

# Tohoku University Cooperative Laboratory Study Program (COLABS-Outbound) Student Application Guideline for 2024 Academic Year

## I. Application Details

Recruitment of applications for the 2024 academic year Cooperative Laboratory Study Program based on university/department-level student exchange agreements (hereafter “the program”) will be conducted as described below.

### 1. Program Outline

#### (1) Host Institutions

Generally, any partner institution with which Tohoku University has a university-level or department-level student exchange and tuition waiver agreement is eligible.

- List of Partners: Partners – [Tohoku University General Affairs Department, Global Engagement Division](#)

Note: The partnership contracts for each university are not publicly available.

When selecting a host institution and COLABS type, please refer to Attachment 1 (Notes on Applying) and communicate closely with your advisors at Tohoku University and the prospective host institution regarding your research plan (detailed research theme, how to proceed, schedule, etc.), enrollment status at the host institution, housing during your study abroad, etc.

#### (2) Length of Study Abroad

The study abroad should be between 10 days and 1 year, starting during the 2024 academic year.

\*Requirements vary depending on the term (see chart below).

Type		Semester	Intensive	Workshop
Length of study abroad		1 semester or equivalent (3 months minimum) –1 year or shorter *1	32 days or longer 3 months or shorter	10 days or longer 31 days or shorter
Predeparture Orientation		Conducted 1 to 2 months before departure for applicants who pass the university screening (attendance is mandatory)		
Completion Requirements*2	Training	Approx. 1 semester Equivalent to 30 ECTS *3	Equivalent to 12 ECTS *3	Equivalent to 4 ECTS *3
	Research Report	30-40 A4 pages (English)	About 5 A4-size pages (English)	About 3 A4-size pages (English)
	Presentation Conference	Oral Presentation	Poster Presentation	Poster Presentation
	Credit Approval	Credits for training received during the program must be approved by your department *4		
JASSO Scholarship	Outline of Scholarship	Approx. 18 total		
	Maximum Period of Award	12 months	3 months	1 month

\*1 When studying abroad as an “exchange student,” the study abroad period will correspond to the prospective host institution's academic calendar for summer/fall 2024 or later.

\*2 If you do not fulfill the completion requirements, you may be asked to return the JASSO scholarship.

\*3 ECTS refers to the “European Credit Transfer System.” 1 ECTS is equivalent to 25 hours of study/training.

\*4 The program does not specify how many credits can be approved (credits will be deemed to meet requirements as long as they have been approved, regardless of quantity; credits may also be included as part of “master's degree training” etc.). However, please confirm with your Office of Educational Affairs and instructors regarding your department's rules for approving credits.

### 2. Schedule from Application to Departure

Ex.1 Semester program starting January 2025 as an exchange student at a partner institution under a university-level agreement:

—April 2024	Coordinate with your advisors at Tohoku University and the host institution.
	Confirm with the Student Exchange Division that you can attend the host institution under the academic exchange agreement.
Early May 2024	Inform department of application.
Late May 2024	Submit application to department→ application forwarded to Student Exchange Division→ application screening
Early–Mid June 2024	Interview

Late June 2024	Candidates selected by Tohoku University→ Tohoku University applies to host institution→ Tohoku University obtains written permission to enroll (study abroad approved)
December 2024	Predeparture Orientation
January 2025	Departure

\*If you will do a semester study abroad as an exchange student at a partner institution under a university-level agreement, please plan to start your study abroad in or after August 2024 in accordance with your prospective host institution's summer/fall academic calendar. Please check the host institution's application deadline, then contact the Student Exchange Division and submit your application documents at an early stage.

#### Ex. 2 Intensive or Workshop program beginning in July 2024

–Early March 2024	Coordinate with your advisors at Tohoku University and the host institution.
Mid March, 2024	Inform department of application.
Late March, 2024	Submit application to department→ Application forwarded to Student Exchange Division→ Application screening
Early–Mid April 2024	Interview
Late April, 2024	Candidates selected by Tohoku University→ Confirm necessary procedures with the host academic advisor before traveling abroad
June 2024	Predeparture Orientation
July 2024	Departure

## II. Application Requirements

### 1. Qualifications

To apply you must fulfill all of the followings.

- (1) In general, you must be a Tohoku University student in a master's or doctoral curriculum in one of the below graduate schools, or an undergraduate student who will enter one of the below graduate schools (i.e. you will have entered graduate school by the time of your study abroad begins).

\*Includes undergraduate students in a 6-year curriculum who are not entering a graduate school, but are in the 5th or 6th year of the curriculum.

Eligible Graduate Schools:

Science, Medicine, Dentistry, Pharmaceutical Sciences, Engineering, Agricultural Science, Information Sciences, Life Sciences, Environmental Studies, Biomedical Engineering

- (2) You must have sufficient foreign language skills to pursue research at the host institution in your field of study, be healthy enough to travel abroad, and be deemed capable of earning credits while studying abroad.
- (3) In addition to fulfilling the program's aforementioned completion requirements, you must, upon completion of the program, return to Tohoku University to continue your studies and complete your curriculum.
- (4) You must not be on a leave of absence at the time of your study abroad.

