

RWTH Aachen University Research Fellowship Japan Program 2023-2024
Outbound Tohoku University Cooperative Laboratory Study Program
(COLABS)

RWTH Aachen University Research Fellowship Japan Program
Student Application Guide for 2023 Academic Year

I. Application Details

The Aachen University Research Fellowship Japan Program (hereafter, "the program") will recruit outbound study abroad students for the 2023 academic year as described below. Outbound students may be selected to receive an Aachen University Research Fellowship (hereafter "Aachen scholarship").

Students in fields related to the humanities are eligible to apply too.

1. Program Outline

(1) Activities at RWTH Aachen University

Participants will belong to laboratories at RWTH Aachen University and conduct research on themes of their choosing under the supervision of researchers there. This is an opportunity to not only accumulate academic experiences abroad, but also to build personal networks with overseas researchers.

Students who are considering applying should communicate closely with their advisors at Tohoku University and RWTH Aachen University regarding research plans (detailed research theme, methodology, schedule, etc.) in advance.

HP URL : <https://www.rwth-aachen.de/cms/root/Studium/Im-Studium/Stipendien-Foerderung/~cbwm/RWTH-Aachen-University-Research-Fellowsh/?lidx=1>

(2) Study abroad period: minimum 3 months, maximum 1 year, starting between January and March 2024.

(3) Completion Requirements

Completion requirements vary depending on the length of the study abroad (see chart below). Those who do not fulfill the completion requirements may be asked to return the JASSO scholarship.

Length of study abroad		4 months to 1 year	3 months
Completion Requirements	Academic Work	30 ECTS equivalent *1	12 ECTS equivalent *1
	Research Report	30 to 40 A4-size pages (English)	5 A4-size pages (English)
	Presentation at Conference *2	Oral Presentation	Poster Presentation
	Credit	Credits received for academic work performed during	

nts	Approval	the program must be approved by the student's department *3	
JA SSO	Outline of Scholarship	Approx. 50 total *4	
Sc hol ars hip	Max. Period of Award	12 months	3 months

※ 1 ECTS = European Credit Transfer System 1 ECTS = 25 hours of study/training

※ 2 Upon returning to Japan, participants will give presentations at the Tohoku University Cooperative Laboratory Study Program (a program for graduate students in the natural sciences, hereafter COLABS) Presentations.

※ 3 The program has no rules regarding how many credits can be approved (credits will be deemed valid as long as they have been approved, regardless of quantity; credits may also be handled as part of the student's "master's degree coursework"). However, students should confirm with their Office of Educational Affairs regarding their department's rules for approving credits.

※ 4 The scholarship framework is shared with COLABS, so once the total number of recipients, including those in this program, reaches the number of available scholarships, JASSO scholarship recruiting will end.

2. Schedule from Application to Departure

Example (study abroad beginning in February 2024)

By late August, 2023	Coordinate with advisors at Tohoku University and RWTH Aachen University.
Early September, 2023	Inform department of application.
Mid September, 2023	Submit application to department→ application forwarded to Student Exchange Division→ application screening
Early October, 2023	Interview
Mid October, 2023	Candidates selected→ apply to RWTH Aachen University→ obtain written permission to enroll (study abroad approved)
January 2024	Predeparture Orientation
February, 2024	Departure

*Aachen scholarship screenings will be performed on a first-come basis. Consequently, those who wish to apply should submit the application as early as possible, regardless of when their overseas study will begin.

II. Application Requirements

1. Qualifications

Applicants must fulfill all of the following conditions to be eligible.

- (1) They must be Tohoku University students in master's or doctoral curricula, or Tohoku University undergraduate students who, as of the time of their application, are expected

to be enrolled in a Tohoku University graduate school when their study abroad begins.
 *Those who belong/will belong to humanities-related graduate schools are also eligible to apply.

- (2) They must have sufficient English skills to pursue research and higher education at the host institution in their field of study, be in good health, and be deemed capable of earning credits while studying abroad.
- (3) In addition to fulfilling the aforementioned program Completion Requirements, they must, upon completion of their studies abroad, be able to return to Tohoku University, continue their studies, and complete their curriculum.

