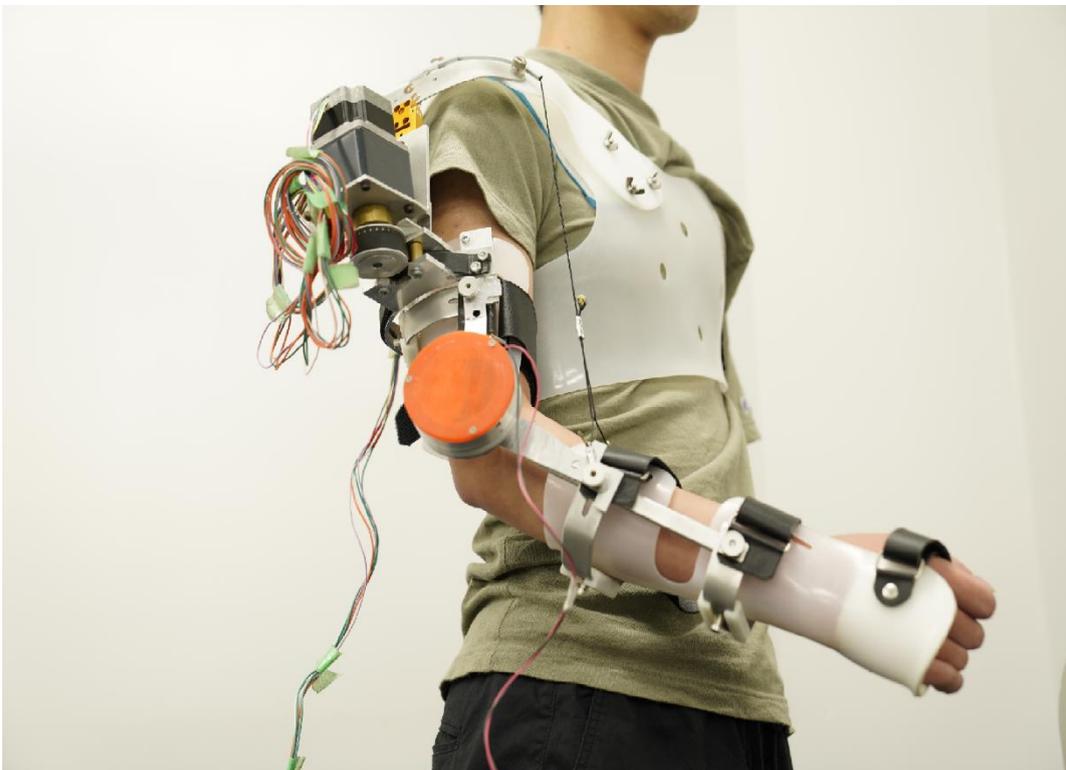


**Guidelines for the AY2022-2023
Research Exchange/Laboratory Internship Program
at Shibaura Institute of Technology**



**International Programs Initiatives Section
(As of April, 2022)**

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1. Program Outline

The Research Exchange/Laboratory Internship Program gives participants opportunities to work on research projects under the supervision of a SIT professor.

The participants will be assigned to a laboratory based on their research topic and the lab capacity of SIT professors. Participants can pursue their research topics and hands-on experience in a Japanese-style laboratory and culturally diverse vibrant academic/research environment.

The objective of this program is not to learn new academic fields from scratch, but to deepen the knowledge and areas you have already learned.

The program allows even the undergraduate students (Bachelor 3rd year or over) to participate in the program so that the students can acquire the hands-on experience and practice the research skills from the early stage of their higher education.

The program is also suitable for the students in his/her senior year and graduate level utilizing the program as part of their thesis work.



2. Contents

-Laboratory activity

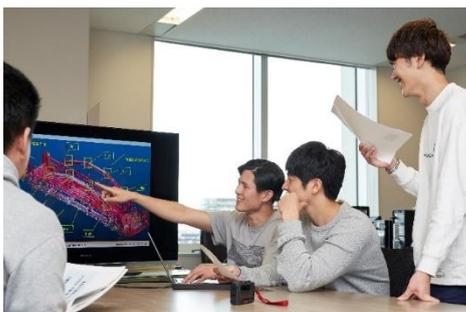
The selection of a host professor is done based on the application documents of participants and the capacity of laboratory. Then research theme is finalized based on the discussion with the host professor. The participants will belong to *Japanese style laboratory** during the program period. The activity at the laboratory depends on each laboratory and its research theme. The experimentation in the laboratory or the field work may not be the main activities. The participants may be asked to examine the literature and to support the senior members of the laboratory.

