東京工業大学
Tokyo Institute of Technology

Engineering Schools
Int'l Exchange Team
SERP Office

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Call for Applications

The 2021 Summer Exchange Research Program at Tokyo Tech

Tokyo Tech SERP 2022

The Schools of Engineering at Tokyo Institute of Technology is seeking undergraduate and graduate students from partner universities to participate in the 2022 Summer Exchange Research Program (SERP). We welcome hardworking, creative, and independent engineering students We welcome creative, self-reliant engineering students who will have a positive impact on the research activities of both their home university and Tokyo Tech.

1. Overview

1) ***Tokyo Tech***, the top national university for science and technology in Japan with a history spanning more than 140 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 prepare engineering students for international careers in the future. This program provides creative students with the opportunity to engage in research on a topic of their choice under the guidance of faculty members in both the inbound and outbound programs. In addition, this program provides a valuable opportunity for those who wish to expand their research field in a different environment.

2. Partner universities (as of October 26, 2021)

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
12) University of the Basque Country

3. Schools accepting SERP exchange students at Tokyo Tech

1) School of Engineering
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

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

Please note that the arrangements below are subject to change depending on COVID-19 pandemic situations.

Tokyo Tech SERP 2022
Inbound Nomination

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

- Final year (or third year) undergraduates, masters students, and doctoral students enrolled at partner institutions that have signed MOU agreements within the SERP scheme are eligible to apply. Applicants are also eligible if they expect to be in their final year of undergraduate studies during the SERP research period.

- 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. Enrollment Period

SERP students are accepted for 3 months during the following periods:

- 1st Period: From June 1 to August 31
- 2nd Period: From July 1 to September 30
- 3rd Period: From August 1 to October 31
- 4th Period: From September 1 to November 30

Note:

1) The exact 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.

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 their university sends its list of applicants to Tokyo Tech’s International Exchange Team of the Engineering Schools, which is stage 1 of the application procedure (see “Application procedures and deadlines”, #1- D) on page 5).
E.g.) Starting from mid-June through mid- September is regarded 4 months

3) Those who wish to attend High-Tech Japan course (see “Courses and Credits” on page 3) **must enroll in June**.

6. Arrival day at Tokyo Tech

Participants are requested to arrive at Tokyo during the first week of their enrollment month.

Note:

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

2) Students may arrive before the enrollment month but the month will not be counted as part of the enrollment period.

3) Students must consider when to arrive/depart according to the possible check-in/check-out time and dates of the accommodation.

7. Last day of research at Tokyo Tech

Students must complete their research before the end date of Third Quarter (late-Nov.) in 2022. (TBA)

8. Visa and Status of Residence

According to Border enforcement measures to prevent the spread of novel coronavirus (COVID-19), it is not currently allowed to stay on temporary stay visa (no visa) even for those who are from visa waiver countries.
(https://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)
All the participants in SERP2022 are supposed to submit a COE application form (necessary document for visa application) as well as the Written Pledge prescribed by the Ministry of Foreign Affairs of Japan (MOFA) in order to enter Japan on a residence visa (student visa in this case here). In the Pledge, students must acknowledge to

- Take their temperature daily for 14 consecutive days before entering Japan
- Take a PCR test within 72 hours before departure from their home country, obtain certified pre-entry PCR negative test results from a medical facility, and submit the test results at the time of entry to Japan
- Take out private medical insurance before entering Japan
- Take a PCR test again when entering Japan
- Arrange accommodation or a place of residence before departure and will stay there during the 14-day self-isolation period, and additionally, arrange transportation from the airport to my accommodation before departure and will not use public transportation.
- Report the results of daily health check to the local public health center for 14 days after arrival
- Refrain from unnecessary and non-urgent outings, and avoid close contact with others as much as possible during the 14-day self-isolation period

These measures are subject to change depending on the COVID-19 infection status at the time.

9. Tuition Fee

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

10. Bursary from Tokyo Tech

None

11. Flight

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

12. Accommodations

1) Students are responsible for paying their own dormitory and rental fees.

2) Tokyo Tech's housing for international students is limited, and therefore we cannot guarantee rooms for everyone, but there is a possibility to assign a boarding hostel affiliated to the Institute under the operation and management of a private corporation. Further details, such as how to apply for the lodgings, will be announced later.
[Boarding hostels affiliated to the Institute] Subject to change
https://www.titech.ac.jp/english/student-support/students/dormitories-and-accommodations

3) 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.
Below is a list of shared houses under the operation and management of private corporations.
[Shared Houses]
http://www.iad.titech.ac.jp/housing/en/shared/

13. Insurance

1) 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). Please note that these insurances will not cover present and past illnesses.
http://www.titech.ac.jp/english/enrolled/disaster/insurance.html

2) 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.
https://www.titech.ac.jp/english/graduate_school/international/information.html

3) 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. Please be advised to take out a travel insurance covering medical expenses for COVID-19-related incidents.

14. 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.

15. 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 check below URL occasionally and register within the specified period of time. SERP students cannot officially earn credits at Tokyo Tech. However, the Institute will issue academic transcripts to students at the end of the program so that they may transfer credits to their own university.