2. Pre-Application Confirmation

(1) Contact Academic Advisor at RWTH Aachen University

Applicants must find an instructor at RWTH Aachen University in a field related to the relevant research theme (hereafter, "advisor"), contact that instructor, and receive written permission to study in the instructor's department (use official form).

III. Application Instructions

1. Submitting Application Documents

(1) Application Documents

Required Documents		Form	Notes
①	RWTH Aachen University Fellowship Program Outbound Candidate Record	Official Form	Please see the sample form before completing it.
②	Application Form	Official Form	Must be signed by applicant's advisor.
③	Recommendation Letter from advisor at home university for the intended research project at RWTH	Free Format	Must be signed by applicant's advisor. Must be in English.
④	Academic Record (Transcripts of Grades)	-	Graduate students must submit their undergraduate transcript too. Must be in English.
⑤	Grade Point Average	Official Form	
⑥	Copy of proof of English proficiency	-	
⑦	Certificate of Enrollment	-	Must be in English.
⑧	Confirmation from Advisor at RWTH University	Official Form	The following information must be entered: <ul style="list-style-type: none"> ▪ Name, position, and affiliation (institution/department) of advisor at host institution ▪ Applicant's name ▪ Period of study abroad (dates)
⑨	RWTH Aachen University Fellowship	Official Form	Keep the original. The cosigner should

Program Pledge		be one of the following: Japanese applicants: an adult immediate family member or relative International applicants: an adult immediate family member or relative, or academic advisor
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Downloading Forms etc.

The forms shown above can be downloaded from the following URL.

<https://www.insc.tohoku.ac.jp/japanese/studyabroad/graduate/colabs/application/>

Notes on Submission:

*Submit ① as an Excel file and ② to ⑨ as PDF files by email to the relevant office in your department (undergraduate/graduate school Educational Affairs Section or department/major office).

*Please keep the original copy of "⑨ RWTH Aachen University Fellowship Program Pledge."

(2) Deadline for Submitting Documents

Please ask your department about the deadline.

IV. Selection/Notification of Result

(1) 1st Stage Screening: document-based

You will be evaluated based on your study abroad/research plan, university transcript, and language ability.

(2) 2nd Stage Screening: interview (conducted online)

You will be evaluated based on your understanding of the research theme (research outline) and language ability.

The time/date and format for the 2nd Stage Screening will be sent by the Student Exchange Division to those who pass the 1st Stage Screening.

(3) Notification of Screening Result

You will be notified about your result by your department sometime after the 2nd Stage Screening. If you pass the 2nd Stage Screening you will receive a Predeparture Orientation schedule from the Student Exchange Division.

V. Study Abroad Expenses

(1) Payment of Expenses

You must bear expenses related to studying abroad yourself.

(2) Tuition Fee

RWTH Aachen University will not collect tuition fees.

(3) Scholarship

JASSO Study Abroad Support System (Partner/Outbound) Scholarships

- (1) If you are selected for the program, meet JASSO's criteria, and will NOT receive a scholarship from RWTH Aachen University, you will be eligible for a JASSO study abroad scholarship.

Scholarship	JPY 80,000/month
Travel Stipend	JPY 130,000 or 160,000 *This is available only to those who meet certain criteria. Inquire with your department for details.
Eligibility (Must fulfill all conditions ①–④)	<p>① You must be a citizen, or permanent resident, of Japan, and of excellent academic ability and character.</p> <p>② You must have earned a GPA of 2.30 or higher as per JASSO's GPA formula in the previous academic year.</p> <p>③ If you are receiving scholarships from other organizations (including Tohoku University or the host institution), the total monthly amount of the scholarships (not including travel expenses, scholarship loans, or student loans) must not exceed the monthly amount of the JASSO scholarship.</p> <p>④ The destination region (city) must not be designated as "Level 2: Avoid non-essential travel" or above on the Ministry of Foreign Affairs website.</p> <p>*In addition to ① through ④ above, there are additional requirements for the scholarship. Applicants should inquire with their department for details.</p>

- (2) The number of scholarship payments will depend on the length of the study abroad. It will be calculated by dividing the study abroad into 31-day periods (months).
However, the number of monthly payments cannot exceed the maximum number of payments for the study abroad period, as shown in the table on page 2.