*What is Japanese style laboratory?

It is composed of A professor, Senior students (Doctor or Master), and Final year students of undergraduate program. The average number of students in a laboratory is 10 to 15 students.

Usually SIT student joins the laboratory at the end of 3rd year or from 4th year and start his/her research activity. While assisting the senior students' research work, the student will find his/her own research theme.

The laboratory usually has a whole meeting once a week to share the work progress of laboratory members. Some laboratories have events outside the laboratory, like summer camp, short trip, laboratory parties and such. Students in the same laboratory get very close together like families.



-Courses (Optional)

It is optional. Program participants can take courses taught in English or the Japanese language course offered by SIT if they stay in SIT for more than one full semester. The participants can take courses along with research activity during the program.

If the participants wish to take courses, it is required to :

- register for the courses at the beginning of each semester (April or September).
- complete the course, can NOT partially attend the classes.

*Research Exchange Program participants are NOT allowed to take Japanese-based courses (courses taught in Japanese), . (Japanese-based courses are NOT Japanese language courses.)

3. Requirements/Eligibility

The applicant must:

- be Bachelor 3rd year* or higher level who has basic/good knowledge to conduct research work independently.
- complete the program at SIT and return to home university before graduation (at least 1 month before the graduation) from the home university.
- have good English skills* (CEFR B2 equivalent or higher)
- be physically and mentally healthy. (health checkup / certificate is required upon application.)
- comply with the Japanese export control legal framework.

<https://www.meti.go.jp/policy/anpo/securityexportcontrol1.html>

*When the applicant is a third-year university student at the start of the program, he/she is eligible to apply for our program.

***CEFR B2** is equivalent to IELTS 5.5-6.5, TOEFL iBT 72-94, TOEFL ITP Level 1 & 2 543-626, Cambridge English FCE 160-179, Cambridge English CAE 160-179, and Cambridge English (CPE) 162-179. (The figures may change from time to time)

* Native English speakers and English-based degree students are not required to submit English proficiency scores.

* If the applicant has not taken an English proficiency test, his/her home university can issue a letter that substantiates the student's English proficiency. Complete this program before the graduation of home university.

4. Program duration

Research work only: 8 working days – 1 year

Research work and Course: 1 semester or 2 semesters (up to 1 year)

* The duration is finalized with host professor.

* The program end date can be freely set, however the first day of the program should be **Monday**. If the Monday is on national holiday or the host professor is not available, it will be shifted to the other day. Also, please avoid starting your program in the holiday seasons as below.

- Late Dec. to beginning of January (about 10 days) : New year holiday
- Late Apr. to May 7: special holiday in Japan (Golden week)
- Middle of Aug. (about 2 weeks) : Summer holiday

* The “working day” here means the day you actually do your research activity. It does not include the days of traveling to/from Japan.

5. Laboratory matching and the acceptance

The SIT international office will look for your supervisor at SIT based on your application form, and on the availability of SIT professor. Please acknowledge that there is a possibility that you will not be accepted depending on your research theme or the acceptance situation of SIT.

6. Academic Calendar and course information

Shibaura Institute of Technology has 2 semesters a year.

1st semester (spring semester) : from the Beginning of April to the end of July

2nd semester (fall semester) : from the end of September to the end of January.

If the participants wish to take courses, see the website for the Course Taking Sandwich program and Academic Calendar for details as below link.

[-Website for Course Taking Sandwich Program](#)

*Course schedule is also available from the link above.

7. Program Fee

SIT Partner University applicants:

- Application (Registration) fee: JPY30,000
- Admission fee: All waived
- Tuition fee: All waived

Non-Partner University applicants:

- Application (Registration) fee: JPY30,000
- Admission fee: JPY40,000
- Tuition (Course takers only): JPY15,000/credit

Payment schedule:

- Application (Registration) fee: At the time of application* (After August 2021)
- Admission fee and tuition: Upon arrival *TBA

* If students cancel the program before the start day due to unavoidable matter, the refund will be made with a deduction of a small handling charge (1%).