### 2. Pre-Application Confirmation

#### (1) Contacting your academic advisor at the host institution

Contact your host academic advisor and obtain their consent to advise you (the Tohoku University Student Exchange Division CANNOT make arrangements/inquire for you regarding this).

#### (2) Semester program as an exchange student at a partner institution under a university-level agreement:

Read the "Notes" section below carefully before contacting the Student Exchange Division. The Student Exchange Division will inquire whether the prospective host institution can accept you as an exchange student. The reply from the prospective host institution will be relayed to you by the Student Exchange Division via email. Please save this email, as it must be submitted as one of the application materials. (see III. Application Instructions, 1. Submitting Application Documents, (1) Required Documents, ⑧ Document confirming that you can enter the host institution under the academic exchange agreement). Please inform us when you receive consent from your academic advisor at your prospective host institution.

- The number of students from Tohoku University who can enroll as exchange students at each partner school is limited. If as a result of the "Outbound Exchange Student Recruitment for Partner Schools," which will be held separately in AY 2024, your prospective host institution reaches its limit for outbound Tohoku University students, you will not be able to study there.
- When applying as an "exchange student," you must complete the application procedures by the deadline specified by your prospective host institution. Many universities have deadlines that are around 5 to 7 months before the academic year begins, and it is necessary to apply at Tohoku University additional 2 months in advance.
- If your prospective host institution has a language requirement, you must fulfill it by the time you apply.

### (3) Semester program as an exchange student at a partner institution under a department-level agreement:

Please inquire with the department-level exchange coordinator in your department.

## III. Application Instructions

### 1. Submitting Application Documents

#### (1) Application Documents (① to ⑦ are required. ⑧ to ⑩ should be submitted if applicable.)

Required Documents	Form	Notes
① Outbound Candidate Records	Official Form	Please see the sample form before completing it.
② Letter of Recommendation from Academic Advisor *1	Free Format	Must be <b>signed</b> by the academic advisor. The letter should include a description of your outlook for degree acquisition and English ability.
③ Academic Transcript (Transcript of grades since entering university.)	-	Graduate students must submit their undergraduate transcript too.
④ Grade Point Average	Official Form	Include a D grade when calculating GPA, even if it is not listed on the transcript.
⑤ Copy of Language Proficiency Certification	-	
⑥ Letter of Permission to Enroll	Free Format	The letter must contain the following information. <ul style="list-style-type: none"> <li>Name, position, and affiliation (institution/department) of advisor at host institution</li> <li>Applicant's name</li> <li>Period of study abroad (dates)</li> </ul>
⑦ COLABS-Outbound Pledge	Official Form	Submit a copy and keep the original. This must be signed by your parent/guardian.
⑧ Document confirming that you can enter the host institution under the academic exchange agreement	Free Format	Submit the following if you are applying for a semester program as an exchange student:
⑨ Letter of Application *2	Free Format (sample available)	-Submit ⑨ if you are applying to an institution that does not have a university/department-level agreement with Tohoku University. -If the prospective host institution does not have a university/department-level agreement with Tohoku University, and therefore does not have a signed Memorandum of Understanding on student exchange with Tohoku University, submit proof of consent as per ⑩ (includes inter-laboratory MOUs, contracts, etc.)
⑩ Letter of Consent for Student Exchange *3		

\*1 The letter should include a description of your outlook for degree acquisition and English ability. Regarding this, your academic advisor should consider the progress of your planning with your host department on your specific research theme and how to proceed. If you are an undergraduate student in the 5<sup>th</sup> year or later of a 6-year curriculum and have not yet decided whether you will proceed to graduate school at the time of your study abroad, your advisor should include words to the effect that you have "sufficient ability to pursue research at the host institution" in the Letter of Recommendation.

\*2 The letter should indicate that the host institution will be a valuable future partner for academic/student exchange with Tohoku University (or the relevant department) in the future, and that further exchanges are anticipated. It should be signed by your academic advisor. \*See Attachment 3, "Letter of Application" and "Letter of Consent for Student Exchange" (hereafter, "Attachment 3").

\*3 The letter must be signed by 3 people: your academic advisors at the host institution and Tohoku University, and you (the student). \*See Attachment 3 for details. If you are applying for a non-semester study abroad, and/or not as an exchange student, and have negotiated for the host institution to waive its tuition fees, you can use Sample 2 in Attachment 3. (Negotiations must be carried out by you yourself, with the help of your academic advisor at Tohoku University. The Student Exchange Division and your department's staff cannot assist you.)

### Downloading Forms etc.

Download the necessary forms and samples from the following website.

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

### Notes on Submission

- Submit ① as an Excel file, ② to ⑩ 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 of ⑦ COLABS-Outbound 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 your research theme (research outline) and language ability.

Details of the 2nd Stage Screening, such as the online platform, schedule, etc., will be sent by the Student Exchange Division if you pass the 1st Stage Screening.

### 3. Notification of Screening Result

You will be notified 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

Semester program as an exchange student at a partner institution under a university/department-level agreement:

As per the Tuition Waiver Agreement, the host institution will not collect tuition fees from you (with the exception of some partner schools).

