



Call for Applications

The 2018 Summer Exchange Research Program (SERP) at Tokyo Tech (Inbound)



Tokyo Institute of Technology (Tokyo Tech) Engineering Schools are currently accepting applications for the 2018 **Summer Exchange Research Program (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 2017)

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

Schools accepting exchange students at Tokyo Tech

- A) [School of Engineering](http://www.titech.ac.jp/english/about/organization/schools/organization02.html)
<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)
<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)
<http://www.titech.ac.jp/english/about/organization/schools/organization06.html>

The 2018 SERP Inbound Nomination

Eligibility (at the time of enrollment at Tokyo Tech)

Undergraduate students in their final year, master's students, and PhD students who are enrolled in partner institutions that have signed MOU agreements within the scheme of SERP are eligible for application. In addition, applicants expected to be in the final year of their undergraduate program during the SERP research period, but are not at the time of application, are also eligible.

Those in their gap year, those who have already participated in SERP previously, and those who have already graduated from the abovementioned institutions – including those who are PhD students at the time of application but expected to complete the degree program before the SERP research period – are not eligible.

Research Periods

Participants can engage in their research as Tokyo Tech students during the following periods:

- 1st Cohort: from June 1 to August 31
- 2nd Cohort: from July 1 to mid-September

Note:

- The start and end dates of your time at Tokyo Tech can be discussed and decided with your host professor, as long as the terms stated in the sections “Arrival day at Tokyo Tech” and “Last day of research at Tokyo Tech” (see below) are observed.
- Those in the second cohort must complete their research before the start date of the 3rd quarter (TBA), but will retain their status as Tokyo Tech students until September 30.
- Applicants wishing to stay more than 3 months (the first cohort only) to fulfill internship/practicum requirements of their home university are required to submit an official document verifying this necessity. This should be done at the same time their university sends its list of applicants to Tokyo Tech’s International Cooperation Office of the Engineering Schools, which is stage 1 of the application procedure (see “Application procedures and deadlines”, #1- D) on page 5).
- Those who wish to attend an intensive Japanese conversation 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) 1st Cohort: During the first or second week of June
- b) 2nd Cohort: 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 following arrival (subject to change)
- Those joining the 2nd cohort may arrive as early as the last week of June, but the days before July 1 will not be counted as part of the research period.

Last day of research at Tokyo Tech

Students must complete their research before the start date of the 3rd quarter in 2018 (mid-September) (to be announced).

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

Tuition Fee

Students accepted into this program are exempt from paying program fees and tuitions.

Bursary from Tokyo Tech

None

Flight

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

Accommodations

- Students are responsible for paying their own dormitory and rental fees.
- 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.
- For successful dormitory housing applications, Tokyo Tech will not accept requests regarding dormitory preference before or after a room has been arranged. Students who do not wish to live in the dormitory arranged for them will be responsible for finding alternative accommodations. Please note that faculty members (including host professors) of Tokyo Tech Engineering Schools and the SERP Office will not serve as guarantor on real estate contracts.

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>
- 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/graduate_school/international/information.html
- 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.

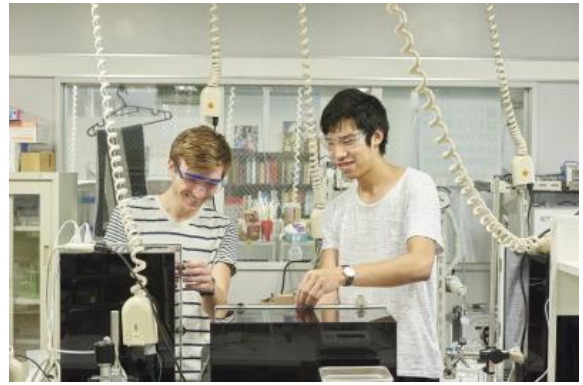
Laboratory Affiliation at Tokyo Tech

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

Note:

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) Intensive Japanese conversation course (For beginners)
http://js.ila.titech.ac.jp/en/japanese_Subjects.html



- B) High-Tech Japan (four visits to leading companies following a one-time orientation)
<http://www.eng.titech.ac.jp/english/international/activities/hitechjapan.html>
For example, in 2017, the following organizations were visited:

- 1) Railway Technical Research Institute
- 2) JFE Steel Corporation
- 3) NTT Science and Core Technology Laboratory
- 4) J-Power Isogo thermal electric power plant



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/2017/index.html>



Culture/ Socializing events

There are a wide variety of lively events held at Tokyo Tech that SERP students can join (if space is available). For example, in 2017, the following events were held:

- A) Japanese calligraphy
- B) Japanese music instruments
- C) Visit to an elementary school
- D) Singing Japanese songs a cappella

Note:

When participating in the events organized by Tokyo Tech, please refrain from last-minute cancellations or no-shows, as well as attending without registration.



Tentative Schedule for SERP 2018 (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 C) Research topic (free-style format) the applicant would like to conduct under his/her selected supervisor D) Copy of internship terms for those who wish to stay more than three months (the first cohort only)		By Monday, January 8, 2018 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, 2018
#3	Students access the online application site and submit the required documents		For those who enroll in June, 2018 -By February 10, 2018 For those who enroll in July, 2018 -By March 10, 2018 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 confidentiality relating to research, 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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