

# Course Calendar

2012.....2013



## One-year Exchange Program

• *Short-Term Exchange  
Program in  
Science and Engineering  
at  
Tokyo University of  
Agriculture and Technology  
STEP@TUAT*

• *Short-Term Program  
for  
Researching  
at  
Tokyo University of  
Agriculture and Technology  
SPRING@TUAT*

*International Center  
Tokyo University of Agriculture and Technology*

## ***STEP@TUAT & SPRING@TUAT***

*Short-Term Exchange Program in Science and Engineering (STEP@TUAT).*

*STEP Course is for undergraduate and graduate students who want to **take classes**.*

*Short-Term Program for Researching (SPRING@TUAT)*

*SPRING Course is for graduate students who want to **do research** at TUAT.*

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# **Short-Term Program for Researching@TUAT Program Guide**

*(For graduate students who want to do research)*

## **(1) Objectives**

- (1) To provide international students with opportunities for research regarding the latest industry and technology in Japan.
- (2) To contribute to the development of science and technology through cooperative research and work with international students.
- (3) To give a better understanding of Japan to international students, and turn out competent individuals familiar with Japan so that they can work in international fields.

## **(2) Outline**

- (1) The program starts in October.
- (2) The number of students enrolled is about 5.

## **(3) Academic Calendar (2012-2013)**

Fall Semester	October 1, 2012 - March 31, 2013
Spring Semester	April 1, 2013 - September 30, 2013

## **(4) Admission Requirements**

- (1) Applicants must be enrolled in master program or doctor program at overseas institutions which have concluded an academic exchange agreement or the student exchange agreement with TUAT as of **Oct. 1, 2012**.
- (2) Applicants must be enrolled in master program at their home institutions as of **Sept. 30, 2013**.
- (3) A basic knowledge of Japanese language is not an essential requirement for the SPRING@TUAT students. Applicants must, however, be proficient in English. Non-native speakers of English should submit the results of TOEFL or other equivalent documents.

## **(5) Student Status at SPRING@TUAT**

Special Research Graduate Student (Doing research in the laboratory)

## **(6) Admission Process for Special Research Graduate Student**

Students interested in SPRING@TUAT should contact the International Exchange Office of your home institution for information about SPRING@TUAT and find an academic advisor at TUAT with the help of your professor or the International Exchange Office of your home institution. When you airmail us the following documents, please be reminded to include correspondence records with your future academic advisor at TUAT, such as copies of e-mails, showing the agreement of acceptance by the academic advisor in a package of your application.

The following documents are necessary for application:

- (1) Completed SPRING@TUAT Application for Admission for Special Research Graduate Student.
- (2) Completed Certificate of Enrollment for TUAT issued from the Home Institution.
- (3) Transcript of Academic Record.
- (4) Explanation for Grade System of (3) with an authorized signature.
- (5) Two recommendation letters written by the faculty members of the home institution. The letters should be written in either Japanese or English.
- (6) Completed Health Certificate (in English).
- (7) Result of TOEFL or other equivalent documents (for nonnative speakers of English).
- (8) Copies of Passport and ID (Students who have a passport must attach the copy to the application).
- (9) If you want to apply for the JASSO Scholarship, completed application form for the JASSO (Form 3-3) “Student Exchange Support Program (Scholarship for Short-Term Study in Japan).”
- (10) Copies of correspondence records with TUAT Advisor.

### **Note:**

**Applications for SPRING@TUAT 2012-2013 should reach Tokyo University of Agriculture and Technology in a complete package containing all the above documents by March 2, 2012.**

We request the applicants to refrain from applying for the JASSO scholarships concurrently with other Japanese universities.

TUAT will select the students to be admitted to SPRING@TUAT from among the applicants, and will notify the applicants and their home institutions of the results.

## **(7) Immigration Procedures**

Before coming to Japan, prospective students will need to obtain a “College Student” (Ryugaku) visa issued by the Japanese Embassy or Consulate in their country of residence.