* You can check the link for [SIT partner universities](#) but the newly added universities may not be on the list so please check with the international coordinator at your university to see if your university is SIT's partner university.

8. Scholarship opportunity

SIT offers a scholarship to some of the program participants. In the online application form, there is a place where you can indicate that you wish to receive the SIT scholarship. By indicating "yes", SIT acknowledge that the applicant is applying for the scholarship.

SIT offers JPY 40,000 per month during the program for students who passes scholarship screening. This screening process takes at least 2 months. During this period, SIT will find your supervisor and decide the scholarship amount.

After the screening, SIT provides a letter of acceptance (LOA) via the applicants' university coordinator.

The amount of the scholarship is written on LOA ONLY IF you are a scholarship receiver.

*The scholarship will be offered while staying in Japan only.

*Although we provide scholarships to some students, the amount will not be enough to support the participant's entire stay in Japan. Refer to Article 11, which estimates typical expenses to be at least JPY80,000 per month.

*Those who are going to receive scholarship(s) from the organization(s) other than SIT for an amount that is the same as or more than SIT scholarship, can NOT apply for the SIT scholarship.

*The scholarship selection screening is only done once. Additional scholars will not be selected even if other scholars gave up.

9. Campus information

SIT is located in the heart of Japan. There are 2 campuses and 1 is Toyosu campus, located in Tokyo and the other one is Omiya campus, located in Saitama (next to Tokyo).

Being in Tokyo or close to is one of the most attractive points for students, especially from other countries and many students attended SIT have taken advantages of living in the central and enjoy their life in Japan.

Each campus has different colleges and a school as the following picture show. When you search for your professor, please also concern about which department the professor belongs to.

In order to search professors, please visit the following page.

1. [SIT Designed Research Project](#)

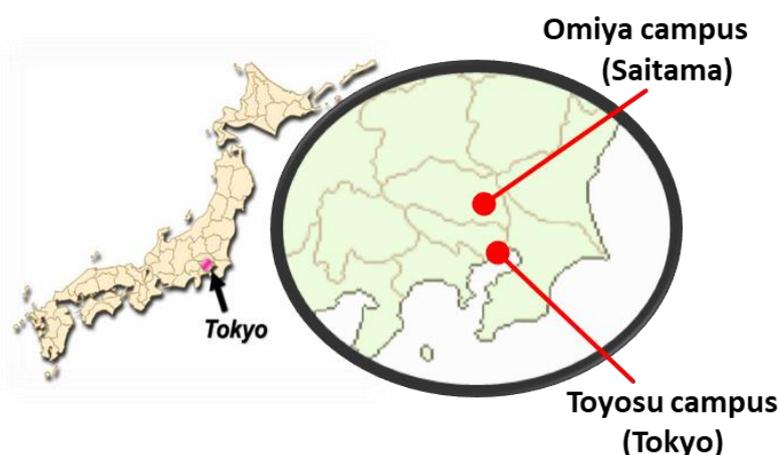
2. [SIT Research Laboratory list.](#)

*The website shows the current SIT's laboratory information, including its department in SIT and location.

