

**RWTH Aachen University Research Fellowship Japan Program 2022-2023
Outbound Tohoku University Cooperative Laboratory Study Program
(COLABS)**

**RWTH Aachen University Research Fellowship Japan Program
Student Application Guide for 2022 Academic Year**

I. Application Details

The Aachen University Research Fellowship Japan Program (hereafter, "the program") will recruit outbound study abroad students for the 2022 academic year as described below. Outbound students may be selected to receive an Aachen University Research Fellowship (hereafter "Aachen scholarship").

In general, those who do not receive the Aachen scholarship, or those whose desired term of study abroad is longer than its payment period, will receive the Japan Student Services Organization (JASSO) Study Abroad Support System (Partner/Outbound) 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.

(2) Study abroad period: minimum 3 months, maximum 1 year, starting on a date falling between December 2022 and March 2023.

(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 | 30-40 A4-size pages (English) | 5 A4-size pages (English) |
| | Presentation at Conference *2 | Oral Presentation | Poster Presentation |
| | Credit Approval | Credits received for academic work performed during the program must be approved by the student's department *3 | |
| JASSO Scholarship | Outline of Scholarship | Approx. 50 total *4 | |
| | Maximum Period of Award | 12 months | 3 months |

ECTS = European Credit Transfer System 1 ECTS is equivalent to 25 hours of study/training.

※ 1 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.

※ 2 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.

※ 3 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 2023)

| | |
|-----------------------|---|
| By late August, 2022 | Coordinate with advisors at Tohoku University and RWTH Aachen University. |
| Early September, 2022 | Inform department of application. |
| Mid September, 2022 | Submit application to department→ application forwarded to Student Exchange Division→ application screening |
| Early October, 2022 | Interview |
| Mid October, 2022 | Candidates selected→ apply to RWTH Aachen University→ obtain written permission to enroll (study abroad approved) |
| January, 2023 | Predeparture Orientation |
| February, 2023 | Departure |

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

*Tohoku University outbound study abroad may be canceled due to the COVID-19 pandemic or conditions in the destination country/region. (For details, see "5. Cancellation/Interruption due to Unforeseen Circumstances" under "VI. Other.")

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 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. Things to Check Before Applying

- (1) **Contact the Academic Advisor at the 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 | |
| ② Application Form | Official Form | Must be signed by applicant's advisor. |
| ③ Recommendation Letter of supervisor at home university with 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 Chart | Official Form | |
| ⑥ Copy of proof of English proficiency | - | |
| ⑦ Certificate of Enrollment | - | Must be in English. |
| ⑧ Confirmation of Supervision at RWTH University | Official Form | Please enter the following information: <ul style="list-style-type: none">Name, position, and affiliation (institution/department) of advisor at host institutionApplicant's namePeriod of study abroad (dates) |
| ⑨ RWTH Aachen University Fellowship Program Pledge | Official Form | Keep the original. The cosigner should 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 |

Downloading Forms etc.

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

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

Notes on Preparing Documents for Submission

- Submit documents ① as Excel data, ② through ⑧ as PDF.
*Keep the original copy of ⑨.

(2) Application Submissions

Applicants should submit the application materials by email to the relevant office in their department (undergraduate/graduate school Educational Affairs Section or department/major office).

(3) Deadline for Submitting Documents

Applicants should ask their department about the deadline.

IV. Selection/Notification of Result

(1) 1st Stage Screening: Document-based

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

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

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

The time/date and format for the 2nd Stage Screening will be sent to applicants who pass the 1st Stage Screening.

(3) Notification of Screening Result

After the 2nd Stage Screening, applicants will be notified of their results by their departments.

Applicants who pass the 2nd Stage Screening will receive a Predeparture Orientation schedule from the Student Exchange Division.

V. Study Abroad Expenses

(1) Payment of Expenses

Participants must bear expenses related to studying abroad themselves.

(2) Tuition Fee

RWTH Aachen University will not collect tuition fees.

(3) Scholarship

JASSO Study Abroad Support System (Partner/Outbound) Scholarships

(1) Those selected for the program who meet JASSO's criteria will be eligible for a JASSO study abroad scholarship.

| | |
|--|---|
| Scholarship | JPY 80,000/month |
| Travel Stipend | JPY 320,000 *Only available to JASSO scholarship recipients who meet certain economic criteria as of the beginning of the study abroad. |
| Eligibility: Applicants must fulfill all conditions ① through ④. | <p>① They must be a citizen, or permanent resident, of Japan, and of excellent academic ability and character.</p> <p>② They must have achieved a GPA of 2.30 or higher as per JASSO's GPA formula in the previous academic year.</p> <p>③ For those 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. However, if the country/region is designated Level 2 (avoid non-essential travel) or Level 3 (avoid all travel) due to the COVID-19 pandemic, it may be possible to receive the scholarship under certain conditions. (Applicants should inquire with their department for details.)</p> <p>* In addition to ① through ④ above, there may be 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 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 |
| 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.

-Recipients of the JSPS Research Fellowship for Young Scientists

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.

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. Participants must pay the insurance premium themselves.

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 They 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 Tohoku University's outbound programs are canceled or delayed due to diseases/epidemics.
*Please see "6. Other" for details.
- 7 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 these materials do NOT have to be submitted at the time of the internal screening).
 - Curriculum Vitae
 - Statement of Purpose with information on special research project work and RWTH-Supervisor
- (2) The participant is solely responsible for their application and payment of any fees required.
- (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 participant's desired date.
- (4) After passing Tohoku University's internal screening, the participant 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. Participants should inquire at their departments.

5. Cancellation/Interruption due to Unforeseen Circumstances

If the participant 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 participant 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.). Participants 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.)