We will send a certificate or a letter of acceptance to students who are officially accepted to SPRING@TUAT. Concurrently TUAT will request Japanese Immigration Bureau to issue a Certificate of Eligibility for Status of Residence (CESR) for each student. CESR will serve as a proof of student status when the student applies for the visa which is a requisite for entering Japan as a student. The process of obtaining CESR takes time and the certificate usually does not come until the last moment. Applicants should follow the advice of the Japanese diplomatic office in their home country concerning the procedure for obtaining the visa.

## **(8) Health Insurance**

SPRING@TUAT students must join a comprehensive health and personal accident insurance plans arranged by the university, the National Health Insurance, Disaster and Accident Insurance for Students Pursuing Education and Research, **Personal Liability Insurance for Students and Membership of University Student Union.**

## **(9) Accommodation**

There are two International Student Houses on campus for the student herself or himself. We also have a home stay program for international students.

## **(10) Mailing Address for Application**

All SPRING@TUAT application materials should be sent to:  
SPRING@TUAT Coordinators' Office, International Center  
Tokyo University of Agriculture and Technology  
2-24-16 Naka-cho, Koganei, Tokyo 184-8588, Japan

### **Note:**

**Only the documents of the application mentioned above sent by post are acceptable. In other words, we cannot accept the application sent by e-mail as attachment.**

FAX: +81-42-388-7775

E-mail: [springat@cc.tuat.ac.jp](mailto:springat@cc.tuat.ac.jp)

## **(11) Web Site**

Information regarding TUAT may be found on our web site:

**<http://www.tuat.ac.jp/~spring/>**

**(12) Closing Date**

**Your application package should reach the coordinator of SPRING@TUAT by Friday, March 2, 2012.**

**Appendix:**

If an action by a student among the Short-Term Program for Researching students is admitted to be against public order and standards of decency, the student shall be disciplined.

# **JASSO Scholarship**

Each Year the Japan Student Services Organization (JASSO) offers scholarship to the students of the Student Exchange Support Program (Scholarship for Short-Term Study in Japan) for which SPRING applicants are eligible to apply. The program is intended to promote student exchange between universities in Japan and their overseas partner institutions, thereby mutually enhancing the quality of their educational and scholastic activities while promoting understanding and friendship between the countries participating.

## **(1) Requirements**

The scholarship is open to students who are enrolled in regular courses of study at institutions of higher education outside of Japan until the end of SPRING@TUAT, and who meet the following conditions:

- (1) Students must be enrolled at the institutions having concluded an academic / student exchange agreement with TUAT.
- (2) Students must possess the nationality of the country established diplomatic relations with Japan.
- (3) Students should not have Japanese Nationality.
- (4) Students must achieve **2.30** grade points or over in JASSO Grade Calculating System. (Refer to the calculating formula below)
- (5) Students must demonstrate that they will benefit from studying in Japan, and are required to produce a clear study plan with regard to their studies at TUAT.
- (6) Students must, for reasons of financial difficulty, be unable to finance their studies in Japan independently.
- (7) Students must, upon completion of the term of exchange, return to their home institutions to resume their studies or to be awarded their degrees.
- (8) Students must not have previously been recipients of this scholarship.

## **JASSO Grade Calculating System**

### Point Values per Grade Scale

(Rounded off to three decimals places)

Scale	Grade				
4-grade scale (Pattern 1)	—	Excellent	Good	Average	Fail
4-grade scale (Pattern 2)	—	A	B	C	F
4-grade scale (Pattern 3)	—	100~80	79~70	69~60	59~0
5-grade scale (Pattern 4)	100~90	89~80	79~70	69~60	59~0
5-grade scale (Pattern 5)	S	A	B	C	F
5-grade scale (Pattern 6)	A	B	C	D	F
Point value	3	3	2	1	0



## Calculating Formula

$$\text{Total Grade Points: } \frac{(a \times 3) + (b \times 2) + (c \times 1) + (d \times 0)}{\text{Total number of credits } (a + b + c + d)}$$

a: Number of credits of point value 3    b: Number of credits of point value 2  
c: Number of credits of point value 1    d: Number of credits of point value 0

\*To get total grade points, multiply each point value by its number of credits

## (2) Financial Aid by JASSO Scholarship

Monthly Stipend (JASSO)	80,000 JPY*
Travel Expenses (JASSO)	Not provided
Relocation Allowance (JASSO)	Not provided
Tuition	Waived for students from the institutions which have concluded a mutual tuition waiver contract with TUAT.

