



# Call for Applications

## Summer Exchange Research Program at Tokyo Tech Tokyo Tech SERP 2024

Tokyo Institute of Technology (Tokyo Tech) Engineering Schools are currently accepting applications for **Summer Exchange Research Program (SERP) 2024** from undergraduate in their final year 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 November 1, 2024)

- 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
- 13) University of Rome Tor Vergata

### 3. Three Engineering Schools for SERP exchange student at Tokyo Tech

- 1) School of Engineering
- 2) School of Materials and Chemical Technology
- 3) School of Environment and Society

### 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. Enrollment Period

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

- 1) From June 1 to August 31
- 2) From July 1 to September 30
- 3) From August 1 to October 31
- 4) From September 1 to November 30

#### Note:

- 1) The exact start and end dates of your research at Tokyo Tech can be consulted with your host supervisor, as long as you adhere to the conditions described in the "Tokyo Tech Arrival Date" and "Tokyo Tech Research



End Date" (see below).

- 2) If you wish to stay for more than 3 months due to an internship or practical training at their home university must submit official documents to prove it. This should be sent together with the Nomination List by your home university to the Tokyo Tech International Exchange Team, and is the first step in the application process ("Application Procedures and Deadlines" #1-D on page 5).

*\*Please note that Tokyo Tech counts the period of study abroad from the 1st to the 30th/31st of the month as one month, so for example, study abroad from mid-June to mid-September would be 4 months.*

- 3) Those who wish to attend High-Tech Japan course (see "Courses and Credits" on page 3) **must enroll in June and be required to attend all sessions and reports submission.** (to be determined)

## 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 2024. (TBA)

## 8. Visa and Status of Residence

All the participants in SERP 2024 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).

## 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 Dormitory 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 can arrange alternative accommodations by themselves through the below agency. Please note that faculty members (including host professors) of Tokyo Tech Engineering Schools and the SERP Office will not be as guarantor on real estate contracts. Below is a list of shared houses operated and managed by private companies which is often rented by International Student of Tokyo Tech.

**[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) SERP are also requested to join the National Health Insurance when they register their residency at the nearest ward office. Payment will be made before your departure, cost around 4,000 yen for three months.  
[https://www.titech.ac.jp/english/graduate\\_school/international/information.html](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.

### 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](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. Academic Record

Class attendance is not mandatory for SERP students, but June enrollment students can take the below courses listed. SERP students cannot officially earn credits at Tokyo Tech. However, the academic transcripts will be issued 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) (to be determined)

### 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/2023/index.html>

#### 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 2023, the following events were held.

- 🚩 Japanese Culture Experience (Kendo Practice)
- 🚩 Elementary school visit

**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.



## 18. Application procedures and deadlines

[http://www.titech.ac.jp/english/graduate\\_school/international/exchange/other.html#outline\\_of\\_application\\_procedure](http://www.titech.ac.jp/english/graduate_school/international/exchange/other.html#outline_of_application_procedure)

Step	Procedure of each university/ each candidate student	Procedure of Tokyo Tech	Deadlines/Time Frames
#1	Nomination list, student details and application forms sent to Tokyo Tech from partner universities including: A) CV with Nationality and University name and Department  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 <b>January 5, 2024</b> To International Exchange Team Tokyo Tech ko.intl@jim.titech.ac.jp
#2		Reviews the applications and notifies each university of the candidate selection	By late January, 2024
#3	<b>Students</b> access the online application site <sup>A)</sup> and submit the required documents <sup>B)</sup>  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		For those who enroll in <b>June, 2024</b> -By <b>February 5, 2024</b>  For those who enroll in <b>July, 2024</b> -By <b>March 5, 2024</b>  For those who enroll in <b>August, 2024</b> -By <b>April 5, 2024</b>  For those who enroll in <b>Sep., 2024</b> -By <b>May 5, 2024</b>
#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	<b>Students</b> 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

Participants are expected to devote themselves to their research. If you register for a course, you must attend, and please note that cancellations, unexcused absences, or late arrivals after registration will not be accepted.



## 19. Disclaimers

Tokyo Tech and the International Exchange Team of Engineering Schools will neither bear any responsibility nor aid 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)