

November 18, 2015

To: Department Chairs in the Graduate School of Engineering

Prof. Kikuo Kishimoto  
Dean, Graduate School of Engineering

**Call for Applications: Graduate School of Engineering**  
**International Exchange Programs (Outbound)**

This letter is to announce a call for applications for the Graduate School of Engineering International Exchange Program (Outbound). Students who seek to apply for the exchange program are requested to submit the following documents to the International Cooperation Office, Graduate School of Engineering **by 17:00, Wednesday January 6th, 2016.**

Applicants will be interviewed **in the afternoon of Wednesday January 13th.** The interview details/times will be notified to the applicants after the submission due date. **Exchange applications for C1-C4 categories are the scope of this call.**

Please note that students applying must read through the detailed information provided on the following website and comply with the written guidelines.

<http://www.eng.titech.ac.jp/english/international/iep.html>

**Application Documents**

- ① [Application Form](#) \*Please use the latest version.
- ② English CV (Free format. But you may use [Sample CV](#))
- ③ Copy of the Evidence of English Language Proficiency Test (TOEFL/TOEIC score sheet — There is a possibility that other English Qualifications such as IELTS etc may be required for those who are willing to study in the UK)
- ④ Academic Record Certificate (English)(The certificate must include the academic

record of previous year. In case of M1 student, the student must attach the academic record from the undergraduate years)

### **How to Submit Your Application**

Hard copies of above documents ①②③④ must be handed in to the International Cooperation Office, Graduate School of Engineering. Documents ①② must also be sent by e-mail to [ko.intl@jim.titech.ac.jp](mailto:ko.intl@jim.titech.ac.jp)

### **Location where Applications are to be Submitted:**

Ms. Hiromi Tasaki, Coordinator

International Cooperation Office, Graduate School of Engineering  
H227B (Room #27B, 2<sup>nd</sup> Floor, the Main Building)

Phone#: 3969 Email: [ko.intl@jim.titech.ac.jp](mailto:ko.intl@jim.titech.ac.jp)

### ***【For those who wish to apply for the Department of Materials, University of Oxford】***

Please note that those who are willing to apply for the Department of Materials, University of Oxford must additionally submit the document #⑤ described below.

### **Application Documents**

- ① [Application Form](#) \*Please use the latest version.
- ② English CV (Free format. But you may use [Sample CV](#))
- ③ Copy of the Evidence of English Language Proficiency Test (TOEFL/TOEIC score sheet)
- ⑤ Academic Record Certificate (English) (The certificate must include the academic record of previous year. In case of M1 student, the student must attach the academic record from the undergraduate years)
- ④ **A List of 4 Research Projects and Supervisors:** a document listing the priority research projects and supervisors from no.1 to no.4, which are selected from the following website. Also provide the reasons why you select those projects and explain your research intentions.

Projects Available:

<http://www.materials.ox.ac.uk/admissions/postgraduate/newprojects.html>

### **How to Submit Your Application**

Hard copies of above documents ①②③④⑤ must be handed in to the International Cooperation Office, Graduate School of Engineering. Documents ①②⑤ must also be sent by e-mail to [ko.intl@jim.titech.ac.jp](mailto:ko.intl@jim.titech.ac.jp)

## Application Guideline

<p>Program Outline</p>	<p>The Graduate School of Engineering offers an international exchange programs with five categories: C1 through C5, which provide successfully nominated students with partial funding of the outbound international exchange cost.</p> <p>Based on the Graduate School of Engineering International Exchange Funding Policy, financial support is provided for :</p> <ol style="list-style-type: none"> <li>1) exchange students who participate in research under supervision of professors in the host university.</li> <li>2) exchange students who conduct research other than on his/her own degree-based research topic in order to broaden his/her research field.</li> </ol> <p>Note that the following restrictions apply and are not permitted to receive funding.</p> <ol style="list-style-type: none"> <li>1) joint research between an overseas university and Tokyo Tech</li> <li>2) research related to one's thesis</li> <li>3) an academic exchange focusing on acquiring course credits by taking classes</li> </ol>
<p>Call for Applications</p>	<p>Call for applications for categories C2, C3, and C4 are opened for 3 times a year and nomination interviews are generally held in January, June and October. Announcement is made via the School of Engineering Website as well as through notification to each department head. Nomination interview for C1 is held only in January. For C5, application and nomination will be held as needed.</p>
<p>Qualification</p>	<p>Graduate students who belong to the Graduate School of Engineering at the time of dispatch are eligible. If you have been actively participating the international activities or classes held by the Graduate School of Engineering or the University, such experience will be taken into consideration in the nomination process and please note it in the application.</p> <p>For universities in categories C1 and C2, only those students with a GPA of 2.3 and above are eligible.</p>
<p>Language Requirement</p>	<p>Applicants must satisfy the language ability with above TOEFL (iBT) 70 and/or TOEIC 650. If your score is below this level but you have a specific ability such as that you speak local language (e.g., French, German), or that you can demonstrate better English conversation ability than the actual score, you may attach a rationale statement to the application.</p>

Nomination Method	Fact to face interview in English. (In case of a large number of applicants, document screening may be held.)
Outbound Funding Expense	<ul style="list-style-type: none"> <li>• Round trip travel expense and/ or scholarship may be provided based on the nomination interview results;</li> <li>• Payment of expense for VISA is NOT provided;</li> <li>• For Japanese Government-funded scholarship students, only the round trip travel fee is funded at the cost;</li> <li>• Although exchange expenses may be funded with other scholarships, the total amount of the funding will be adjusted.</li> </ul>
Important Note	<ul style="list-style-type: none"> <li>• Students must carefully determine the period for the overseas stay, taking into consideration of the classes, exam periods and holidays at Tokyo Tech. The International Cooperation Office in the Graduate School of Engineering will not coordinate with professors who are in charge of classes/courses at Tokyo Tech. It is the student's responsibility to coordinate such issues.</li> <li>• Applicants for category C2 must take into account the fact that some universities require completion of an application about 3 months prior to the enrollment.</li> </ul>

**Grade Requirement :** Students applying for the universities in C1~C4 categories must calculate their GPA of previous year based on the following calculation method and write the GPA on the application. For universities in categories C1 and C2, only those students with GPA 2.3 and above are eligible.

**How to calculate the Grade Point Average (GPA)**

	Evaluation Criteria				
4 Grade Evaluation (Pattern 1)	—	Excellent	Good	Fair	Fail
4 Grade Evaluation (Pattern 2)	—	A	B	C	F
4 Grade Evaluation (Pattern 3)	—	100~80	79~70	69~60	59 or less
5 Grade Evaluation (Pattern 4)	100~90	89~80	79~70	69~60	59 or less
5 Grade Evaluation (Pattern 5)	S	A	B	C	F
5 Grade Evaluation (Pattern 6)	A	B	C	D	F
Grade Evaluation Point (GEP)	3	3	2	1	0

$$\frac{(\text{Number of Credit for GEP3} \times 3) + (\text{Number of Credit for GEP2} \times 2) + (\text{Number of Credit for GEP1} \times 1) + (\text{Number of Credit for GEP0} \times 0)}{\text{Total Number of Credits}}$$