



COLABS

**A Guide
for the Tohoku University
Cooperative Laboratory
Study Program
2023-2024**

Tohoku University Emergency Action Plan (BCP) for Preventing Spread of COVID-19 Infection (Revised Version)

2020.4.7 enactment
2023.4.1 revision

The decision to move a stage (level) is determined by the task force, taking into account the overall situation of the country, the region and the campus.

This Action Plan applies to all faculties in principle. Each department or area head can set the level deemed appropriate to the situation.

LV	Standard	Research Activities	Classes	Business Trip	Internal Meetings	Student extracurricular activities	Events (Held by TU)	Administrative management system
0		Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation	Normal Operation
1	A domestic infection has been confirmed and the university activities are affected by government requests for infection prevention.	Research activities can be carried out by implementing thorough infection prevention measures through each department's management system.	With adequate infection prevention measures in place, the classes will be conducted through a combination of face-to-face instruction and online instruction.	Check the infection status at the business trip location and take extra care in your activities.	In-person meetings can take place with the thorough measures to prevent the spread of infection. Online meetings are encouraged.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	Events and activities can be held accordance with the guidelines for holding events, provided adequate measures to prevent the spread of infection are taken.	Usual business can take place with thorough measures to prevent the spread of infection. Depending on the nature of the work, staggered work hours and 10-30% telecommuting are recommended.
2	The government has declared a state of emergency outside of Miyagi Prefecture, and certain restrictions have been imposed.	Research activities will be carried out following the thorough implementation of measures to prevent infections, as managed by each department.	In-person classes will be held in combination with online classes, with appropriate measures to prevent infections put in place.	Refrain from unnecessary and non-urgent business trips to areas where the infection is spreading.	Face-to-face meetings should be kept to a minimum, and in principle, we recommend online meetings.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	In principle, online. However, if the nature of the event requires a face-to-face session and permission has been obtained from the head of the department, the session can be conducted face-to-face in accordance with the guidelines for holding events.	Most work will be carried out as normal, with the utmost care taken to prevent the spread of infections. Teleworking will also be promoted.
3	A state of emergency was declared in Miyagi Prefecture by the government, and certain restrictions were imposed.	Although research activities can be carried out if departments carry out appropriate measures to prevent the spread of infection, it is recommended that everyone reduce the amount of time they spend on site and to carry out activities at home if possible.	In principle, classes are conducted online. In cases where face-to-face sessions are essential for regular examinations, dissertation examinations, and practical skills, experiments, and training courses, and for classes for first- and second-year undergraduate students, face-to-face sessions will be conducted with sufficient infection prevention measures in place.	Only when it is absolutely necessary for business and permission from the department head has been obtained	In-person meetings should be kept to a minimum, and online meetings are recommended in principle.	Extracurricular activities can be carried out if appropriate measures to prevent infections are put in place and permission has been obtained based on the Guidelines for Extracurricular Activities.	In principle, online.	While taking substantive steps to prevent the spread of infection, employees are encouraged to telework, depending on the nature of their work.
4	The infection is spreading continuously on our campus.	Research activities will be limited to the minimum number of activities, and interviews with other visitors will be avoided by taking turns.	Online lectures only	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	The number of employees will be kept to a minimum to continue important ongoing administrative duties, and the number of employees will be lessened by shortening shifts. All other employees shall, in principle, telecommute. This means 70-80% of staff shall telecommute.
5	The infection is spreading explosively on our campus.	In order to maintain a minimum level of university functions, laboratory staff may enter laboratories briefly only with permission from the departmental head or other organizational representative. In principle, staff should enter in shifts and refrain from meeting unnecessary personnel.	Online lectures only (However, staff will be prohibited from conducting classes on campus)	In principle, prohibited	Online conferences only	Prohibited	Postponement or cancellation	As a general rule, employees are required to telecommute except for urgent tasks that require them to come to work.

● Warnings regarding COVID-19

(Information about warnings will be posted as they are issued.)

* These restrictions do not apply to coronavirus-related medical staff and researchers.

* The TU BCP may be revised at any time due to changes in the phase of infection, the situation at that time, etc.