Example

Days abroad	Months (no. of payments)
10 – 31	1
32 – 62	2
63 – 93	3
94 – 124	4
125 – 155	5
156 – 186	6
187 – 217	7
218 – 248	8
249 – 279	9
280 – 310	10
311 – 341	11
342 – 365	12

- (3) As per JASSO's scholarship rules, the following people are ineligible for the scholarship.
- JSPS Research Fellowship for Young Scientists
 - TOBITATE! Study Abroad Initiative recipients

Also, **when applying to the program, applicants should carefully read the rules (restrictions on simultaneous applications/awards, duration for which payments can be received, application/award qualifications, etc.) for any scholarships they plan to apply for, or are already receiving.**

Aachen Scholarship

- 1) Applicants will receive this scholarship if they are both selected for the program and selected by RWTH Aachen University as scholarship recipients.

Scholarship	EUR 3,000 (total amount for 3 months)
Eligibility	Recipients are selected by RWTH Aachen University from international students from nine partner schools (including Tohoku University).

2) Comments

It is not possible to receive the Aachen scholarship together with scholarships from JASSO or other organizations.

(4) Overseas Travel Insurance

Enrollment is mandatory for Supplemental Study Abroad Insurance (Futaikaigaku) offered through Personal Accident Insurance for Students Pursuing Education and Research to cover unexpected accidents, illnesses, and injuries. You must pay the insurance premium yourself. Futaikaigaku: http://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai_kaigaku/

VI. Other

1. Revocation of Acceptance

Even after passing Tohoku University's screening, participants cannot study abroad in the following situations.

- 1 They do not receive permission to enroll from RWTH Aachen University.
- 2 They are unable to meet RWTH Aachen University's application requirements as of the time of application submission.
- 3 You are unable to pursue studies at the host institution due to health issues.
- 4 They are unable to enter the program due to a reduction in the enrollment limit.
- 5 They violate any of the terms mentioned in the "RWTH Aachen University Fellowship Program Pledge."
- 6 They are otherwise deemed unsuitable for studying abroad by Tohoku University.

2. Field and Department at RWTH Aachen University

In general, the field and department at RWTH Aachen University will be determined under the guidance of Tohoku University taking the participant's wishes into account, but this may be impossible due to circumstances at Aachen. When applying, it is necessary to discuss in advance the specific research theme and methodology with the prospective host department.

3. Enrollment and Travel Procedures

- (1) Those who pass the internal Tohoku University screening for this program must also prepare the following documents and submit them to RWTH Aachen University. Applicants should prepare these while making preparations for the internal screening (but it is NOT necessary to submit them at the time of the internal screening).

Curriculum Vitae

Statement of purpose (containing general information on the research project topic and RWTH advisor, purpose and motivation for choosing this topic and advisor)

- (2) Applicants are solely responsible for the necessary arrangements and related fees.
(3) If obtaining a visa and applying for the program requires more time than expected, it may not be possible to begin studying abroad on the desired date.
(4) After passing Tohoku University's internal screening, applicants must perform the appropriate registration online with the Ministry of Foreign Affairs, depending on the length of the study abroad.

Residence Registration (if residing overseas for 3 months or longer)

TabiReg (if residing overseas for under 3 months)

4. Enrollment Status at Tohoku University while Studying Abroad

This depends on the department. Please ask your department.

5. Cancellation/Interruption due to Unforeseen Circumstances

If the applicant withdraws, their acceptance is revoked due to any of the reasons noted in "VI. Other, 1. Revocation of Acceptance," or the program is suspended/canceled due to unforeseen circumstances in the host country/region, such as terrorist attack, natural disaster, pandemic, etc., regardless of the reason, the applicant will be responsible for paying any and all fees accrued before, during, and after the study abroad (including cancellation fees, travel expenses for returning to Japan, etc.) and cannot bill the university for such fees. When applying, applicants should carefully research approximate living expenses at the destination, their airline's policy on ticket changes/refunds, etc. (If there is a terrorist attack, natural disaster, pandemic, etc. in the destination country/region the program may be canceled even if it is already in progress.)