

01 October 2018

Dear AOTULE Coordinators,

Important Changes/Notices in 2019 Program

It has been eleven years since the Engineering Schools of Tokyo Tech (School of Engineering, School of Materials and Chemical Technology, and School of Environment and Society) launched the AOTULE Summer Program in 2008. We outline below some important changes/notices for the “Tokyo Tech AOTULE Summer Program 2019”:

1. Schedule

- **1 October 2018:** Call for Applications
 - *21-23 November 2018: Same announcement to be made at the AOTULE Conference at IITM, Chennai, India
- **7 December 2018:** Application deadline from each institution
- **mid-January 2019:** Notification of selection result to each institution
- **31 January 2019:** Online registration and document submission by each participant

2. Prospective applicants

- Postgraduate students
- Final-year undergraduate students

3. No change in exchange period

- Participants MUST check in at one of our designated dormitories in Tokyo area during the daytime on 2 June 2019.
- Participants MUST check out the above dormitory on 31 August 2019.
- During the exchange period (2 June – 31 August), students may not leave Japan unless for emergencies such as health/family issues.
- Those who plan to attend any international conference held outside Japan during the above exchange period are NOT eligible to apply for this program.

Kindly understand that we are not able to respond to individual requests, since all participants' scholarships, accommodation and others are prepared as a whole package.

4. Student status at home institution.

- Participants must hold 'Student Status' at their home institute during the exchange period (2 June 2019-31 August 2019).
- Participants must submit an official document, such as "Statement of Expected Graduation," to verify their student status which covers and specifies the entire exchange period (2 June 2019-31 August 2019).
- If your institute does not issue an official document with the above required information, send an e-mail from the coordinator or faculty member involved in the nomination of the applicant confirming that he/she is a student at your institute during the entire exchange period, in addition to a 'Certificate of Student Status'.

5. Air-Ticket (to/from Japan)

- Participants are required to purchase a round-trip ticket (to/from Japan) at their own expense and to send the copy of their e-tickets to Tokyo Tech in advance.

6. Dormitory

- Tokyo Tech provides each participant with a room at one of our designated dormitories in the Tokyo Area.
- Tokyo Tech cannot provide/help finding accommodation for his/her family or others accompanying the participants.
- Participants are not required to pay for the rent for all practical purposes.
- Some students may be required to share a double room with another student.

7. Allowance

- Daily allowance is provided by Tokyo Tech.
- The amount is yet to be determined. For reference, JPY 2,000/day was provided in 2018.

8. Insurance

- Participants are required to join the following insurance systems.
 - (1) Tokyo Tech On-campus Accident / Liability Insurances
 - (2) National Health Insurance System in Japan
- In addition to the two insurances above, **it is highly recommended to purchase a**

medical/travel insurance at home country.

9. Academic advisor at Tokyo Tech

- Engineering Schools of Tokyo Tech would like more faculty members to host your students to enhance AOTULE activities. Therefore, we wish to assign an academic advisor who has NOT supervised AOTULE students in recent years. For this reason, it is strongly advised for each applicant to fill in the item #12 Intended Research Field in the Application Form (Excel file) and give specific research topics as well as more general research fields or academic discipline to allow Tokyo Tech to assign an appropriate academic advisor.
- Please refrain from directly contacting prospective academic advisor(s) at Tokyo Tech prior to the application.

I would appreciate it if you could inform the above guideline to whomever this may concern. Should you have any question, please do not hesitate to contact our AOTULE Coordinator, Ms. Yasuko KURIYAMA at ko.intl@jim.titech.ac.jp.

Sincerely,



Tsuyoshi MICHINOBU

Chair,

Tokyo Tech AOTULE Committee,

Tokyo Institute of Technology