

AEARU Advanced Materials Science Workshop 2017 Application Guidelines

2017.06

* The information concerning application and related documents are subject to change. Useful information and FAQs may also be added later. Make sure to check the latest information on the following and other websites.

<http://www.u-tokyo.ac.jp/ja/administration/go-global/program/aearu-workshop.html>

(English) <http://www.u-tokyo.ac.jp/en/current-students/aearu-workshop.html>

1. Overview

The University of Tokyo accepts applications from students, who wish to participate in the following program organized by AEARU (The Association of East Asian Research Universities). See the attachment schedule (tentative version) for program details.

APRU Advanced Materials Science Workshop 2017

Date & Venue: November 1 - 2, 2017 at Convention Center, Osaka University (Suita-shi, Osaka)

(Arrive: October 31, Depart: November 3)

Target: Undergraduate and graduate students

Language: English

Outline: The workshop will provide a platform for top-tier Asian universities, including AEARU members, to discuss the recent progress of materials science. We particularly would like to focus on advanced smart materials & processing such as nanocomposites, ultralight & high-strength metals, biomaterials and 3D printing process. Through the workshop, we plan on having panel discussions, laboratory and company tours, cultural exchange activities, and keynote speeches from distinguished researchers. Our goals are to 1) strengthen international collaboration by constructing a researchers' network, and promote international joint research, and 2) promote bilateral student exchange and foster global and diverse student connections.

2. Capacity

Maximum of 2 students to be nominated.

3. Expenses

Expenses for registration, accommodation (3 nights), meals (marked with a ○ on the attached schedule), and transportation within the program will be covered by the host university. Students must pay for their transportation fee to Osaka.

4. Eligibility/Requirements

Students must satisfy all the criteria below.

- (1) Students must be enrolled at UTokyo as full-time undergraduate or graduate students at the time of application, during the program period and return to continue their study at UTokyo after the program.
- (2) Students must have sufficient proficiency in English to be able to produce good results.
- (3) Before applying, applicants must make sure that the program does not interfere with their courses by checking the examination date and other important scheduled class events as well as their personal schedules. (As there is a limit to the number of possible participants in the program, withdrawing one's application after being selected leads to the loss of opportunity to study abroad for others. Note that in principal, students are discouraged from withdrawing their applications after submission.)
- (4) In cases where you cannot attend classes at UTokyo for a specified period, the handling of such situations shall be determined by your faculty of affiliation. There is no guarantee that students' study abroad schedules will be taken into special consideration, therefore please

confirm and make sure you understand before applying.

*In the case of the College of Arts and Sciences Junior Division, not attending classes or exams due to participation in a study abroad program will be considered as an absence, it will also not be an acceptable reason for a make-up exam. Contact the office of College of Arts and Sciences for more details.

- (5) If you already know who your supervisor is during the term in which you will be participating in the program, you must obtain prior authorization from the supervisor and obtain his/her signature on the application form. In cases where you do not have a supervisor for that term, please consult with the relevant section of the faculty with which you will be affiliated with during the program and obtain their approval.
- (6) Please only apply after consulting with the relevant section of the faculty with which you will be affiliated during the program term to be fully aware of potential academic affairs you need to know before you apply. You must obtain the signature of the persons in charge for the application form.

5. Application Deadline

Around late July. (The deadline for submission depends on your faculty. Please check with the relevant offices.)

<http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html>

6. Application Process

Please submit the completed application forms (both the electronic files and paper-based copies) as specified in “Section Applications Documents” to the relevant office of your faculty by the determined deadline.

7. Selection Process

UTokyo will review the application documents and select students to nominate to the host institution. Notification of the selection results will be made to the relevant office of your faculty.

8. Obligations for Participating in Programs

- (1) Students must fully comprehend the purpose of the program and strive to complete the courses with high academic achievements.
- (2) Selected students should understand that they are representatives of UTokyo. Abide all laws, rules, regulations and manners of the host institution.

9. Post-Program Reporting

- (1) Students must submit a report (in a format prescribed by the International Exchange Group of UTokyo head office) to the International Exchange Group of the university head office, within two weeks of completing the program. The submitted report may be used for promotion of study abroad programs on and off campus. Please pay adequate attention to personal information so it can be published on brochures or websites.
- (2) Upon completing the program, students may be asked to cooperate in the internationalization efforts of the University (advising students who wish to study abroad, promoting study abroad programs, and answering questionnaire surveys). Students are expected to participate unless there are unavoidable circumstances.

10. Contact Information

*When contacting via e-mail, please make sure to state the subject, your name, faculty, number of years at university, and telephone number.

- (1) Inquiries about the workshop and application procedure:
International Exchange Group, the University of Tokyo
E-mail: studyabroad.adm@gs.mail.u-tokyo.ac.jp

- (2) Inquiries about academic affairs, such as class and examination date, at the University:
 Relevant office of your faculty with which you will be affiliated during the program
 List of offices of faculties/graduate schools:
<http://www.u-tokyo.ac.jp/ja/administration/go-global/contacts/inquiry.html>

12. Application Documents

Application forms	Electronic submission	Documents to be printed and submitted
(1) Internal Application Form (specified form)	✓ Excel file (unsigned)	✓ (signed)
(2) Grading Coefficient Calculation Table (specified form)	✓ Excel file	✓
(3) Registration Form	✓ Word file	
(4) Copy of the Academic Transcript for all semesters since enrollment in higher education		✓
(5) Written Oath		✓
(6) Documents to certify English proficiency		✓

【Electronic Forms/Files】

Forms are to be downloaded from the University of Tokyo website

<http://www.u-tokyo.ac.jp/ja/administration/go-global/program/aearu-workshop.html>

(English) <http://www.u-tokyo.ac.jp/en/current-students/aearu-workshop.html>

【Printed Forms】

All printed forms are to be **single-sided** and on A4 sized paper.

【Points to Note For Each Documents】

(1) Internal Application Form

- Electronic files are to be submitted as a MS Excel or Word files without signatures.
- Printed application forms are to be signed by the relevant people where required before submitting.

(4) Copy of the Academic Transcript for all semesters since enrollment in higher education

- The section explaining the grading system (e.g. number of step) should be included.
- If you have been enrolled at other institutions (both in Japan and overseas), please submit your academic records from that period in A4 size as well.

(6) Documents to certify English proficiency

- An unofficial copy of your score, taken from online, is acceptable only for TOEFL tests.
- Any type of English proficiency tests will be acceptable. We will accept test scores even if the validity has expired. However, we will give priority those who have valid scores in our selection.
- Those who have not taken any English proficiency tests can apply to this workshop, however, we may give priority those who have one in our selection.