



COLABS

**A Guide
for the Tohoku University
Cooperative Laboratory
Study Program
2021-2022**

BCP* Level at Tohoku University : LEVEL 2

(as of April 1)

*Tohoku University Emergency Action Plan

Spring-only Students

Online participation throughout the program

Continuing Exchange Students

- Fall semester: Online participation
- Spring semester: Onsite participation

1. Study

- (1) Curriculum**
- (2) Course Description of Individual Research Training in Lab (IRTLab)**
- (3) Course Registration**
- (4) Grading System, Transcription and Credit Transfer**
- (5) Certificate of Completion**
- (6) Period of Study in Exchange Program**
- (7) Academic Calendar**

2. Other Information

- (1) Tohokudai ID / Password / DCMail**
- (2) Important Notices**
- (3) Contact**

1. Study

Core Course (Required)

- Individual Research Training in Lab (IRTLab)

2021-2022 Fall	1
2021-2022 Spring	1

(as of **March 2022**)

Elective Courses

A) Master Course Programs:

Graduate School of

[Science](#) / [Engineering](#) / [Information Sciences](#) / [Life Sciences](#) /
[Environmental Studies](#) / [Biomedical Engineering](#) / [Agricultural Science](#) /
[Medicine](#) / [Dentistry](#) / [Pharmaceutical Sciences](#) /

International Graduate Program for Advanced Science ([IGPAS](#)) in the
Graduate School of Science

*Detailed info available at Academic Affairs Section of Graduate School

B) Junior Year Program in English ([JYPE](#)):

*JYPE program is designed for undergraduate students, however,
COLABS students can also take JYPE courses.

(2) Course Description of IRTLab

Assignments	Applicable Students	Deadline/Date
(1) <u>Summary</u> * (template available)	All Student (each semester)	Jan. 21, 2022 (Fall) Jul. 22, 2022 (Spring)
(2) <u>IRTLab Poster Presentation</u> * (w83cm x h120cm)	Fall-Spring students	<i>Cancelled</i>
	Spring-Fall students	<i>Cancelled</i>
(3) <u>IRTLab Oral Presentation</u> * (approx. 15min.)	<ul style="list-style-type: none"> ▪ Fall-only students ▪ Spring-Fall students 	<i>Cancelled</i>
	<ul style="list-style-type: none"> ▪ Spring-only students ▪ Fall-Spring students 	<i>Cancelled</i>
(4) <u>Research Paper</u> * (A4 size / 30-40 pages as a guide)	All Students (in the last exchange term)	Feb. 15, 2022 (Fall) Aug. 15, 2022 (Spring)

* Mandatory

Deadlines/Dates = Japan Standard Time (JST)
(as of **March 2022**)

(2) Course Description of IRTLab

IRTLab Course Categories

Table 1. School Hours (workload)

Category Name		IRTLab1	IRTLab2	IRTLab3	IRTLab4
School Hours for IRTLab (hours)	1. Implementation Hours (Research time)	150	240	300	420
	2. Participation Hours in laboratory activities	150	210	250	330
Total School Hours		300	450	550	750
ECTS Equivalent of School Hours (25 hours = 1ECTS)		12	18	22	30

Table 2. Total TU credit units of elective courses per semester necessary for completion

Categories of IRTLab (Required Course)	IRTLab1	IRTLab2	IRTLab3	IRTLab4
Total TU credits of elective courses per semester necessary for completion	9	6	4	0

Description of School Hours (Workload) for IRTLab

- ① Implementation Hours
- ② Participation Hours in lab. activities
 - Oral presentations
 - Seminars
 - Meetings
 - Tutorials
 - Independent study
 - Other laboratory activities

(3) Course Registration

[COLABS] Online IRTLab Registration Form (2020-2021 Fall)

[Important Notes for 2020-2021 Fall Semester]

- Your course registration will be informed to your academic advisor.
- Elective Course has three sections; Courses offered by Graduate School, JYPE and JLPK.
*You may skip the Elective Course Section if you won't take any of them.
- Necessary information for Elective Course(s) offered by the Graduate School;
Course Title, Credits, Course Code, Instructor, Course Category, Schedule and Period
*You will not be registered if any information is missing.