[Toyosu campus \(Tokyo\)](#): College of Engineering and School of Architecture

College of Engineering and Design

[Omiya campus \(Saitama\)](#): College of Systems Engineering and Science



10. Procedures

1) Preparations:
- Check the website and program guideline to have a good understanding of the program outline.
- Consult with the university coordinator who is in charge of overseas study programs at home university.
- Search for the laboratory and professor(s) to be supervised when you participate in the program from the
1. SIT Designed Research Project
2. SIT Research Laboratory list.
- Make sure that SIT has the field of study you wish to take a part.
- Be sure about your budget plan concerning the duration of study and living cost in Japan.
2) Applications:
- Apply via the online system from the program website <u>during the application period for the period you wish to study.</u>
- Complete the online application and submit the following documents through the system. Required documents: CV, Research Plan, Motivation letter, Transcript *Check here for the formats of the required documents: Before you make CV, Research Plan and Motivation
- Pay the Application (Registration) fee (JPY30,000) through the same system as above. (Admission fees and tuition will be charged later for the students from non-partner universities).
- During the online application, you make a request to your university coordinator to nominate you. The request is made via the online application system. (Without the nomination from the university coordinator, your application cannot be completed.)
3) After the application
- Once SIT receives the applications, the screening will be held.
- Within 2 months after the application is closed, SIT will notify the result of screening.
- While screening, SIT finds a host professor based on the applicant's choice and submitted documents (CV, research plan).
- The applicants who pass the screening will receive a Letter of Acceptance (LOA) via the applicants' university coordinator. * Those who pass the screening of the scholarship will be also notified on the LOA.
4) After confirming the acceptance
After SIT confirms the payment, receive further information including the guidebook, and take the necessary steps to come study in Japan. . e.g. visa matter, accommodation, courses, required documents about visa application: see page 8

11. Entry and the application deadline

Based on what month you want to participate in, apply for the program during the application acceptance period.

(For example, if you are going to begin your study at SIT from June 3, you have to be nominated by your university and your application has to be submitted during the 2nd Entry.)

Entry Period	Application Acceptance Period	Program start month
1st Entry	October 1 - October 31	March, April
2nd Entry	December 1 - December 31	May, June
3rd Entry	February 1 - February 28	July, August
4th Entry	April 1 - April 30th	September, October
5th Entry	June 1 - June 30	November, December
6th Entry	August 1 - August 31	January, February

* SIT is closed on the following dates. Research can NOT be conducted during the period.

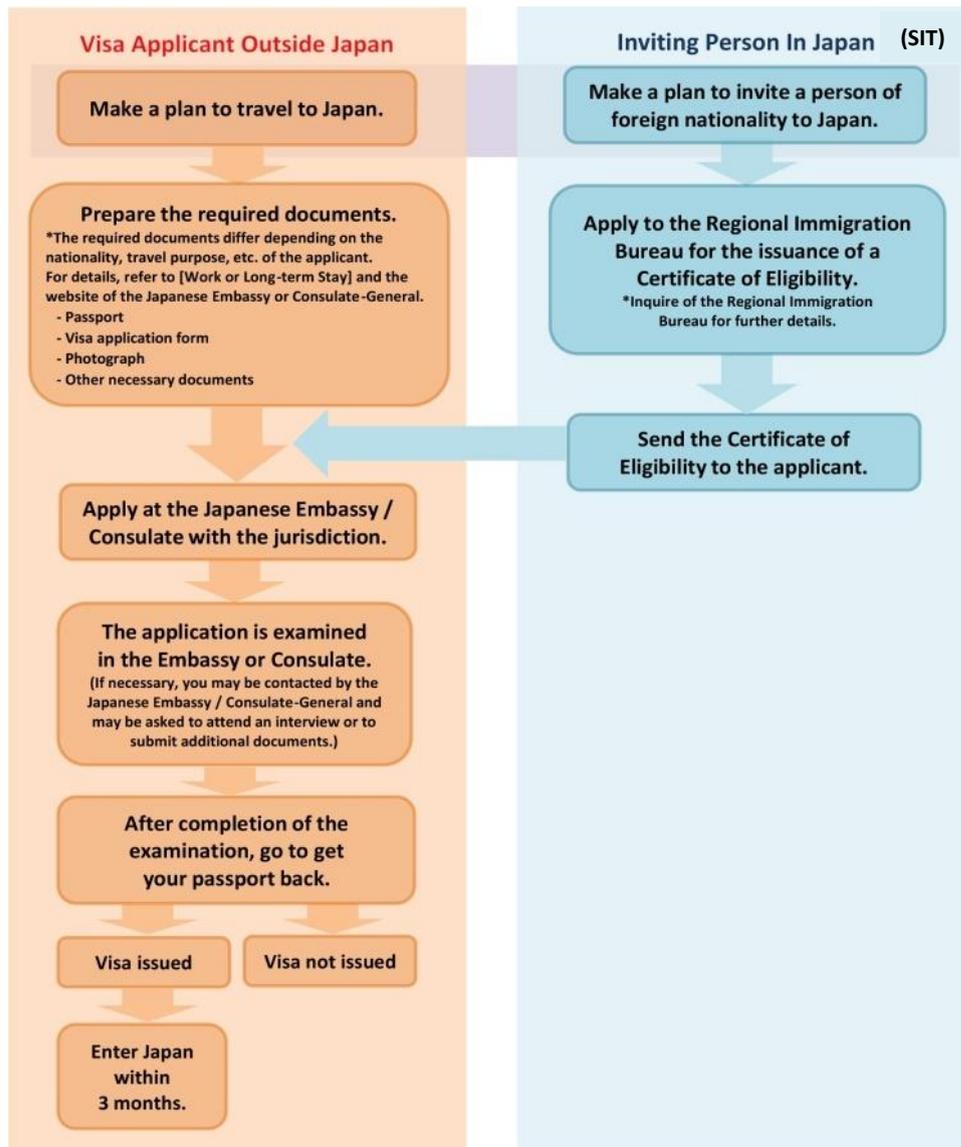
- Late Dec. to beginning of January (about 10 days): New year holiday
- Late Apr. to May 7: special holiday in Japan (Golden week)
- Middle of Aug. (about 2 weeks): Summer holiday