(References)

<Classes> Guidelines regarding the management of classes at BCP Levels 1-3 (September 17, 2021)

<Student Extracurricular Activities> Guidelines for Extracurricular Activities (June 1, 2022) [In Japanese: 新型コロナウイルス感染症 (COVID-19) 対策に係る東北大学課外活動ガイドライン]

<Dormitories> Guidelines for Residents on Preventing the Spread of COVID-19 Infections (June 1, 2022) [In Japanese: 学生寄宿舎新型コロナウイルス感染症の拡大防止に向けた入居生活ガイドライン]

<Events> Guidelines Regarding the Prevention of Coronavirus Infections at Events (November 17, 2022)

1. Study

(1) Curriculum

**(2) Course Description of Individual Research Training
in Lab (IRTLab)**

(3) Registration for Courses

(4) Grading System, Transcription, and Credit Transfer

(5) Certificate of Completion

(6) Period of Study in Exchange Program

(7) Academic Calendar

2. JASSO Scholarship

3. Insurance

4. Important Notices

5. Other

6. Contact information

1. Study

Core Course (Required)

- Individual Research Training in Lab (IRTLab)**

Students are strongly recommended to take IRTLab 4 or IRTLab 3.

Elective Courses

A) Graduate 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.

If you plan to take Japanese language courses, watch the [instruction video](#) and
register for courses.

(2) Course Description of IRTLab

Assignments	Applicable Students	Deadline/Date
(1) Summary * (template available)	All Student *Students participating for two semesters should submit it every semester.	July 22, 2024 (Spring)
(2) IRTLab Poster Presentation * (width 83cm x height 120cm)	Fall-Spring students	February 6-7, 2024
	Spring & Fall students *Students participating in the Spring Semester only will not give poster presentations.	August 6-8, 2024
(3) IRTLab Oral Presentation * (approx. 15min.)	<ul style="list-style-type: none"> ▪ Spring-only students ▪ Fall & Spring students 	August 6-8, 2024
(4) Research Paper * (A4 size / 30-40 pages as a guide)	All Students *Students participating for two semesters should submit it one time in their last semester	Feb. 15, 2024 (Fall) Aug. 15, 2024 (Spring)

* **Mandatory**

Deadlines/Dates = Japan Standard Time (JST) (as of April 2024)

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: Course Registration Form

Submission Deadline: October 13, 2023, at 11:59 PM (JST)

- You need to 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.

moe.saito.b5@tohoku.ac.jp アカウントを切り替える 

ファイルをアップロードしてこのフォームを送信すると、Google アカウントに関連付けられている名前、メールアドレス、および写真が記録されます

* 必須の質問です

Student Information

Name

回答を入力

Tohoku University student ID number

回答を入力

Obtain Approval from Academic Advisor



Submit Course Registration Form by Deadline

Fall

October 13, 2023

Spring

April 19, 2024

(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 request letter for extension of stay from home university to the Student Exchange Division by respective deadline; **May 15 (Spring)** / Nov. 15 (Fall)

(7) Academic Calendar

Fall Semester (Oct. 2023 - Mar. 2024)

Orientation	September 25
Classes Begin	October 2
Winter Vacation	Dec. 29 - Jan. 3, 2024
Classes End	Feb. 2, 2024
IRTLab Oral / Poster Presentation	Feb. 6-7 *JYPE・COLABS only
Self-Education Period	Feb. 5 – April 7, 2024

Spring Semester (Apr. 2024 - Sep. 2024)

Orientation	April 2
Classes Begin	April 8
IRTLab Oral / Poster Presentation	August 6-8 *JYPE・COLABS only
Classes End	August 5

💡 The Academic Calendar is in Japan time and subject to change. (as of April 2024)

2. JASSO

2. JASSO

- **JASSO Scholarship Orientation Video already available via Google Classroom.**
- **For more information, refer to the email and join the Google classroom titled “JASSO Scholarship Classroom 2024S” *.**
- **We will contact you in the Google Classroom for pledges, monthly Signing Dates, Bank account and other important information, make sure to join!**

***We will send you an invitation email for the Google classroom, please check your Tohokudai-DC email address.**

The April signing dates are the 4th and 5th.

Things you need to do

for JASSO scholarship

1. Participate in Google classroom

2. Submit Transfer Request Form

3. Sign for attendance confirmation sheet

4. Answer a web questionnaire



Monthly signing



Open your bank account



Transfer at the end of the month

1. Participate in Google classroom

***The JASSO Scholarship Orientation will be held online from **Today** via Google classroom, all of the JASSO scholarship awardees should participate in. (Time: anytime)**

- When you receive an invitation email for “JASSO Scholarship Classroom 2024S”, log in the google classroom with your Tohoku-Dai Gmail account and password.
- View the material of the orientation.
- After checking the materials, click “Class (授業)”, then complete the "Pledge for the JASSO Scholarship Awardee“ and “H-1/H-2 Report of JASSO”.