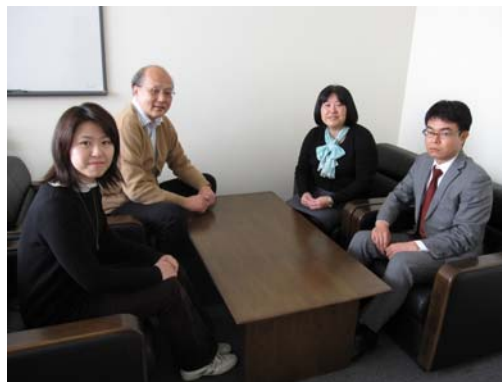
\* The amount is subject to change by the Budget **2012** of the Japanese Government.

## (3) Application Method and Closing Date

Students wishing to apply for a JASSO scholarship award must submit both JASSO and SPRING@**2012-2013** application forms to TUAT through their home institutions by **Friday, March 2, 2012**.

## (4) Prohibition

It is not allowed to apply to more than one institution for JASSO Scholarship admission at the same time. It is also not allowed to apply to Monbukagakusyo Scholarship (Japanese Government Scholarship) at the same time.



# SPRING@TUAT FAQ

## 1. Application

**Q1:** I found a mistake in the application form which I had already sent. Can I correct the mistake?

**A1:** Please send a mail or an e-mail to the coordinator as soon as possible. In case of sending message through e-mail, please use your own registered account which you specified in the 1st page of the application form. To avoid troubles we may refuse accepting messages from unregistered accounts unspecified on the original application document.

**Q2: I am not a student of a TUAT sister university. Can I apply to the program?**

**A2:** No, you can't. Our program is open for the students from TUAT sister universities.

## 2. Selection

**Q1: How many exchange students will be enrolled in this program?**

**A1:** The total number is about 20 for STEP@TUAT 2012-2013 program, about 5 for SPRING@TUAT 2012 – 2013.

**Q2: So how many students will be enrolled from each sister university?**

**A2:** “Theoretically”, according to the bilateral contract between each sister university and TUAT, the maximum number of the students who can be enrolled in this program is 3 or 5. However, since there are more than **80 sister universities**, the final number of the students from each university will be strongly influenced by the total number of applications.

**Q3: Who will select the students?**

**A3:** There are 2 stages of selection. The first stage is at the screening committee of TUAT. There is an additional stage at JASSO (Japan Student Services Organization) if you also apply for JASSO scholarship.

## 3. Expenses

**Q1: How much will I spend at the beginning?**

**A1:** You will spend “AT LEAST”,

3,000 JPY: Bus> Narita Int’l Airport - Shinjuku (on arrival)

290 JPY: Train> Shinjuku - Campus (on arrival)

10,000-15,000 JPY: Bedclothes (on arrival or next day)

1,000 JPY: Disaster and Accident Insurance (=GAKKENSAI)(for 1 year, on arrival)

1,990 JPY: Personal Liability Insurance for Students (=GAKUBAI) (for 2 years on arrival)

5,000 JPY: Membership of University Student Union (=SEIKYO) (for 1 year on arrival as a deposit)

10,000 JPY: National Health Insurance (approx., for 1 year, after the guidance)

5,000 JPY: Traveling Expense for field work tour (after the guidance)

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36,280-41,280 JPY: Total

**Q2: How much will I spend monthly?**

**A2:** You will spend,

12,300-13,500 JPY: Housing

3,000 JPY: Water and Electricity (approx.)

40,000 JPY: Food (approx.)

