

Call for Applications

The 2020 Summer Exchange Research Program (SERP) at Tokyo Tech (Inbound)

Tokyo Institute of Technology's (Tokyo Tech) Engineering Schools are currently accepting applications for the 2020 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.

1. 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.

2. Partner universities (as of October, 2019)

- 1) University of Cambridge
- 2) University of Oxford
- 3) University of Southampton
- 4) University of Warwick
- 5) University of Wisconsin-Madison
- 6) University of California, Santa Barbara
- 7) Sorbonne Université (UPMC)
- 8) École Polytechnique
- 9) RWTH Aachen University
- 10) Technical University of Madrid (UPM)
- 11) Karlstad University

3. Schools accepting exchange students at Tokyo Tech

- 1) [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>
- 2) [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>
- 3) [School of Environment and Society](https://www.titech.ac.jp/english/about/organization/schools/organization06.html)
<https://www.titech.ac.jp/english/about/organization/schools/organization06.html>

The 2020 SERP Inbound Nomination

Please note that Tokyo will host the Summer Olympic and Paralympic Games from July 22 until September 6, 2020, and they are expected to affect students participating in this program (e.g. flight bookings, finding accommodations, commutes, etc.). Those interested in the program should consider these circumstances before applying.

4. Eligibility (at the time of enrollment at Tokyo Tech)

Undergraduate students in their final year (or junior), 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.

5. Research periods

Participants can engage in their research for three months during the following periods:

- 1st Cohort: from June 1 to August 31
- 2nd Cohort: from July 1 to September 29
- 3rd Cohort: from August 1 to October 30
- 4th Cohort: from September 1 to November 24

Note:

- 1) The period in which a student will be enrolled will be from the first day of the first month to the last day of the last month at Tokyo Tech (E.g. June 1, 2020 - August 31, 2020). The exact start and end dates at Tokyo Tech can be discussed and decided with students' host supervisor as long as the terms stated in the sections "Arrival day at Tokyo Tech" (see below) are observed.
- 2) Applicants wishing to stay more than 3 months 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 the 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).
E.g.) From mid-June to mid-September is regarded as 4 months
- 3) Those who wish to take Survival Japanese and/or the High-Tech Japan course (see "Courses and Credits" on page 3) must enroll in the program beginning in June.

6. Arrival at Tokyo Tech

During the first or second week of the month in which the program begins.

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

7. Visa and Status of Residence

For the 2020 SERP program, Tokyo Tech will NOT arrange the Certificate of Eligibility (COE) for SERP students from visa waiver countries. Please note the following disadvantages to entering without a student visa for a short-term stay (landing permission only).

Short-term stay

<On campus> The student will not be eligible to apply for the following:

- 1) Tutor services
- 2) Activities as a TA or RA

<Off campus> The student will not be eligible to apply for the following:

- 1) National health insurance
- 2) Part-time job
- 3) Open a bank account

- 4) Purchase a cell phone
- 5) Permission for re-entry

For those who are not from visa waiver countries, we will arrange COE as usual so that they will be able to apply for a student-visa.

http://www.titech.ac.jp/english/graduate_school/international/stay.html
http://www.titech.ac.jp/english/graduate_school/international/information.html

8. Tuition and fees

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

9. Funding from Tokyo Tech

None

10. Flights

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

11. Accommodations

For the year 2020 only, Tokyo Tech will NOT arrange university dormitories for SERP students. They will be responsible for arranging and paying for their own accommodations and rental fees. Please refer to the site below regarding private accommodations for international students.

Shared House Listings: <http://www.iad.titech.ac.jp/housing/en/shared/>

Note: Faculty members (including host professors) of Tokyo Tech Engineering Schools and the SERP Office will not serve as guarantor on real estate contracts.

12. 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 having a student-visa 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.

13. 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's Engineering Schools. Please inform the parties concerned of this policy.

14. 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 (to be announced). SERP students cannot officially earn credits that go toward completing a program or degree at Tokyo Tech. However, the Institute will issue an academic transcript to students at the end of the program so that they may transfer credits to their own university. For the 2020 SERP program, only students who enroll in the June session are eligible to take the courses below.

- A) Survival Japanese (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 2019, the following organizations were visited:

- 1) [RIKEN](#)
- 2) [JFE Steel Corporation](#)
- 3) [TDK](#)
- 4) [Railway Technical Research Institute](#) (RTRI)

15. Certificate of Research and Certificate of Enrollment

SERP students who wish to may obtain a Certificate of Research (proof of conducting their research projects) at Tokyo Tech by following the necessary procedures at the end of their research period.

SERP students may also receive a Certificate of Enrollment, which usually takes three to four days after requesting its issuance.

16. Workshop/Research presentation: Multidisciplinary International Student Workshop (MISW)

This workshop, organized by the Engineering Schools, is intended to encourage innovation across disciplines and promote cross-cultural understanding among international exchange students and Tokyo Tech students. Participants are required to give a presentation on their own research or a related topic either as an oral or poster presentation as well as attend all sessions at the workshop. Awards will be given for the best presentations after their evaluation. SERP students are encouraged to participate.

<http://www.aotule.eng.titech.ac.jp/MISW/2019/index.html>

17. Culture/Socializing events

There are a wide variety of fun events held at Tokyo Tech that SERP students can join (if space is available).

For example, in 2019, the following events were held.

- Japanese Culture Experience (Flower arrangement and tea ceremony)
- Summer Party (SERP inbound and outbound students' networking event)

Note:

- For the 2020 SERP program, please note that we are only able to offer certain activities to those who enroll in June (see table below).
- When participating in the events organized by Tokyo Tech, please refrain from last-minute cancellations or no-shows, as well as attending without registration.

18. Tentative schedule for SERP 2020 (subject to change)

Activity	June	July	Aug	Sep	Oct	Nov
Arrival & Orientation	★	★	★	★		
Japanese Language Course (Survival Japanese)	★↔					
Factory Tours (High Tech Japan)	↔					
Lab research	→		→	→	→	
Int'l 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	<p><i>Each university</i> nominates up to two or three students and sends a list of the nominee students' particulars and their application documents including:</p> <p>A) CV (Please make sure to include the information below)</p> <ol style="list-style-type: none"> 1) Nationality 2) University and Dept. of the student's undergraduate (if the nominee is a postgraduate) <p>B) Research topic (free-style format) the applicant would like to conduct under his/her selected supervisor</p> <p>C) Copy of internship terms for those who wish to stay more than three months (only applicable to the first cohort)</p>		<p>By Monday, January 6, 2020</p> <p>To Int'l Cooperation Office Tokyo Tech serp@jim.titech.ac.jp</p>
#2		Reviews the applications and notifies each university of the candidate selection	By late January, 2020
#3	<i>Students</i> access the online application site and submit the required documents		<p>For those who enroll in June, 2020 -By February 5, 2020</p> <p>For those who enroll in July, 2020 -By March 5, 2020</p> <p>For those who enroll in August, 2020 -By April 5, 2020</p> <p>For those who enroll in September, 2020 -By May 5, 2020</p> <p>https://form.gsic.titech.ac.jp/ryu/</p>
#4		Reviews the documents Applies for a COE at the Immigration Bureau (if applicable)	3~6 weeks
#5		Mails the Official Acceptance Letter and COE (if applicable) to each university	3~7 days
#6	<i>Students</i> bring their Official Acceptance Letter and COE to an embassy/consulate to apply for the visa in their country (if applicable)		7 days
#7	<i>Students</i> arrange accommodations & flights and notify SERP Office of the information		

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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Contact for inquiries

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