***JASSO Signing Schedule:**

JASSO scholarship awardees are required to sign for the designated attendance confirmation sheet every beginning of month to receive the scholarship. Please come to the Student Exchange Division (C-6 counter, second floor of the Education and Student Support Center (A01)) with your residence card. (If you do not have the residence card yet, bring your passport).

For the October signing, the signing date is designated on April 4th and 5th. If you are unable to sign on the above date due to unavoidable reasons (research activities or classes), please contact us in advance.

2. Submit Transfer Request Form

○ Documents to submit

You need to submit the “Wire Transfer Request Form” to receive the JASSO Scholarship via bank transfer.

Please submit the required documents as soon as you receive the bank book or the card in your hand.



Sample: Bank Card

○ How to submit: Via Google Form

We will announce how to submit the “Wire Transfer Request Form” at the JASSO Google classroom.

Please wait for an email to join the classroom.

New students open a Japan Post Bank (JP Bank) account with your smartphone using the “Yucho Direct Plus” app.

For more information on how to open a bank account, check [STEP 4: Opening a Bank Account](#) in [Getting Started in Japan](#).

The [Bank accounts](#) page in TU Support is also useful.

4. Answer web questionnaire

All JASSO awardees are required to submit the "Pre-arrival (H-1)" and "After the program Questionnaire (H-2)" reports.

-Deadline:

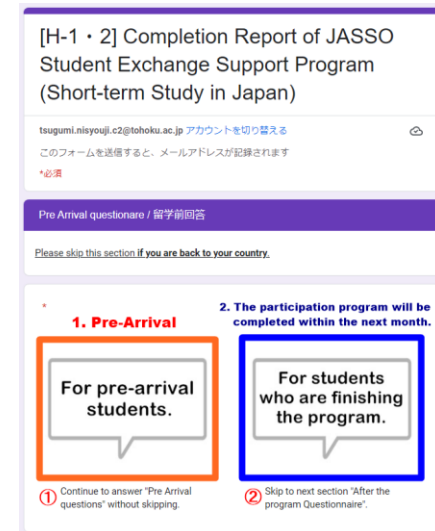
H-1: Before receiving the first scholarship.

H-2: After receiving the last scholarship (before leaving Japan).

**-About 15 minutes to finish
Accessible to smart phone**



https://docs.google.com/forms/d/e/1FAIpQLSeyYQ0dX7RS568jySNpIX1D0qBTDQlgXHv8ld_xBnl8V29GFw/viewform?usp=sf_link



[H-1・2] Completion Report of JASSO Student Exchange Support Program (Short-term Study in Japan)

tsugami.nisyouji.c2@tohoku.ac.jp アカウントを切り替える

このフォームを送信すると、メールアドレスが記録されます

*必須

Pre Arrival questionnaire / 留学前回答

Please skip this section if you are back to your country.

1. Pre-Arrival
For pre-arrival students.

2. The participation program will be completed within the next month.
For students who are finishing the program.

① Continue to answer 'Pre Arrival questions' without skipping.

② Skip to next section 'After the program Questionnaire'.