12. VISA Process

● Student visa (need CoE)

Students who will participate the program for more than 90 days, must have a “Student visa”. Once SIT accepts applicants for the program, SIT applies for the Certificate of Eligibility (CoE*) of the program candidates and send the original certificate to the program coordinator at your home university. Usually, this process takes about 2-3 months to get the original CoE reaching you.

Visa procedures for Long-Term Stay



Link: [Application for Certificate of Eligibility \(CoE\)](#)

- **Short-Term Stay visa** *in case the candidates is from the countries where require visa to enter Japan.

Applicants from certain countries will be required to obtain a short-term stay visa even if their stay period is less than 90 days.

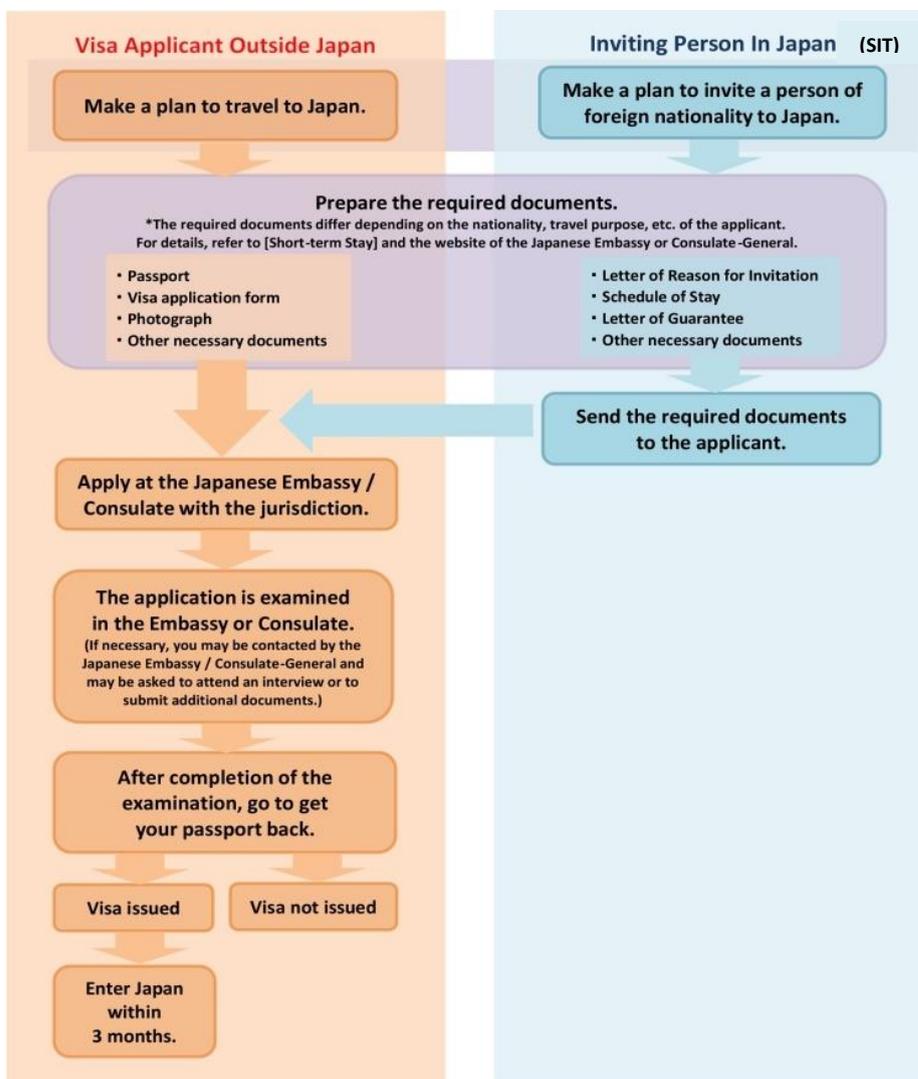
In order to get this visa, they must have an invitation letter from SIT.