TOP > For International Students > [COLABS] Online IRTLab Registration Form (2020-2021 Fall)

(Sample Form)

Online IRTLab Registration Form Structure (*Required)

Student Information*
Core Course*
Elective Course (offered by Graduate School)
Elective Course (offered by JYPE)
Elective Course (offered by JLPK)

[ATTENTION]

- **Deadline: Oct. 14 (Wed.), 2020**
- You must confirm your course selections with your academic advisor before submitting the form.
- Late submission is NOT accepted.
- Only the most recent data you submitted will be accepted if you submit the form more than once during the registration period.

[Student Information] *Required

Name*	<input type="text" value="*BLOCK CAPITALS as written on your Residence Card"/>
Program	COLABS
Graduate School*	<input type="text" value="v"/>
Student ID*	<input type="text" value="C0GL0000"/>
Student's Email*	<input type="text"/>
Academic Advisor*	<input type="text" value="First FAMILY"/>

Obtain Approval from Academic Advisor



Submit Online Form by Deadline

Fall	Oct. 14, 2021
Spring	Apr. 22, 2022

(4) Grading System, Transcription and Credit Transfer

- **Grades: AA / A / B / C / D**
- **Transcripts & Certificate* (PDF):**
sending via email to home university and student in Apr. and/or Oct.
- **Credit Transfer**

(5) Certificate of Completion*

(6) Period of Study in Exchange Program

Program	Study Period	Program End:
JYPE	1 or 2 Semester(s)	Poster (Fall) / Oral (Spring)
COLABS		Oral Presentation
DEEP		Final Class

***If you wish to shorten or extend the exchange period:**

- **Confirm with the home university for possibilities.**
- **Discuss with your academic advisor at Tohoku University for permission.**
- **Submit an official confirmation letter from home university to the Student Exchange Division by respective deadline; **May 15 (Spring) / Nov. 15 (Fall)****
- **JYPE students who enrolled in spring are ineligible for program extensions.**

(7) Academic Calendar

Fall Semester (Oct. 2021 - Mar. 2022)

Online Orientation	Sep. 28
Classes Begin	Oct. 1
Winter Vacation	Dec. 29 - Jan. 4, 2022
Classes End	Feb. 3, 2022
Supplementary Class Period	Feb. 4 - 22, 2021
<u>IRTLab Oral / Poster Presentation</u>	<i>Cancelled</i> *JYPE・COLABS only
Self-Education Period	Feb. 4 - Apr. 10, 2022

Spring Semester (Apr. 2022 - Sep. 2022)

Online Orientation	Early Apr.
Classes Begin	Apr. 11
<u>IRTLab Oral / Poster Presentation</u>	<i>Cancelled</i> *JYPE・COLABS only
Classes End	Aug. 9

💡 The Academic Calendar is in Japan time and subject to change. (as of March 2022)

2. Other Information

2. Other Information

**(1) Tohokudai ID
Password
DCMail**

(2) Important Notices

(3) Contact

(1) Tohokudai ID / Password / DCMail

Tohokudai ID & Password

✓ Password Change
Confirmation

✓ Forgot ID/Password?
→ Contact Program Coordinator

DCMail



Email for Students
(DCMail)

[DCMail Login](#)

[Online Guide](#)




[Notice on setting up the
forwarding rule](#)

[Password initialization](#)

*Click an image for more information.

(2) Important Notices

- ✓ Instructions/Guidelines Provided by TU, Academic Advisor and Lab.
- ✓ Checking DCMail and Websites

 <p>DCMail</p> <p>Email for Students (DCMail)</p> <p>DCMail Login</p> <p>Online Guide</p> <p>Notice on setting up the forwarding rule</p> <p>Password initialization</p>	<p>Current Students</p>  <p>While in Tohoku</p>	<p>Preparing to Arrive</p>  <p>Things to do</p>
<p>TU Emails</p>	<p>to start the semester</p>	<p>to come to Japan</p>

*Click an image for more information.