A) Survival Japanese (Intensive Japanese conversation course for beginners)

B) High-Tech Japan (four visits to leading companies following a one-time orientation)
http://www.eng3.e.titech.ac.jp/~inter/inter-e-hitech.html
For example, in 2019, the following organizations were visited:
1) RIKEN: https://www.riken.jp/en/
2) JFE Steel Corporation: https://www.jfe-steel.co.jp/en/index.html
3) TDK: https://www.tdk.com/en/index.html
4) Railway Technical Research Institute (RTRI): https://www.rtri.or.jp/eng/

16. Certificate of Research (a diploma-type certificate) and Certificate of the Period of Enrollment

- SERP students may obtain the Certificate of Research (the proof of achievement with regard to their research projects) at Tokyo Tech by following the necessary procedures at the end of their research period. *Optional

- SERP students may also receive the Certificate of the Period of Enrollment as an International Exchange Student, which usually can be issued 3-4 days after the application. *Optional

17. Workshop/ Research Presentation: Multidisciplinary International Student Workshop (MISW)

The Engineering Schools organize this workshop in order to encourage innovation across disciplines via a research-based workshop and promote cross-cultural understanding among international exchange students and Tokyo Tech regular students. Participants are expected to present their own research or a related topic in either oral or poster presentation format and attend all sessions at the workshop. To encourage high quality presentations, all presentations are evaluated and awards are

given for the best oral/poster presentations. SERP students' participation is highly welcomed.
http://www.aotule.eng.titech.ac.jp/MISW/2021/index.html

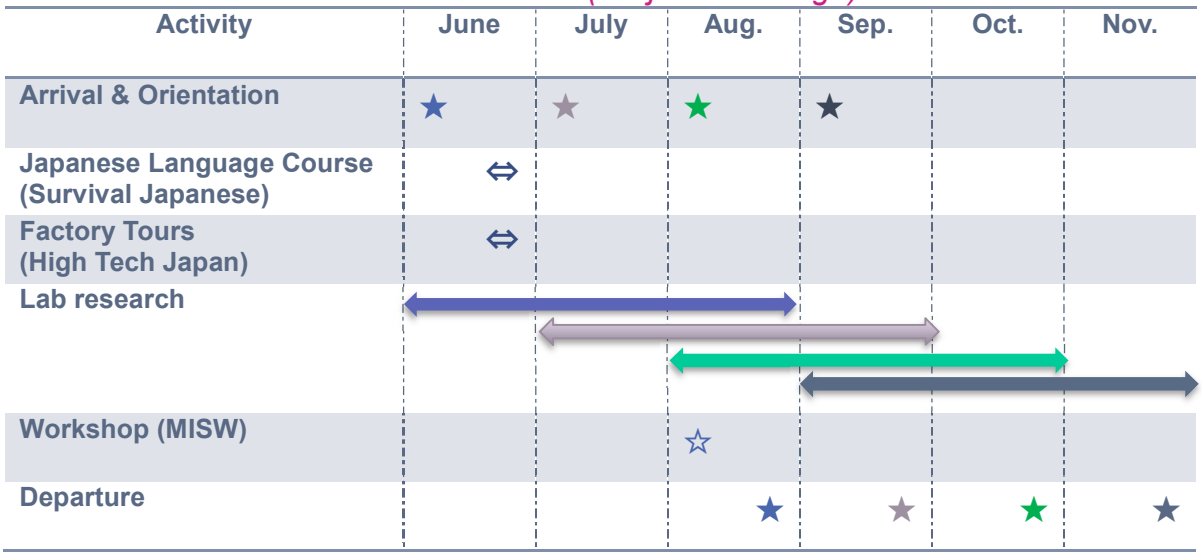
18. Culture/ Socializing events

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

19. Tentative Schedule for SERP 2022 *(subject to change)*



20. 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	***Coordinator at each university*** nominates up to **two or three students** and sends a list of the nominee students' particulars and their application documents including: A) CV (Please make sure to include the information below) 1) Nationality 2) University and Department of the student's undergraduate (if the nominee is a postgraduate) B) Research topic (free-style format) the applicant would like to conduct under his/her selected supervisor C) Copy of internship terms for those who wish to **stay more than three months**		By **January 4, 2022** To International Exchange Team Tokyo Tech serp@jim.titech.ac.jp
#2		Reviews the applications and notifies each university of the candidate selection	By late January, 2022
#3	***Students*** access the online		For those who enroll **in June, 2022**

	application site [A] and submit the required documents [B] Application Documents 1) Official Transcript of the applicant's Academic Record in English 2) Recommendation Letter from the Applicant's Home University 3) Verification of Student Status at the Applicant's Home University 4) Photocopy of the Applicant's Passport 5) Official Test score report from TOEFL, TOEIC, IELTS, or equivalent document 6) Photograph		-By **February 5, 2022** For those who enroll **in July, 2022** -By **March 5, 2022** For those who enroll in **August, 2022** -By **April 5, 2022** For those who enroll in **Sep., 2022** -By **May 5, 2022**
#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 university	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 (depending on the country)
#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) Host supervisor at Tokyo Tech
   B) Student Support Division at Tokyo Tech
   C) Student Exchange Division at Tokyo Tech
   D) International Exchange Team (SERP Office), Tokyo Tech
   E) Program Coordinator(s) 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.

21. Disclaimers

Tokyo Tech and the International Exchange Team 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 Exchange Team or other departments at Tokyo Tech (be sure to provide us with an email address of which you have daily access)

22. COVID-19

The COVID-19 situation is changing at a rapid pace. Please stay up to date.
https://www.titech.ac.jp/english/enrolled/health/coronavirus.html

Contact for Inquiries

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