Applicants must take this letter to a local Japanese embassy or consulate to apply for the visa. SIT will prepare an invitation letter and send it to the applicants via home university coordinator.

To know whether you are subject to this requirement, please refer to [the list of visa exemption countries on this website](#) of the Ministry of Foreign Affairs of Japan.

If your nationality is not on the list, you must apply for the short-term stay visa. Please check to see whether or not you need to apply for this VISA.

Visa procedures for Short-Term Stay



13. Accommodation in Japan

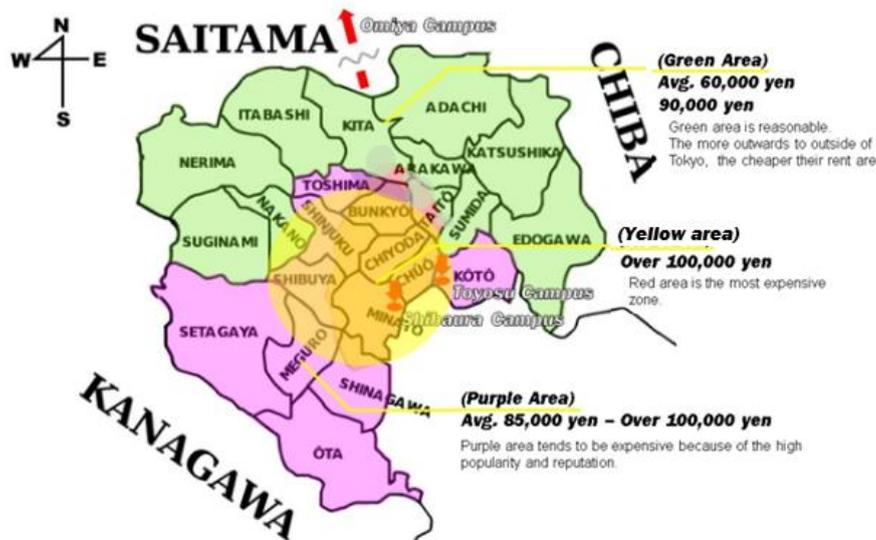
Once applicants are accepted, SIT will provide accommodation information and help them find accommodation in Japan. The following data/figures are from the surveys taken from the international students actually studying at SIT. We hope this information help you find an accommodation.

As shown in the picture below, the accommodation and living expenses will vary by area. So please decide the living location based on the campus you will mainly belong to, transportation fee and living cost by area.