Some JPY: Laundry  
Some JPY: Transportation Expenses  
Some JPY: Textbooks and Studying Materials

**Q3: What are the monthly housing expenses?**

A3: We have 2 International Houses.

Koganei International House> Share Bathroom, WC in each room

4,700 JPY: Rent

4,600 JPY: Fee for Common Service

15,000 JPY: Cleaning for Room (at the time of leaving)

3,000 JPY: Monthly Deposit (Oct. 2012 - Jul. 2013)

Fuchu International House> Bathroom in each room.

5,900 JPY: Rent

4,600 JPY: Fee for Common Service

15,000 JPY: Cleaning for Room (at the time of leaving)

3,000 JPY: Monthly Deposit (Oct. 2012 - Jul. 2013)

Monthly Deposit may be refunded when you leave.

**Q4: What are the monthly transportation expenses?**

A4: TUAT has 2 campuses, Fuchu and Koganei. The courses are held at both campuses. Between 2 campuses, it will take 40 min by walk, 20 min by bicycle and 30 min by public transportation (buses and trains).

**Q5: Must I bring some money?**

A5: You should bring some amount of JPY. For the case of former students, they brought 9,000 to 100,000 JPY (55,000 JPY, average). We recommend you to bring about 50,000 JPY if possible. For the expenses at the beginning and at urgencies, you had better prepare JPY in advance.

**Q6: What is the exchange rate?**

A6: 1 US\$ = 78 JPY (As of Dec.15,2011)

**NOTE!! The costs may change without notice.**

## **4. Results**

**Q1: When can I know the results whether I am selected as an exchange student or not?**

A1: There are several stages of selection. Screening by the committee of TUAT (March-April 2012) and JASSO (May 2012). The final results will be informed to you by e-mail and air-mail by middle of June 2012.

## **5. JASSO Scholarship**

**Q1: Do you accept STEP/SPRING@TUAT students without JASSO scholarship.**

A1: Yes, we do. Application to JASSO scholarship is an option and we also welcome students who do not require JASSO. The following table explains the comparison of conditions with/without JASSO scholarship. For more details, contact the program coordinator.

Term	With JASSO Scholarship	Without JASSO Scholarship
	From Oct. 01, 2012 to Sep. 30, 2013	From Oct. 01, 2012 to Sep. 30, 2013
TUAT Tuition and Entrance Fees	Waived	Waived
Accommodation	On-Campus International House (Single Room, approx. JPY15,000 with Water & Electricity)	On-Campus International House (Single Room, approx. JPY15,000 with Water & Electricity)
Travel Expenses to and from Japan	Paid by the Exchange Student	Paid by the Exchange Student
Airline Ticket to and from Japan	Arranged by the Exchange Student	Arranged by the Exchange Student
Document for Visa Application 1: Certificate of Eligibility	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Document for Visa Application 2: Certificate of Admittance	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Document for Visa Application 3: Certificate for Expenses	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office based on the documents submitted from the Exchange Student
Monthly Stipend	Provided by JASSO	None
Arrival	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office
Guidance	Arranged by the Coordinators' Office	Arranged by the Coordinators' Office

**Q2: How many students will receive JASSO scholarship?**

A2: Due to the severe financial difficulties of the Japanese Government and JASSO, the total amount of scholarship has been reduced every year. So we can not tell the exact number.

**Q3: When can I get the JASSO scholarship?**

A1: The first scholarship, 80,000 JPY will be given to you on the day or the next day of your arrival.

(Total amount of Scholarship=960,000 JPY if you stay 12 months)

**NOTE!! The amount may change without notice.**

**Q4: Is my travel expenses covered by JASSO Scholarship?**

A1: No, it isn't. You need to book airline tickets by yourself.

## **6. Others**

**Q1: Upon my arrival at Japan, will anybody pick me up at the airport?**

A1: No, unfortunately, we can't. We will ask you to take an airport bus to central Tokyo. Our staff will wait for you at the **downtown** bus terminal and take you to TUAT campus.