3. Insurance

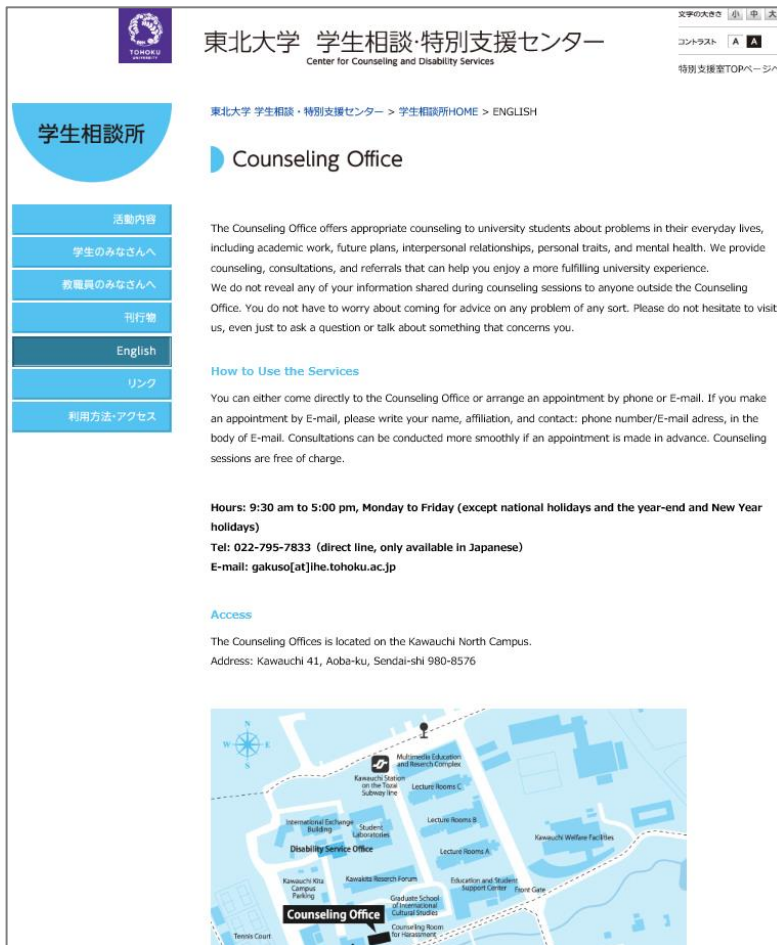
- 1. National Health Insurance**
- 2. GAKKENSAN**
- 3. Inbound futai-gakuso**

4. Important Notices

4. Important Notices

- **Adherence to Japanese Law**
- **Drinking and Smoking**
- **Respect regulations of dormitory**
- **Mobile phones**
- **Health and Safety**
- **Counseling and Disability Services**

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

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

Counseling Office

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.


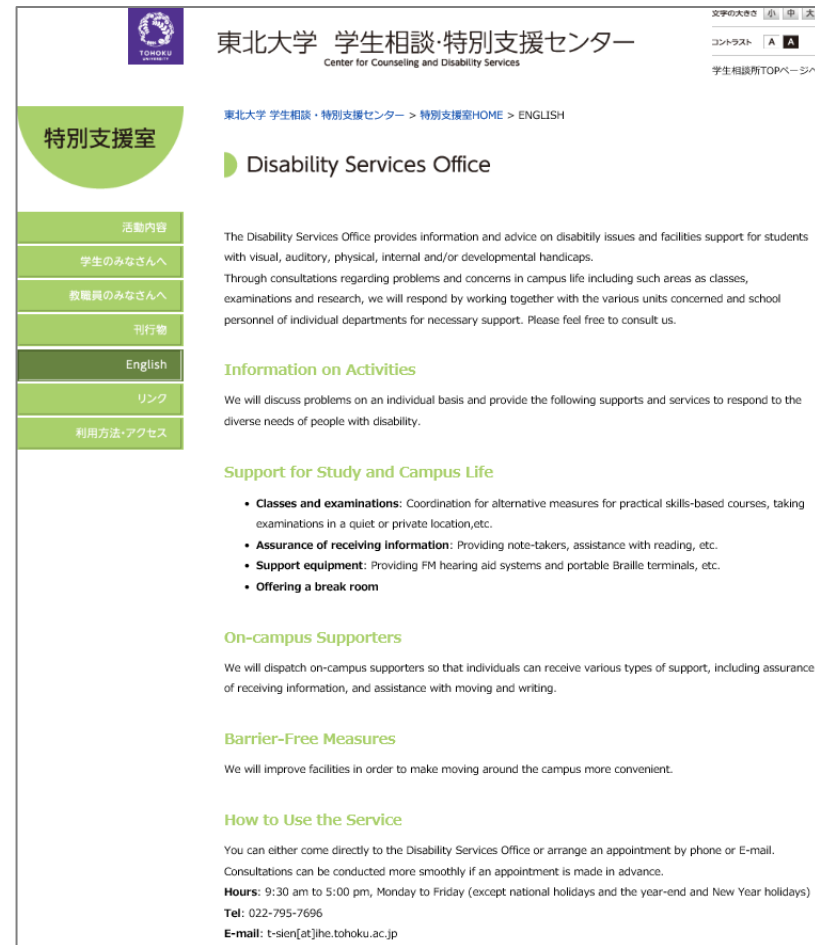
How to Use the Services

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

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

Disability Services Office

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 the image for more information.

4. Important Notices

Tohokudai* ID & Password

DCMail

✓Forgot ID/Password?