Oath · Pledge · Forms

✓ Read

✓ Confirm

✓ Sign (Handwritten)

✓ Submit (Google Forms)

(6の2) 非正規学生 (英語併記)

宣誓書 (Written Oath)

平成 年 月 日 (Year/ Month/ Day)

(部局等の長) 殿 (To the (Dean of the department, etc.)

氏名 (署名) (Name (signature))

年 月 日 (Date of birth: (Year/ Month/ Day))

私は、東北大学の諸規則に従い、守るべき本分を十分に守ることを誓います。(I hereby pledge to abide by the rules and regulations of Tohoku University, and fulfill the responsibility of my position.)

留学生 (非正規学生) 用 (留学生課関係)

別添第 7 号 (関係) (Attached for 7 (Re. Article 8))

学務番号

平成 年 月 日 (Year Month Day)

誓約書 (PLEDGE)

学部長 (Department Head)

学 部 ・ 研 究 科 ・ 教 育 部 (Faculty/Department of Education)

氏 名 (署名) (Name (Signature))

私は、貴学に在籍する期間中に、次のいずれかに該当する場合には、指導教員等に相談するとともに、必要な場合は関係法令に従い所定の手続きを行うことを誓約いたします。(While enrolled at Tohoku University, I, the undersigned, hereby pledge to consult with my academic advisor (i.e., the professor accepting me as a student or researcher), and if deemed necessary to implement the procedures prescribed by the relevant laws, in any of the cases set out below.)

研究上の技術情報 (在学在外) に関しては、海外に居住する者 (又は居住者として帰国しようとする者) にはこれを当該国境を越えて輸出することを禁ずる。 (I wish to provide research-related technical information to an overseas country or to a non-resident of Japan during my period of enrollment at Tohoku University, or if it becomes known to me during my period of enrollment that I may provide such information after expiry of my period of enrollment.)

二 研究上の使用機器若しくは器材 (材料等) は、研究の結果得られた有体物を在学中に持ち出すことを禁ずる。 (I wish to export items of material used in my research or material objects derived from my research in an overseas country during my period of enrollment, or it becomes known to me during my period of enrollment that I may export the aforesaid items after expiry of my period of enrollment.)

Tohoku University Agreement

PHOTOGRAPHY RELEASE FORM

I hereby consent and authorize Tohoku University to take photographs or motion pictures of me; or to produce videotapes, audiotapes, closed circuit television programs, web casts, or other types of media productions that capture my name, voice, likeness and/or image (collectively the "Materials"). I understand and agree that Tohoku University shall have complete ownership of the Materials and specifically authorize Tohoku University to copyright the Materials.

Without any notification, I understand and agree that Tohoku University may use, copy, publish, display, exhibit, reproduce, license, or distribute the Materials in any educational or promotional materials or other forms of media including, without limitation, university publications, catalogs, articles, magazines, brochures, social networking services, or websites. I further agree that I am executing this Release Form on a voluntary basis and I will not receive any compensation from Tohoku University for signing this Release Form as a result of any publication of the Materials.


I have read and understand this Release.

Name of Participant _____

Signature of Participant _____ Date _____

(2) Important Notices

Counseling & Disability Services



東北大学 学生相談・特別支援センター
Center for Counseling and Disability Services

文字の大きさ ㊦ ㊧ ㊨

コントラスト ㊦ ㊧ ㊨

特別支援室TOPページへ

東北大学 学生相談・特別支援センター > 学生相談所HOME > ENGLISH

学生相談所

Counseling Office

活動内容

[学生のみなさんへ](#)

[教職員のみなさんへ](#)

[刊行物](#)

[English](#)

[リンク](#)

[利用方法・アクセス](#)

The Counseling Office offers appropriate counseling to university students about problems in their everyday lives, including academic work, future plans, interpersonal relationships, personal traits, and mental health. We provide counseling, consultations, and referrals that can help you enjoy a more fulfilling university experience. We do not reveal any of your information shared during counseling sessions to anyone outside the Counseling Office. You do not have to worry about coming for advice on any problem of any sort. Please do not hesitate to visit us, even just to ask a question or talk about something that concerns you.