Other than the above:

You must confirm with your academic advisor at the host institution whether or not it will be necessary to pay tuition at the host institution.

\*In either case, please note that you must pay tuition to Tohoku University during your study abroad.

### 3. Scholarship

Japan Student Services Organization (JASSO) Outbound Study Abroad Support System Scholarship

- (1) If you are selected for the program and meet JASSO's criteria, you will be eligible for a JASSO outbound study abroad scholarship.

Scholarship	JPY 60,000–100,000/month *Amount depends on the study abroad destination.
Travel Stipend	JPY 130,000 or 160,000 *Only available to those who meet certain criteria.
Eligibility You must fulfill all of the conditions below, ① through 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 achieved a GPA of 2.30 or higher, as calculated with JASSO's 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, scholarships loans, or student loans) must not exceed the monthly amount of the JASSO scholarship.</p> <p>④ Your study abroad destination 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 may be additional requirements for the scholarship. Please inquire with your 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). The number of monthly payments cannot exceed the maximum months for your study abroad type, as shown in the table on the 1<sup>st</sup> page.

Example

Number of days abroad			Number of paid months (number of payments)
10	-	31	1
32	-	62	2
63	-	93	3
94	-	124	4
125	-	155	5
156	-	186	6
Number of days abroad			Number of paid months (number of payments)
187	-	217	7
218	-	248	8
249	-	279	9
280	-	310	10
311	-	341	11
342	-	365	12

(3) You are not eligible for the JASSO scholarship if you are receiving scholarships from any of the other following organizations:

- JSPS Research Fellowship for Young Scientists
- TOBITATE! Study Abroad Initiative

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

#### 4. Overseas Travel Insurance

Please enroll in overseas travel insurance to ensure you are covered in the event of an accident, illness, or injury while studying abroad. You are required to enroll in Supplemental Study Abroad Insurance (Futaikaigaku) to participate in the program. You must pay the insurance premium yourself.

- Futaikaigaku: [https://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai\\_kaigaku/](https://www.insc.tohoku.ac.jp/japanese/preparing/safety/futai_kaigaku/)

## VI. Other

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### 1. Revocation of Acceptance

Even if you pass Tohoku University's screening, you will be unable to study abroad in the following situations.

- 1 You do not receive permission to enroll from your prospective host institution.
- 2 When applying to your prospective host institution, you are unable to meet their application requirements.
- 3 You are unable to pursue your studies at the host institution due to health issues.
- 4 You are unable to enter your prospective host institution due to a reduction in their enrollment limit.
- 5 You fail to uphold any of the terms listed in the COLABS-Outbound Pledge.
- 6 You are otherwise deemed unsuitable for studying abroad by Tohoku University.

### 2. Field and Department at the Prospective Host University

In general, your field of study and department at the host institution will be determined under guidance from Tohoku University, taking your wishes into account, but it may be impossible to arrange things as you wish due to circumstances at the host institution. When applying, it is necessary to discuss in advance your specific research theme and how you will proceed with your department at the host institution.

### 3. Enrollment and Travel Procedures

- (1) You are solely responsible for performing the necessary procedures and paying any fees involved.
- (2) Depending on how long it takes to obtain a visa and/or apply to study in your preferred country/region and institution, it may not be possible to begin your study abroad at your desired time.
- (3) After passing Tohoku University's screening, you will have to perform the below online registration with

the Ministry of Foreign Affairs according to the duration of your study abroad.

- Intensive/Workshop: Register with "TabiReg" (for those living abroad for under 3 months) as soon as you pass Tohoku University's screening.
- Semester: Register with "TabiReg" as soon as you pass Tohoku University's screening. After arriving at your destination, register your address of residence as soon as you have found housing (for those living abroad for 3 months or longer).

**4. Enrollment Status at Tohoku University while Studying Abroad**

This depends on your department. Please inquire at your department.

**5. Suspending/Canceling the Study Abroad due to Unforeseen Circumstances**

If the program is suspended/canceled due to any of the reasons shown in VI-1, or due to unforeseen circumstances in the host country/region, such as terrorist attack, natural disaster, pandemic, etc., regardless of the reason, you 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.). You cannot bill the university for such fees. Before applying, the student should carefully research approximate housing expenses at the destination, airline policies on ticket changes/refunds, etc. (If there is a terrorist attack, natural disaster, pandemic, etc. in your destination country/region before your study abroad begins, the program may be canceled.)

**6. Date of Departure from/Return to Japan**

To comply with our risk management support system, in general the date of departure from Japan must be within 10 days before the date on which classes begin for the period of study abroad. Similarly, the date of return to Japan must be within 10 days of the day after the date on which classes end (the date of the last term-end exam). Please return to Japan promptly within 10 days of the day after the date on which classes end (the date of the last term-end exam). If you have a justifiable reason to stay longer than 10 days, such as research purpose, please consult with your department. As a rule, the dates of departure and return to Japan should be as follows.

Departure date from Japan: Within 10 days counting from the day before the first day of classes of the first semester of study abroad.

Date of return to Japan: Within 10 days from the day after the last day of classes (the last day of final examinations, etc.) of the last semester of study abroad.