*Tohokudai=Tohoku University
Please check the below:

- [Technical Assistant information](#)
- [FAQ \(Tohokudai ID ▪ Online Class ▪ VPN ▪ Others\)](#)

Start using university-wide email (student email, DCmail)

*Click an image for more information.

[Access to Center for Data-driven Science and Artificial Intelligence, Tohoku University](#)

Location / Postal Address

Multimedia Education and Research Complex, Tohoku University
Kawauchi 41, Aoba-ku, Sendai, Japan, 980-8576



If the above does not resolve the issue, please contact your Program Coordinator: studyab@grp.tohoku.ac.jp

4. Important Notices

- ✓ Instructions/guidelines provided by Tohoku University and academic advisors.
- ✓ Checking DCMail and Websites

Getting Started in Japan



To start the semester

Current Students



While in Japan

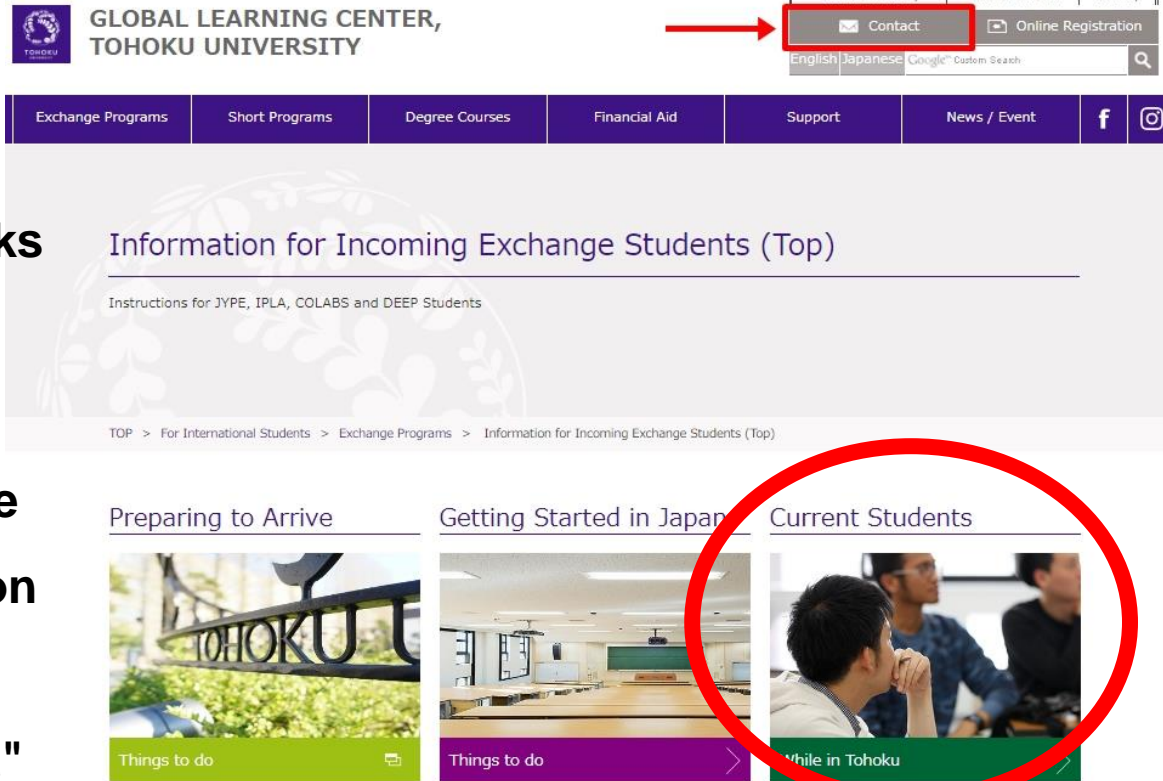
*Click the image for more information.

- Contact Form
- Certificate Request

When you send the Certificate Request...

***Please allow at most two weeks for the certificate to be issued.**

***In case you are urgent in obtaining the certificate, please state the reason and the date on which you wish them to be issued in the "Special Request" field on the form.**



GLOBAL LEARNING CENTER,
TOHOKU UNIVERSITY

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

Information for Incoming Exchange Students (Top)

Instructions for JYPE, IPLA, COLABS and DEEP Students

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

5. Other

- **Admission Discount**
- **University Libraries**
- **Excursions and Events**

Visit the [Current Student page](#) for more information.

6. Contact

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](#)

studyab@grp.tohoku.ac.jp