

Tohoku University Cooperative Laboratory Study Program (COLABS-Outbound) 2022-2023  
**Student Application Guideline for Academic Year 2022**

## I. Application Details

Recruitment for students applying for the academic year 2022 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 ("TU") has a university-level or department-level student exchange and tuition waiver agreement.

➤ List of Partners: <https://web.tohoku.ac.jp/ged/partners>

\* Details on partnerships and partnership contracts are not available.

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

#### (2) Term of Study Abroad

Studies abroad lasting 10 days to 1 year during the 2022 academic year \*Requirements vary depending on the term of study (see chart below)

Type		Semester	Intensive	Workshop
Term 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
Pre Departure Orientation		Conducted 1 to 2 months before departure for applicants who pass the university screening (attendance is mandatory)		
Completion Requirements <sup>*2</sup>	Training	Approx. 1 semester Equivalent to 30 ECTS *3	Equivalent to 12 ECTS *3	Equivalent to 4 ECTS *3
	Research Report	30-40 A4-size pages (English)	Approx. 5 A4-size pages (English)	Approx. 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. 50 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 with the prospective host institution's academic calendar for summer/fall 2022 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 There are 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 "master's training.") 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 2023 as an exchange student at a partner school under a university-level agreement:

—April 2022	Coordinate with your advisors at TU and the prospective host institution. Confirm with the Student Exchange Division that you can attend the host institution under the academic exchange agreement.
Early May 2022	Inform your department that you will apply.
Late May 2022	Submit application to department → application forwarded to Student Exchange Division → application screening
Early–Mid June 2022	Interview

Late June 2022	Candidates selected by TU→ TU applies to host institution→ TU obtains written permission to enroll (study abroad approved)
December 2022	Predeparture Orientation
January 2023	Departure

\*If you will do a semester study abroad as an exchange student at a partner school under a university-level agreement, please plan to start your study abroad in or after September 2022 in accordance with your prospective host institution's summer/fall academic calendar. Please check your prospective host institution's application deadline and submit your application in a timely manner.

#### Ex. 2 Intensive or Workshop program beginning in July 2022

–Early March 2022	Coordinate with your advisors at TU and the prospective host institution.
Mid March, 2022	Inform your department that you will apply.
Late March, 2022	Submit application to department→ application forwarded to Student Exchange Division→ application screening
Early–Mid April 2022	Interview
Late April, 2022	Candidates selected by TU→ Confirm necessary procedures with host academic advisor before traveling abroad
June 2022	Predeparture Orientation
July 2022	Departure

## II. Application Requirements

### 1. Qualifications

To apply you must fulfill all of the following conditions.

- (1) In general, eligible applicants must be TU students in master's or doctoral curricula in the below graduate schools, or undergraduate students who are scheduled to enter the below graduate schools (i.e. they will enter graduate school by the time of their study abroad).

\*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:

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

- (2) Applicants must have sufficient foreign language skills to pursue research at the host institution in their 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 aforementioned program completion requirements, the applicant must, upon completion of the program, return to TU, continue their studies, and complete their curriculum.
- (4) The applicant must not be on a leave of absence at the time of their study abroad.

### 2. Before Applying

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

Contact your host academic advisor and obtain their consent to advise you (the TU Student Exchange Division WILL NOT make arrangements/inquire with your host academic advisor for you).

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

Read "Notes" 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 with 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.

## Notes

- The number of students from TU 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 2022, your prospective host institution reaches the limit of outbound TU students that it can accept, 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. You cannot apply as an exchange student to any university whose application deadline has passed. As a rule of thumb, many universities have deadlines that are around 5 to 7 months before the academic year begins, and it is necessary to apply for the program at TU an additional 2 months in advance.
- If your prospective host institution has a language requirement, you must fulfill it by the time you apply to that university.

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

Please inquire with the relevant staff at your department's Student Affairs Division.

## 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	Use Official Form	Please see the sample form before completing it.
② Letter of Recommendation from Academic Advisor *1	Free Format	Must be signed by the academic advisor.
③ Academic Transcript (Transcript of grades since entering university.)	-	Graduate students must submit their undergraduate transcript too.
④ Grade Point Average Chart	Use Official Form	
⑤ Copy of document proving language proficiency	-	
⑥ Letter of Permission to Enroll from the host institution	Free Format	It must contain the following information. <ul style="list-style-type: none"> <li>▪ Name, position, and affiliation (institution/department) of academic advisor at host institution</li> <li>▪ Applicant's name</li> <li>▪ Period of study abroad (dates)</li> </ul>
⑦ COLABS-Outbound Pledge	Use Official Form	Prepare in duplicate. Submit one and keep the other. It must be signed by your guardian etc.
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 applying to a university that does not have a university/department-level agreement with TU . -If the prospective host institution does not have a university/department-level agreement with TU , and therefore does not have a signed Memorandum of Understanding on student exchange with TU , submit proof of consent as per ⑩ (includes inter-laboratory MOUs, contracts, etc.)
⑩ Letter of Consent for Student Exchange *3		

\*1 It should include a description of your outlook for degree acquisition and English ability. In describing the outlook for degree acquisition, your academic advisor should consider your specific research theme, and the extent to which you have discussed how to proceed with your department at the host institution. If you are an undergraduate student in the 5th 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 indicate 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 TU (or the relevant department) in the future, and that further exchanges can be expected hereafter. It should be signed by your academic advisor. \* See Attachment 3, "Letter of Application" and "Letter of Consent for Student Exchange."

\*3 Must be signed by 3 people: your academic advisors at the host institution and TU, and you (the student). \* See Attachment 3, "Letter of Application" and "Letter of Consent for Student Exchange" (hereafter, "Attachment 3") for details. If you are applying for a non-Semester study abroad, 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 TU. The Student Exchange Division and your department's staff will not 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).  
\*Also submit the original copy of ⑦ COLABS-Outbound Pledge to your department.

**(2) Deadline for Submitting Documents**

Please ask your department about the deadline.

**IV. Selection/Notification of Result**

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**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 Pre departure Orientation schedule from the Student Exchange Division.

**V. Study Abroad Expenses**

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**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 school 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 TU during your study abroad.

**3. Scholarship**

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

- (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 320,000 *Only available to those who meet certain economic criteria.

<p>Eligibility You must fulfill all of the conditions below, ① through ④.</p>	<p>① You must be a citizen, or permanent resident, of Japan, of excellent academic ability and character.</p> <p>② You must have achieved a GPA of 2.30/3.00 or higher in the previous academic year.</p> <p>③ If you are receiving scholarships from other organizations (including TU or the host institution), the total monthly amount of those scholarships (NOT including travel expenses, scholarship loans, or student loans) must not exceed the monthly amount of your 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. However, if the country/region is designated Level 2 or Level 3 (avoid all travel) due to the COVID-19 pandemic, it may be possible to receive the scholarship under certain conditions. (Please inquire with your department for details.)</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>
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(2) The number of scholarship payments will depend on the duration of your study abroad. It will be calculated by dividing up your 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 in part I-1.

#### 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 following other 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

### 1. Revocation of Acceptance

Even if you pass TU'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 TU.

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

In general, your field and department at the host institution will be determined under the guidance of TU, 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) Given the time required to apply for a visa to study in your preferred country/region and institution, it may not be possible to begin your study abroad on your preferred date.
- (3) After passing TU'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 TU's screening.
  - Semester: Register with "TabiReg" as soon as you pass TU'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 TU 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. When applying, please carefully research approximate living expenses at your destination, your airline's policy 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. If there is any difference between the English language version of the program terms and the Japanese language version, the Japanese version shall take precedence.