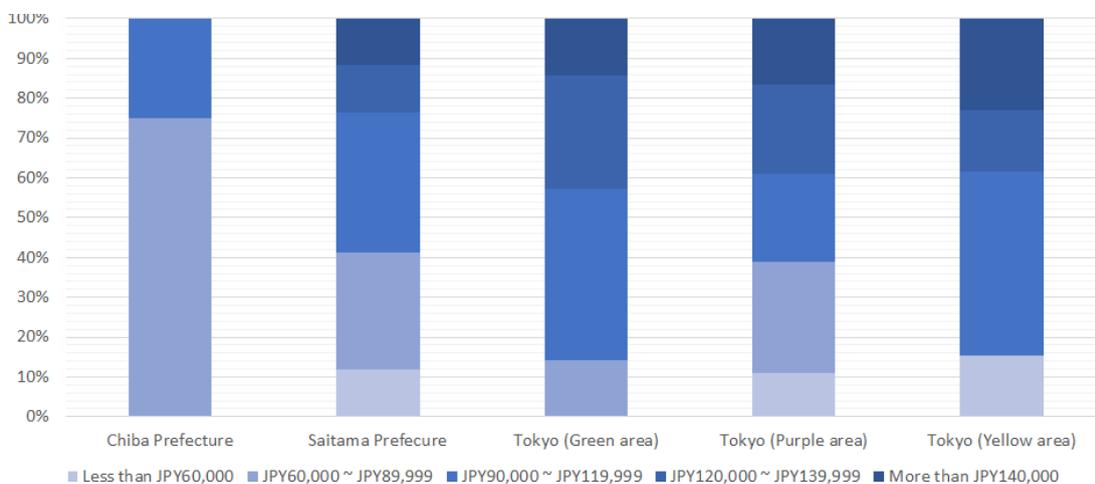
Also, SIT owns the dormitory for both Japanese and international students. This dormitory, "SIT Global Dormitory" is located at Omiya Campus as a forum for cultural exchange between Japanese and international students. However, since we accept a greater number of applicants than the number of the rooms in the dormitory. it is very competitive to enter. So, we share the list of the accommodations and the real estate agencies to those who cannot live in the dormitory.

[Important] When looking for accommodation, please first check on which laboratory you will be belonged.

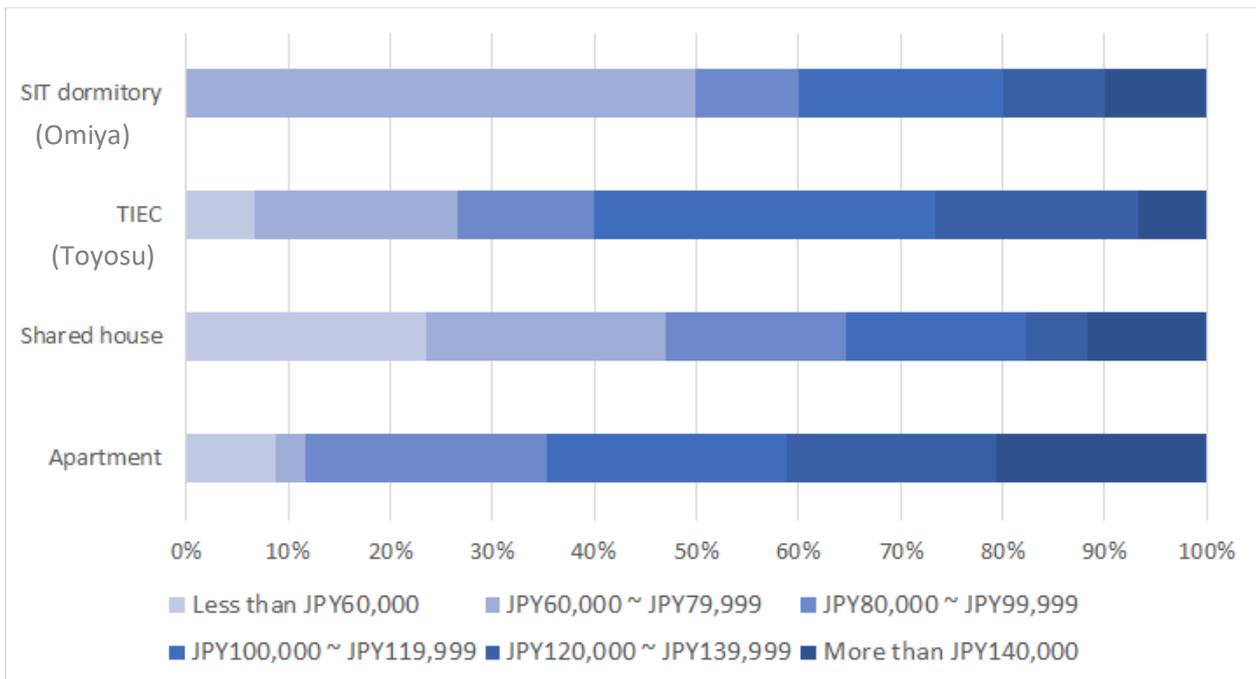
APPROXIMATE ACCOMMODATION EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES BY AREA



PERCENTAGE OF LIVING EXPENSES PER ACCOMMODATION TYPE



Note:

TIEC (Tokyo International Exchange Center) is a dormitory for the students of Graduate level or over. It is located near Toyosu campus in the Odaiba district. Must pass the screening.



