program for security/safety reasons. Should they temporarily travel overseas from Japan for a reasonable cause, please notify all of the following.
   A) Academic supervisor
   B) Student Support Division (please submit the "Notification of Overseas Travel by a Foreign Student")
   C) Student Exchange Division
   D) International Cooperation Office
   E) Program Coordinator at home university

2) Participants must dedicate themselves to research and attend courses (if applicable). Cancellations, no shows or tardiness to the courses or events for which they have applied are NOT acceptable.

Disclaimers

Tokyo Tech and the International Cooperation Office of Engineering Schools will neither bear any responsibility nor provide assistance to nominees/participants for any damages or losses incurred under the following instances.

1) Nominees are rejected from participating in this program because they do not meet the requirements

2) Nominees or participants fail to submit necessary documents

3) Participants fail to obtain a passport and/or visa (for personal reasons), are refused entry into the country at immigration, or enter the country without a designated visa or status of residence for the program

4) Participants suffer from damages due to accidents, disease, food poisoning, natural disasters, war, riots, theft, unforeseeable social problems, or force majeure during, before or after the program

5) Participants fail to observe laws, ordinances, or regulations, and/or act against public order and morals at Tokyo Tech and in Japan

6) Nominees or participants are asked to discontinue their studies at the laboratory or their stay at their accommodations, and/or are forced to withdraw from the program and leave Tokyo Tech as a result of causing problems

7) Participants suffer from damages due to theft, accidents intentionally or negligently caused by themselves or others, or damage to articles or buildings intentionally or negligently caused by themselves or others

8) Participants fail to take out an insurance policy or are unable to verify their insurance coverage

9) Participants fail to respond to emails, etc. from the International Cooperation Office or other departments at Tokyo Tech (be sure to provide us with an email address of which you have daily access)

Person in Charge

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Contact for Inquiries

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