How to Use the Services


You can either come directly to the Counseling Office or arrange an appointment by phone or E-mail. If you make an appointment by E-mail, please write your name, affiliation, and contact: phone number/E-mail address, in the body of E-mail. Consultations can be conducted more smoothly if an appointment is made in advance. Counseling sessions are free of charge.

Hours: 9:30 am to 5:00 pm, Monday to Friday (except national holidays and the year-end and New Year holidays)
Tel: 022-795-7833 (direct line, only available in Japanese)
E-mail: gakuso[at]jhe.tohoku.ac.jp

Access

The Counseling Offices is located on the Kawauchi North Campus.
 Address: Kawauchi 41, Aoba-ku, Sendai-shi 980-8576





東北大学 学生相談・特別支援センター
Center for Counseling and Disability Services

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コントラスト ㊦ ㊧ ㊨

学生相談所TOPページへ

東北大学 学生相談・特別支援センター > 特別支援室HOME > ENGLISH

特別支援室

Disability Services Office

活動内容

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[教職員のみなさんへ](#)

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The Disability Services Office provides information and advice on disability issues and facilities support for students with visual, auditory, physical, internal and/or developmental handicaps. Through consultations regarding problems and concerns in campus life including such areas as classes, examinations and research, we will respond by working together with the various units concerned and school personnel of individual departments for necessary support. Please feel free to consult us.

Information on Activities

We will discuss problems on an individual basis and provide the following supports and services to respond to the diverse needs of people with disability.

Support for Study and Campus Life

- **Classes and examinations:** Coordination for alternative measures for practical skills-based courses, taking examinations in a quiet or private location, etc.
- **Assurance of receiving information:** Providing note-takers, assistance with reading, etc.
- **Support equipment:** Providing FM hearing aid systems and portable Braille terminals, etc.
- **Offering a break room**

On-campus Supporters

We will dispatch on-campus supporters so that individuals can receive various types of support, including assurance of receiving information, and assistance with moving and writing.