Picture of The Dormitory

Advice from International Students at SIT

-It is better to share accommodation with friends that you know. It helps you save all costs (accommodation, food, etc). Try to find a good, shared apartment between your friends next to your main campus, it helps a lot to mitigate transport expenses.

14. Facility of SIT

Toyosu and Omiya campus has its own cafeteria and store. The cafeteria serves traditional Japanese food, curry, noodles and so on. If you suffer from food allergies, do not worry. Every food comes with a detailed list of the ingredients used. You can pay with cash, credit card or prepaid card.

Toyosu's Cafeteria

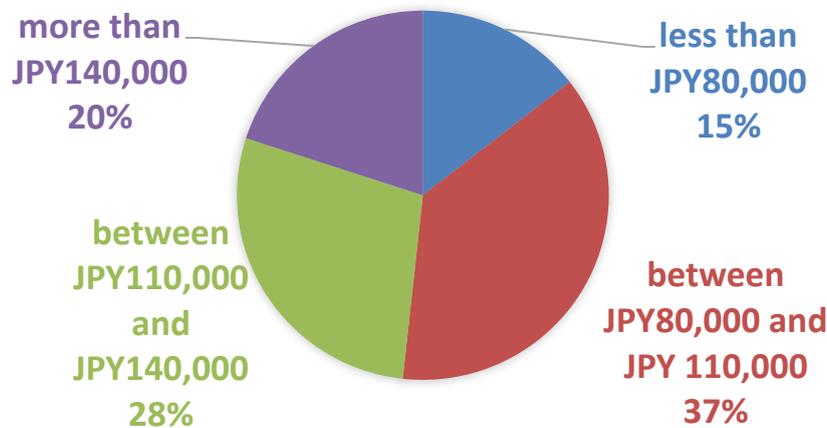


Omiya's Cafeteria



15. Total Cost of expenditure in Tokyo

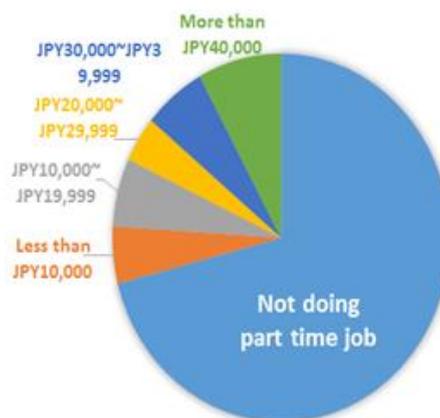
This is a result of survey of total cost of living per month in Tokyo area for SIT international students. The following chart shows average expenses how much they need to spend per month.



PERCENTAGE OF STUDENTS WORKING PART TIME

International student's first priority is "Studying", however they are allowed to work during their free time up to 28 hours per week.

Right figure shows the percentage of students doing the part time job. Sometimes, SIT international office calls for part time jobs. (ex. Airport pick up, supporter for event etc.)



Advices from International Students at SIT

- Confirm the cost for everything before you come. The initial cost of living can be very expensive.
- Cost varies upon location where you stay at.
- I think living cost can really vary depending on the people. But, as long as you take control on what you spent (especially on food and transportation), it could be quite affordable.
- SIT is very convenient to study even though Tokyo is quite expensive to live but it is worth it.

16. Arrival – Airport to your accommodation.

Since the Tokyo is one of the towns where public transportation is well developed, we are not providing the airport pick up service. You can check the website of [Haneda airport](#) and [Narita airport](#) to understand the access method from each airport to the city center. If you would like to know the specific route to your accommodation, please refer the common [Route search site](#).