Barrier-Free Measures

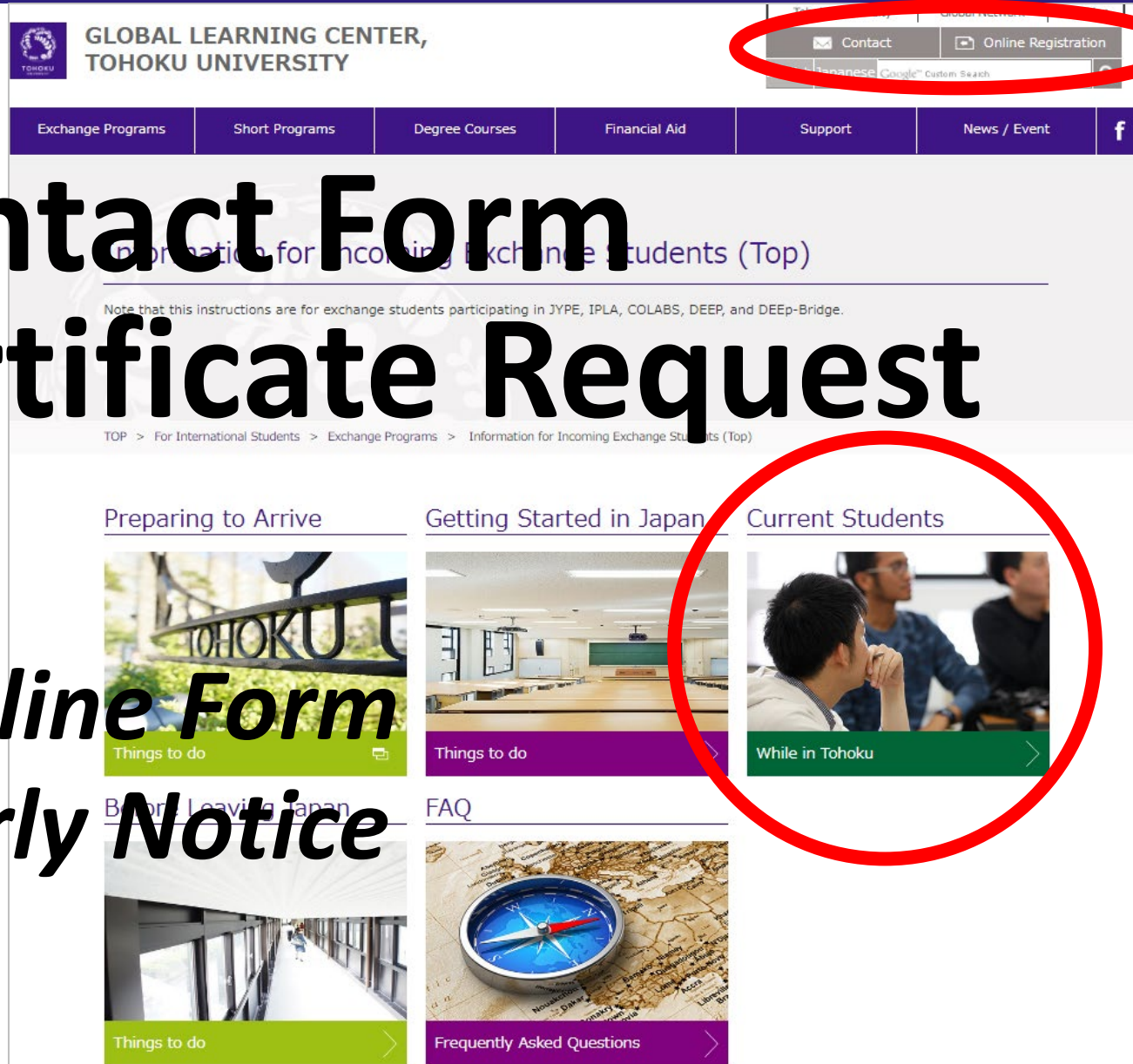
We will improve facilities in order to make moving around the campus more convenient.

How to Use the Service

You can either come directly to the Disability Services Office or arrange an appointment by phone or E-mail. Consultations can be conducted more smoothly if an appointment is made in advance.
Hours: 9:30 am to 5:00 pm, Monday to Friday (except national holidays and the year-end and New Year holidays)
Tel: 022-795-7696
E-mail: t-sien[at]jhe.tohoku.ac.jp

*Click an image for more information.

- **Contact Form**
- **Certificate Request**



GLOBAL LEARNING CENTER,
TOHOKU UNIVERSITY

Contact Online Registration

Exchange Programs Short Programs Degree Courses Financial Aid Support News / Event

Information for Incoming Exchange Students (Top)

Note that this instructions are for exchange students participating in JYPE, IPLA, COLABS, DEEP, and DEEP-Bridge.

TOP > For International Students > Exchange Programs > Information for Incoming Exchange Students (Top)

Preparing to Arrive Getting Started in Japan Current Students

Things to do Things to do While in Tohoku

Things to do Frequently Asked Questions

✓ **Online Form**

✓ **Early Notice**

Chair of the Program

Yoshitaka KASUKABE

Ph.D. Professor

Global Learning Center

yoshitaka.kasukabe.c3@tohoku.ac.jp

General Inquiries

Program Coordinator

Incoming Student Exchange Section

Student Exchange Division

[Contact Form](#)